



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

Good Day,

Summertime is fast approaching; therefore the USDA Child Care Administration Program has prepared this notification to ensure that all Child Care Providers and Families currently participating in the USDA administered Child Care Subsidy Programs are aware of the process to update each Child's total cost, and/or attendance for summer child care.

In order to ensure that the proper Child Care Subsidy Benefit is issued on behalf of the Family, Child Care Providers must complete and submit to the USDA, a Family Enrollment Provider Cost Verification Form 2015-01 for each child whose rate and/or attendance will be changing. This form should be submitted **one month prior** to a change in the Child's rate and/or attendance in order to allow for our Team to update the Family's information and issue a new Child Care Benefit Letter and Invoice.

The Family Enrollment Provider Cost Verification Form 2015-01 plays an important role in the administration of Child Care Subsidy Programs to ensure that the USDA has the correct child rate and attendance for each child enrolled and receiving Child Care Subsidy Benefits. Please visit the USDA Child Care Administration website below for the applicable Form 2015-01 that corresponds with the Child Care Subsidy Program that the Family is under.

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 Subsidy Administration Program 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](https://nfc.usda.gov/FSS/ClientServices/Child_Care_Subsidy/index.php)