



**U.S. Coast Guard (USCG)
Child Care Subsidy (CCS)
Member/Family Handbook**

**U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program
Employee/Family Handbook**

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*(*This page must be completed, signed and returned to the USDA Child Care Subsidy Program to activate your U.S. Coast Guard Child Care Subsidy Program Benefit)*

How to contact us:

U.S. Department of Agriculture
Child Care Subsidy Administration Program
2300 Main Street – 2SE
Kansas City, MO 64108
Phone: 866-508-0371
Fax: 816-823-5482
Email: uscgchildcare@gsa.gov

U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program Employee/Family Handbook

Introduction

The U.S. Coast Guard Child Care Subsidy Program provides a contribution toward the total cost of child care for Active Duty USCG Members and Reservist who have been called to Active Duty for a minimum of 180 consecutive days or longer. The benefit was created to assist Members whose children attend off base care allowing eligible families to pay fees comparable to those charged on base. Providers and Parent(s) must apply for benefits via the USDA Child Care Subsidy Administration Program as the 3rd party administrator for the USCG. The Family portion of child care costs plus the amount of the USCG Child Care Subsidy Program Benefits will equal the provider rate. Eligibility will be determined based on the USCG Child Care Subsidy Program guidance and may be updated at any time throughout the year per the discretion of the USCG.

- The USCG Child Care Subsidy benefit is available to Active Duty Members and Active Duty Reservists called to Active Duty for 180 consecutive days or longer.
- Families may qualify for subsidy benefits in accordance with the U.S. Coast Guard Child Care Subsidy Benefit Table. The subsidy benefit is based on the member's Total Family Income (TFI) which includes Adjusted Gross Income (AGI) and may include business income, rental income, and/or any other recurring income as listed on the most recent federal tax information provided plus Annual Basic Allowance for Subsistence (BAS) plus Annual Basic Allowance for Housing (BAH).
- Eligibility to receive benefits can only be determined once all documents are submitted to the USDA Child Care Subsidy Administration Program for review.
- Eligibility will be determined based upon the USCG Child Care Subsidy Program guidelines.
- Program guidelines may be updated at any time throughout the year per the discretion of the USCG and will be communicated to the USDA for implementation.
- Additional information on the Child Care Subsidy Program can be found at www.uscg.mil/worklife.

USCG Child Care Subsidy Benefit Program Overview

The intent of the USCG Child Care Subsidy benefit program is to help meet the needs of eligible Families where the spouse/partner is working and/or attending school. Members must use a licensed and/or accredited child care provider in order to be deemed eligible for benefits. USCG Child Care Subsidy benefits are calculated based upon the child's attendance to include hourly care, daily care, and monthly care with benefits being paid directly to the qualifying provider on a monthly basis on or after the 15th of the month for the current month of care.

Eligibility Requirements for USCG Families

- Families of Active Duty and Reservist called to Active Duty for 180 consecutive days or longer may be eligible. USCG Civilians are not eligible for benefits.
- The member's spouse/partner (two adults living together who are in a relationship to include same sex couples) must be working a minimum of 20 hours per week; enrolled in school a minimum of 6 credit hours for spring and fall semesters and/or 6 credit hours for summer, or actively seeking full-time employment.
- The child/children for whom the Member is applying, must be the legal dependent of the USCG Member and must be listed on the members BAH Dependency Data Sheet, CG Form 4170.
- The benefit is available for children from birth through 12 years of age.
- A qualifying child care provider must be used for the care of the Member's child.
- The USCG Child Care Subsidy program requires that the child care provider be licensed, registered, and/or accredited in order to be considered a qualifying child care provider.
- Care provided in the home where the family/child resides is not authorized under the USCG Child Care Subsidy Program guidelines.

Program Responsibilities:

Once you determine that you may qualify for benefits based upon the criteria above, you may apply for a USCG Child Care Subsidy Benefit. Please be aware that there are responsibilities that you, your Child Care Provider, the USDA Child Care Subsidy Administration Program, and the USCG have once this process begins. These responsibilities are to ensure that USCG Child Care Subsidy Benefit Program guidelines are adhered to based upon the intent of the program.

