



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

U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program
Notification of Expected Maternity Leave

The USDA, as the third party administrator for the U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program, is authorized to provide USCG CCS payments for children currently enrolled in the program. USCG CCS Program guidance authorizes *84 continuous days (12 weeks) of benefits for Active Duty Members who have or will be giving birth. Any additional leave you anticipate beyond the 84 continuous days (12 weeks) must be reported to the USDA Subsidy Administration Section to determine your continued eligibility in the program.

For Member's who's Spouse/Partner is not an Active Duty USCG Member, USCG Child Care Subsidy Program policy allows for 6 weeks of care for the normal birth of a child or children, or 8 weeks of care for a cesarean section birth.

Upon completion and submission of this form to the USDA, the USCG Member is providing the USDA Subsidy Administration Section with their intended participation in the USCG CCS Program. This Notification Statement must be completed, signed by the Member and submitted to the USDA Child Care Administration Program in advance of the leave taken by the Member or their Spouse/Partner in order to qualify for, or continue to qualify for a USCG CCS benefit.

I _____ certify that I or my Spouse/Partner
Printed name of USCG Member

_____ is/are expecting the birth of our/my child on _____
Printed name of Expectant Mother *Expected Due Date*

While I or my Spouse/Partner is out on maternity leave, I/we anticipate the following:

- ___ My child/children will continue to be enrolled in child care
- ___ My child/children will be removed from child care

And upon the birth of my child I/we anticipate the following:

- ___ I will be enrolling my baby and my child/children currently enrolled in the USCG CCS Program will continue to participate.
- ___ I wish to withdraw my existing child/children from the USCG CCS Program and wish to be removed from the program.

Forms required for Approved Maternity Leave: *(Please note that approval to remain in the program and eligible for benefits while on maternity leave requires that both forms below be submitted to the USDA Child Care Administration Program PRIOR to maternity leave being taken. In the event that this information is not provided PRIOR to the Member/Member's Spouse/Partner's Leave, the Member's USCG CCS Benefit will be **SUSPENDED** until the required information is received and validated by the USDA Child Care Administration Program)*

- ___ U.S. Coast Guard issued form CG Form 2519 (Leave Authorization)
- ___ U.S. Coast Guard (USCG) Child Care Subsidy Program (CCSP) Notification of Expected Maternity Leave
- ___ For Non-U.S. Coast Guard Mothers: A Letter from their Employer, Employer Leave Form or Doctor's Letter/Form. The document submitted must include the Mother's Name, start and end date of their leave and contact information if applicable.

I will notify the USDA Subsidy Administration Section via email at uscgchildcare@gsa.gov, or by completing and returning an updated USCG Form 2014-04 to report any changes to the information provided above. To add your Child to the USCG Child Care Subsidy Program, please visit the USDA Web page below and navigate to the Forms Library to obtain the Adding Child/Children Package. Once completed, please submit the package to the USDA Child Care Administration Program for processing.

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
 Phone: (866) 508-0371 | Fax: (816)
 823-5445 2300 Main St – 2SE, KCMO 64108