



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

Dear U.S. Coast Guard Member,

The U.S. Coast Guard provided the USDA Child Care Subsidy Administration Program with updated policies regarding the USCG Child Care Subsidy Program Annual Recertification Process.

The Annual Recertification process serves an important purpose in that each Member provides their updated financial information at which time their eligibility to continue to participate in the USCG CCS Benefit is recalculated based upon the USCG Child Care Subsidy Program's most current guidelines as provided by the U.S. Coast Guard.

U.S. Coast Guard Child Care Subsidy Program Recertification Policy effective immediately:

- 1) Members must complete and submit their Annual Recertification Package within 30 days of the date of their Recertification notification issued by the USDA.
- 2) Members continue to be financially responsible for their portion of child care costs based upon their most recent USCG Benefit Authorization notification until they receive their USCG Annual Recertification Authorization Notification.
- 3) Members who fail to complete and submit their Annual Recertification Package within 30 days of the date of their notification will be officially removed from the USCG Child Care Subsidy Program.
- 4) **NEW:** Members who are removed for failure to complete and submit their Annual Recertification Package within 30 days of the date of their Recertification Notification from the USDA will be ineligible to re-apply for benefits for 30 days from the date of their official removal from the USCG CCS Program.

The USDA Child Care Administration Program looks forward to continuing our administration of the U.S. Coast Guard Child Care Subsidy Program.

For questions regarding eligibility and/or your participation in the U.S. Coast Guard Child Care Subsidy Program, please contact your assigned Family Representative for assistance.

The USDA Child Care Administration Team
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[USDA Child Care Administration Website](#)

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