Parent Responsibilities:

1. The Member/Family will be financially responsible for all child care costs until their application for child care subsidy benefits has been approved and the Member and their Child Care Provider have signed and returned their USCG Child Care Subsidy Program Benefit Letter.
2. Complete the application process ensuring that all required forms have been submitted to the USDA in order to determine eligibility.
3. Meet program guidelines and use a qualifying child care provider.
4. Review and sign the USDA Invoice/Attendance form each and every month to ensure accuracy and request payment.
5. Pay the Family portion of child care costs directly to the provider including any additional charges for services that you may incur including field trips, non-essential supplies, late fees, etc.
6. Report any change to your child care needs immediately to the program administration (USDA) and your Child Care Provider.
7. Report **immediately** any changes in:

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- Your Family's size, such as someone moving in or out of the household
 - Work, training, or education schedule
 - Your Family's address or telephone number (work and home)
 - Your Family's legal obligation to pay child support
 - Any change in marital status
8. Make payment arrangements for child care needed for personal reasons that are not authorized.
 9. Ensure that Child Care Providers used while participating in the USCG Child Care Program are promptly paid for all child care services rendered. Failure to pay the required Member portion to any Child Care Provider may result in the Member being disqualified from the program for one year.

Provider Responsibilities:

1. All providers must meet the USCG child care licensing and accreditation requirements for the type of child care business they operate under the USCG Child Care Subsidy Program. The following types of child care programs are accepted under the USCG Program guidelines:

Family Child Care:

Family child care is home-based care provided for a portion of the day in a private family home for compensation on a regular, ongoing basis and must be inhabited by the family/individual that is providing care. States limit the provider's hours of operation and number of children who can be cared for in a home environment. Family child care providers must be licensed by the state and the care providers must have basic training in first aid, safety, and child care including child abuse and neglect prevention. Many in-home providers also have training in early education.

Center Based Child Care:

Commercial child care centers/day care centers provide child care in a group setting for a set number of hours and provide standardized and regulated care. There are planned educational activities and children may be grouped by age or placed in mixed age groupings. Day care centers are licensed to provide care for infants, toddlers, and/or pre-school age and they are usually open all day. Classes are usually largest in this type of care; ratios of children to adult caregivers will vary according to state licensing requirements.

Federal Based Child Care:

Some Federal agencies sponsor on-site child care centers for their employees and families seeking to use this type of child care. The space at federal child care centers may be available to non-federal employees; however, priority for child care services will be given to federal employees.

2. Meet program rules and requirements in order to receive a USCG Child Care

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Subsidy Benefit.

3. Keep complete and accurate attendance records according to licensing and accreditation regulations and/or contract requirements. Maintain records for future reference as needed.
4. Bill for the USCG Child Care Subsidy using the directions and invoice/attendance form as provided.
5. Submit to the program administrator (USDA), any changes/updates to status as a licensed and/or accredited child care provider.
6. Provide timely notification if/when a USCG Member's child or children have left care.
7. Provide timely notification if/when a USCG Member's child's rate and/or attendance changes.
8. Providers may submit **one rate** change per year and will be required to notify the USDA at least 15 days prior to the effective date of the change. Failure to promptly report updates and/or changes to your child care rates may result in an over or underpayment. Additional rate changes not associated with an attendance change or when the child ages up will not be processed.
9. Must submit Invoice & Attendance records to the USDA that are properly completed and signed by the Member, Spouse or POA; and a representative of the child care center for payment. Invoices not properly completed and submitted to the USDA within 3 months of the period of service, will be considered void and will not be honored for payment.

USDA Child Care Subsidy Administration Program Responsibilities as the Third Party Administrator:

1. Determine a Family's eligibility for child care subsidies based upon USCG Child Care Subsidy Program guidance and benefit tables.
2. Authorize benefits based on the amount of child care needed by eligible Families for approved child care.
3. Pay Providers for authorized and billed child care services provided to an eligible Family.
4. Inform Families and providers of USCG Child Care Subsidy Program updates as applicable. (E.g. Start/end date, payments, notifications of expired documents, etc.)
5. Assess and resolve overpayments and underpayments.
6. Answer questions related to eligibility, authorizations, and payments.
7. Will inform the Member within 10 days of the receipt of a Family's application that their application has been accepted and is either **Complete** or **Incomplete**. If the application is incomplete, the USDA will inform the Member of the information/documents needed in order to complete the application process

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USCG Responsibilities:

1. Develop operational guidance for the USCG Child Care Subsidy Program and ensure that the USDA has the most current guidance and applicable policies.
2. Ensure that the USDA, as the third party program administrator, follows all established guidelines as set forth by the USCG.
3. Perform audits on records and files ensuring proper documentation is maintained in accordance with established operational guidance.

