



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

Good Day,

The USDA Child Care Administration Program is issuing this notification to ensure that all Child Care Providers and Families currently participating in the USDA administered Child Care Subsidy Programs understand the Invoice submission process.

Invoices for Child Care services should be properly completed, signed and submitted to the USDA on a monthly basis, preferably on/after the 15th of the month in which service was provided. For those Families who are set up on a Daily Billing Plan, the invoice should be submitted the first week of the month following the Month of service.

Invoice submission in a timely manner will ensure that the Member/Employee's account with their Child Care Provider is current and in the event that there is question or issue with an invoice submitted to the USDA for payment, we have sufficient time to address the matter and receive a corrected invoice within the timeframe allowed in order to authorize payment on the Member/Employee's behalf. Invoices not received within 3 months/90 days from the end of the period of service will not be honored for payment.

Failure to submit invoices on a Monthly basis is deemed as non-compliant with Child Care Subsidy Program Guidelines which may result in the Member/Employee being removed from the program.

The USDA Child Care Administration Program looks forward to continuing our administration of the Child Care Subsidy Programs for the GSA, U.S. Coast Guard, U.S. Customs and Border Protection (CBP), and the U.S. National Park Service.

If you have any questions about the program, please do not hesitate to our office to speak to one of our staff members. The USDA looks forward to meeting your Child Care Subsidy Program needs.

Thank you,

The USDA Child Care Administration Team
Pegasys Financial Services
Child Care Subsidy Administration Program
USDA - Office of the Chief Financial Officer
Federal Shared Services Provider
(866) 508-0371
USDA Child Care Subsidy Administration Website:
https://nfc.usda.gov/FSS/ClientServices/Child_Care_Subsidy/index.php