



**USDA Child Care Subsidy Administration Program (CCS)**  
 United States Department of Agriculture

**U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program  
 Request for Benefit to be Placed in an Inactive Status**

The U.S. Coast Guard (USCG) Child Care Subsidy Program allows Members to remain in the Program in an **Inactive Status** for up to 90 calendar days.

**Certification Statement**

I, \_\_\_\_\_ am requesting that my child care subsidy benefit  
*Printed name of USCG Member*

be placed in an **Inactive Status** for the child/children as of the date(s) listed below:

<i>Child's Full Name</i>	<i>Date of Birth (DOB)</i>	<i>Inactive Status Effective Date</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check here if Inactive Status Request is due to a Permanent Change of Duty Station. Members must complete and return to the USDA the U.S. Coast Guard (USCG) Permanent Change of Duty Station (PCS) – Reactivation Package within 90 days of their Inactive Status effective date or may be removed from the program due to non-compliance.

I understand that my benefit will be placed in an **Inactive Status** as of the effective date listed above and that no further payments will be issued to my Child Care Provider as of this date. I further understand that I can only remain in the program for **90 calendar days** under an **Inactive Status**. If after 90 calendar days, I do not return to an **Active Status**, I may be officially removed from the program and will be responsible for any and all child care costs once I have been officially removed.

I further understand that once I have been officially removed from the USCG Child Care Subsidy program, that should I need child care subsidy program benefits at a later date, I will be required to complete the application process in its entirety in order to determine my eligibility to participate and the effective date of future child care subsidy benefits.

**Misrepresentation or falsifying this information may subject the individual to prosecution under the Uniform Code of Military Justice (UCMJ) and/or applicable State and Federal Laws, and may subject the individual to removal from the USCG CCS Program and responsible for repaying any USCG CCS benefits received that the Member was not entitled to receive based upon USCG CCS Program guidelines.**

\_\_\_\_\_  
*Signature of Qualifying USCG Member / Last 4 of SSN* \_\_\_\_\_  
*Date*

Submit to the USDA  
 Email: [uscgchildcare@gsa.gov](mailto:uscgchildcare@gsa.gov)  
 Phone: (866) 508-0371 | Fax: (816) 823-5445  
 2300 Main St – 2SE, KCMO 64108