Application and Program Process

Step 1: Member completes and submits U.S. Coast Guard Child Care Subsidy Program application and includes all supporting documents.

Step 2: Member's case is assigned to an Agency Representative who will work with the Member throughout the application process and throughout the Member's participation in the program.

Step 3: *Within 10 days* of submission, the USDA Child Care Subsidy Administration Program reviews the application and supporting documents to determine completeness and informs the Member if any documents and/or information are missing. Member has **30 days** from the initial notification to submit all required documents or their application will be declined.

Step 4: If applicable, Member/Family submits missing documents and/or information.

Step 5: Sponsor's eligibility is determined. The USDA, using the U.S. Coast Guard Child Care Subsidy Program Total Family Income (TFI), guidelines and Benefit Table, will calculate the USCG CCS that the Member/Family may qualify for.

Step 6: The USDA Child Care Subsidy Administration Program will inform the Member and Child Care Provider via email of the USCG CCS Benefit that the Member qualifies and include Invoice & Attendance Record for use in billing the USDA.

Step 7: Child Care Provider will begin billing the USDA Child Care Subsidy Administration Program for the USCG CCS portion of the child care costs.

Step 8: Payments are issued to the Child Care Provider who will credit the Member's account.

Step 9: Each year, the Member is informed that they must complete the Annual Recertification process in order to determine their continued eligibility. Child Care Providers must also complete their own Annual Recertification process.

Step 10: Members and Providers must ensure that all information maintained in their respective files is complete and accurate at all times. This includes but is not limited to a Member's orders, home and work address, personal situation (Marriage, divorce, separation, etc.) and Providers must ensure that the GSA has a current copy of their

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license, letter of Accreditation, Registration along with any information that pertains to the state's inspection of their facility.

Child Care Qualifications: Full Time vs Part Time

The child/children's attendance will determine the calculation of benefits as full time or part time with the Family being responsible for any balance above the authorized benefit. The type of care and status of the spouse must be evaluated to determine if the USCG Child Care Subsidy benefit should be full-time, part-time, or unauthorized due to insufficient hours. Full-time and part-time care is authorized based upon the USCG Child Care Subsidy benefit and is define as follows.

USCG Child Care Subsidy Benefit Determination

Important Facts

- The Fee Category Table below provides the Total Family Income Fee Category and the Maximum Benefit allowed per child per year. The U.S. Coast Guard updates the Fee Category Table Each year effective 01 January.

The table below is effective Date: 01 January 2015, through 31 December 2016

TFI Category	TFI (Total Family Income)	1 st Child	2 nd Child	3 rd Child
Category I	\$0 - \$30,466	\$7,800	\$6,800	\$6,800
Category II	\$30,467 - \$36,993	\$6,630	\$5,630	\$5,630
Category III	\$36,994 - \$47,873	\$5,320	\$4,320	\$4,320
Category IV	\$47,874 - \$59,841	\$4,800	\$3,800	\$3,800
Category V	\$59,842 - \$76,162	\$4,020	\$3,020	\$3,020
Category VI	\$76,163 - \$88,079	\$3,240	\$2,240	\$2,240
Category VII	\$88,080 - \$103,622	\$2,560	\$1,560	\$1,560
Category VIII	\$103,623 - \$129,572	\$1,680	\$680	\$680
Category IX	\$129,573 +	\$900	\$0	\$0

- Both Parents and Providers must remain eligible for the USCG Child Care Subsidy benefit in order to receive payment.
- The amount listed on the USCG Child Care Subsidy Benefit Authorization Letter is the amount that will be paid each month directly to the Child Care Provider. If the family terminates child care and/or switches to a new child care provider, the monthly USCG child care subsidy benefit is pro-rated. In either case, the Member/family is responsible for any remaining balance.
- Providers may submit **one rate** change per year and will be required to notify the USDA at least 15 days prior to the effective date of the change. Failure to

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promptly report updates and/or changes to your child care rates may result in an over or underpayment. Additional rate changes, not associated with an attendance change or when the child ages up, will not be processed.

- During summer months, school-age child care rates may change based upon attendance, at which time the benefit will be recalculated.
- Child care rates submitted as a weekly rate will be multiplied by 4.33 to determine the monthly rate.
- The USCG Child Care Subsidy Benefit will **NOT** pay fees for:
 - Months in which no care occurs
 - Lateness/Tardiness
 - Transportation
 - Field trips
 - Food
 - Any other miscellaneous fees
 - Tuition for part-day kindergarten and/or elementary education
- USCG Child Care Subsidy benefits will not be made to more than one Child Care Provider for the same child/children for the same hours of care.
- All child care payments are made directly to the Child Care Provider. Payments are made within seven (7) to ten (10) business days from verification of a complete and accurate attendance record.
- USCG Members must ensure that their provider submits invoices in a timely manner in order for payment to be issued on their behalf. Invoices may be submitted by the Provider or the Member directly to USDA for payment.
- Under no circumstances will child care payments be made to the Family. Families are required to make clear and concise arrangements with their Child Care Provider related to account credits or reimbursements.
- Child Care Providers will only be paid for child/children listed on the USCG Child Care Subsidy Benefit Authorization Letter. If the family adds a child or children to the program after their original authorization date, they must submit information for program benefit recalculation.

Registration Fees

Providers will be paid for registration fees up to \$200 per year per child as long as the Member has not exceeded the maximum benefit as authorized by the U.S. Coast Guard Child Care Subsidy Program guidelines.

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Payment Process

Payments are issued directly to the Family's Child Care Provider. Each Provider will receive a USCG Child Care Subsidy Benefit Invoice & Attendance Form for each child that qualifies for USCG Child Care Subsidy benefit. Per USCG guidance, each Invoice & Attendance Form submitted to the USDA for payment must be properly completed and must include the signature of a qualifying Child Care Provider program official along with the Member, the Member's Spouse/Partner, or the Member's Power of Attorney.

U.S. Coast Guard (USCG) Child Care Subsidy Program Invoice & Attendance Form																		
Provider:		ABC DAYCARE																
Address:		123 MAIN STREET ANYTOWN, USA 12345																
Item to Address:		ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345																
Email Address:		ABCDAYCARE@MAIL.COM																
Tax ID #		12345678-00001																
Phone #		(816) 555-1234							Fax # (816) 555-5678									
Member/Employee Name		SAM SMITH																
Child Name		JENNIFER SMITH																
Month of Service																		
Attendance & Billing Record:																		
To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "N/C" for NO CHARGE or "T" if service is TERMINATED																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Member/Family Annual Recertification Date: Monday, 01 May 2017																		
Current Child Care Cost Billing								Approved USCG Child Care Subsidy Benefit										
Total Cost Billed		\$ _____						Total Monthly Cost		\$750.00								
Less Member/Family Portion		\$ _____						Total Member/Family Portion		\$425.00								
USCG Balance Due		\$ _____						USCG Portion		\$325.00								
<table border="0"> <tr> <td>MAXIMUM ADJUST</td> <td>ADJUST</td> <td>PER MONTH</td> </tr> </table>																MAXIMUM ADJUST	ADJUST	PER MONTH
MAXIMUM ADJUST	ADJUST	PER MONTH																
Provider Signature _____																		
Member Signature _____																		
<small>Provider and Parent who misrepresent information used to calculate child care subsidy benefits may result in the termination of benefits and subsequent collection of benefits owed.</small>																		
<small>Return completed Invoice & Attendance form via any of the following:</small>																		
Fax: (816) 822-1000				Mail: U.S. Department of Agriculture														
Email: uscgprvcs@childcare.gov				Child Care Subsidy Administration Program														
Questions: (888) 632-0271				2300 Main St - 2nd Fl														
				Kansas City, MO 64108														

Example of an USCG Child Care Invoice & Attendance Form used by child care providers to bill the USDA Child Care Subsidy Administration Program

Please note that Members are required to pay the Member portion as listed on their benefit letter and invoice prior to any benefit being issued to your provider on their behalf.

Invoices not properly completed and signed by both the Member and qualifying Child Care Provider will not be processed for payment. USCG Members need to ensure that the invoice correctly reflects the proper attendance in order for their USCG Child Care Subsidy Benefit to be paid.

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If a Power of Attorney (POA) is signing the form on behalf of the Member, the program administrator (USDA) must have a copy of the most current POA in order to process for payment.

Please see below a sample USCG Child Care Subsidy benefit Invoice and Attendance Form which provides instructions on the completion of the form. All Invoice & Attendance Forms must be submitted to the USDA Child Care Subsidy Administration Program within 90 days/3 months of the period of service that child care was provided.

By signing and certifying the invoice for payment, you and your provider attest that the total cost written on the form is the actual amount of child care costs billed to your family for the period of service indicated and that you have paid or have made payment arrangements for the Member.

**U.S. Coast Guard (USCG) Child Care Subsidy Program
Invoice & Attendance Form**

Provider: ABC DAYCARE
Address: 123 MAIN STREET
 ANYTOWN, USA 12345
Member Address: ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345
 Email Address: ABCDAYCARE@MAIL.COM

Tax ID # 12345678-00001
Phone # (816) 555-1234 **Fax #** (816) 555-5678

Member/Employee Name SAM SMITH
Child Name JENNIFER SMITH
Month of Service May 1 - 31, 2016

Attendance & Billing Record

To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if SERVICE IS TERMINATED

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	X	X	X	X	X			X	X	X	X	X		
16	X	X	X	X	X			X	X	X	X			
	X	X	X	X	X		X	X	X	X			X	X

Member/Family Annual Recertification Date: Monday, 01 May 2017

Current Child Care Cost Billing

Total Cost Billed \$ <u>750.00</u>	<small>U.SCG Approved Child Care Subsidy Benefit</small>
Less Member/Family Portion \$ <u>425.00</u>	<small>Total Working Cost: \$750.00</small>
U.SCG Balance Due \$ <u>325.00</u>	<small>Total Member/Family Portion: \$425.00</small>
	<small>U.SCG Portion: \$325.00</small>

WORKING EMPLOYER SPT/HR PER MONTH

Provider Signature _____ *Leticia Daycare Provider*

Member/Employee Signature _____ *Sam Smith*

Provider and/or Family who misrepresents information used to calculate child care subsidy benefits may result in the termination of benefits and subsequent collection of benefits owed.

Return completed Invoice & Attendance form via any of the following:

Fax: (816) 325-6488	Mail: U.S. Department of Agriculture
Email: uscgprovinces.childcare@usda.gov	Child Care Subsidy Administration Program
Questions: (888) 608-0271	2300 Main St - 2 NE
	Kansas City, MO 64108

CC 000-02

Your provider will complete the following:

- Month of Service
- Attendance & Billing Record (Using the appropriate code from above)
- Total Cost (Total amount the Provider is charging for child care)
- Member/Family Portion (Amount you have paid your provider)
- U.SCG Portion (Amount billed to the U.SCG on your behalf)
- Provider will sign the Invoice & Attendance Form
- You as the U.SCG Member, your Spouse or designated Power of Attorney will sign certifying that the information on the invoice is accurate prior to submission to the U.SCG

Billing Errors

Billing errors may cause an underpayment or an overpayment. The Parent and Child Care Provider are required to provide correct information in relation to the USCG Child Care Subsidy benefit received. If the Provider was to receive an overpayment of USCG Child Care Subsidy benefits, a refund or offset of the amount of the overpayment would be due. Any overpayments, including those due to a USDA/USCG error, must be reported immediately to the Family's assigned Agency Representative.

Once the USDA has determined that an overpayment was issued and the information has been validated, the Provider or Family will receive an official notification which may include a request that funds be returned for further credit to the USCG or that future invoices will be offset (maximum offset period allowed is 90 days).

The USDA Child Care Subsidy Administration Program is responsible to collect erroneous payments made to Child Care Providers for the following reasons which include but are not limited to:

- Erroneous or false information regarding eligibility or care provided
- Duplicate payments or payments made for services not rendered
- Payments made for ineligible providers or families

The USDA Child Care Subsidy Administration Program will make reasonable efforts to collect overpayments making a minimum of three notifications to providers and Families. Failure by the provider and/or Family to return any requested overpayment/erroneous payment will result in a federal debt being established to collect the monies. For Family's that incur an overpayment due to incorrect information provided in order to calculate the benefit or a change in the Family status that affects their eligibility, the USDA Child Care Subsidy Administration Program will provide documentation to the USCG Child Care Subsidy Program for review and action. The USDA will act on behalf of the U.S. Coast Guard for all financial decisions pertaining to child care subsidy payments issued.

Families or providers who give erroneous or false information may be permanently disqualified from participating in the USCG Child Care Subsidy benefit program upon approval of the USCG Child Care Subsidy Program Manager.

Payment Reconciliation

Families are required to pay their portion of the total child care costs directly to their Child Care Provider. Neither the USDA, nor the USCG, has any responsibility for ensuring that the Family pays their portion. Failure by Families to pay their portion of child care costs may result in discontinued USCG Child Care Subsidy benefit. In addition, failure by the Child Care Providers to reimburse Families or credit their account for USCG Child Care Subsidy benefit received may result in disqualification from the program and repayment of funds.

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- Families are financially responsible for all child care costs until a U.S. Coast Guard Child Care Subsidy Benefit has been awarded and accepted by both the Member and Child Care Provider.
- Families are eligible for the USCG Child Care Subsidy benefit only if/when their application has been approved. The Member's Eligibility/Benefit Effective Date will be the first of the month in which the Member applies or the child/children's first day in child care, whichever is the latest of the two dates.
- You must be in an **Active Duty Status** with the U.S. Coast Guard in order to be eligible to receive benefits under USCG Child Care Subsidy Program. Any change in your status with the USCG must be reported to the USDA Child Care Subsidy Administration Program immediately for further review. U.S. Coast Guard families participating in other subsidy benefit programs may be eligible for a USCG Child Care Subsidy Benefit; however the benefit is calculated after these discounts have been applied to the standard rate. Civilians for the USCG are not eligible.
- As a participant in the USCG Child Care Subsidy Program, you agree to provide any and all information requested by the USDA Child Care Subsidy Administration Program and/or the USCG related to your application, payments issued on your behalf, eligibility, and the child care costs charged to you by your provider. The submission of this information will be used in order to determine eligibility in the program. Failure to provide requested information within 30 days of the day of the request will result in your removal from the program and you will be responsible for all child care costs.
- You must notify the USDA Child Care Subsidy Administration Program if and when your child is no longer enrolled with the qualified Child Care Provider identified on your application. The subsidy is not transferable to another child care provider. You must reapply for the subsidy should you change child care arrangements.
- Due to the variation of oversight and regulation in different states and the USCG Child Care Subsidy Program guidelines, the USDA Child Care Subsidy Administration Program must review each Child Care Provider to ensure that they meet the minimum eligibility requirements for participation in USCG Child Care Subsidy Program. If your Child Care Provider's standing with their state child care licensing authority changes or is revoked, this information must be reported to the USDA Child Care Subsidy Administration Program immediately.
- You are responsible for reporting any changes that may affect your status as a USCG Child Care Subsidy recipient, or your families cost for any reason to the USDA Child Care Subsidy Administration Program as soon it has been identified. Including but not limited to; changes in your personal and/or financial situation, or that of your Spouse/Partner; such as but not limited to any change in employment, school enrollment, marriage, divorce, a partner who has entered or left the home, etc. Failure to promptly report any change to the USDA Child Care Subsidy Administration Program that causes an erroneous payment on your behalf may result in your Child Care Subsidy Benefit being terminated and subsequent collection action of the erroneous payment from you.
- Any program policy infraction to include but not limited to providing incorrect child care cost, knowingly or unknowingly which causes an overpayment of a USCG Child Care Subsidy benefit may result in you being disqualified from the program. In addition, repayment of monies received due to this misrepresentation will be required.
- Invoices must be properly completed, signed by both Member and Provider, and submitted to the USDA on a monthly basis. Invoices submitted to the USDA for payment must contain an original signature from the Member and the Child Care Provider. Under no circumstances will photo copies of a document containing the Member's signature be knowingly accepted by the USDA for payment. Invoices submitted after 90 days following the end of the period of service will not be eligible for payment resulting in the Member be financially responsible for the Child Care cost incurred for that period of service.

By completing the application process through the USDA Child Care Subsidy Administration Program, I attest that I received, read and understand the USCG Child Care Subsidy Program guidelines as set forth in the handbook.

Printed Name of U.S. Coast Guard Member _____ **Date** _____

Signature of Qualifying U.S. Coast Guard Member _____ **Last 4 of SSN** _____

Parents who misrepresent information used to calculate their subsidy benefit may have their subsidy benefit terminated and be financially responsible for repayment of any Child Care Subsidy Benefits issued on his/her behalf due to incomplete, inaccurate information used in the calculation of the Child Care Subsidy Benefit.

U.S. Department of Agriculture
Child Care Subsidy Administration Program
2300 Main Street – 2SE, Kansas City, MO 64108
Tel: (866) 508-0371 * Fax: (816) 823-5445
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