



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

Good Day,

Effective 1 May 2018, U.S. Coast Guard (USCG) Active Duty (AD), Coast Guard Reservists on Active duty orders and Public Health Service officers on Coast Guard Active Duty Members who receive USCG Child Care Subsidy Benefits may receive up to an additional \$225 to their child care subsidy payment once per month until 30 September 2018. Eligible Members whose Child Care services are rendered in a USCG high cost state are identified as follows: Alaska, California, Connecticut, Florida, Hawaii, Maryland, Massachusetts, Michigan, New York, Oregon, Virginia, Washington, District of Columbia

Member Notes:

- 1) Those receiving Child Care Subsidy Benefits who's Child Care Provider is located within a high cost of living area, no action will be required on their part, or that of their Provider in order to take advantage of the additional subsidy.
- 2) Members must not make any adjustment to their Invoice, the USDA upon receipt will make the applicable adjustment authorizing up to an additional subsidy of \$225.00 per child, per month. Under no circumstance will the Member's required portion of child care costs plus the High Cost Initiative exceed the total cost billed by the Provider. In these cases, the additional subsidy will be prorated and paid accordingly.

Provider Notes:

- 1) Providers must not make any adjustment to their Invoice, the USDA upon receipt will make the applicable adjustment authorizing up to an additional subsidy of \$225.00 per child, per month. Under no circumstance will the Member's required portion of child care costs plus the High Cost Initiative exceed the total cost billed by the Provider. In these cases, the additional subsidy will be prorated and paid accordingly.
- 2) Providers who receive the additional subsidy **MUST**:
 - a. Refund the additional subsidy to the Member/Family, or
 - b. Credit the Member/Family's account immediately upon receipt of the funds from the U.S. Treasury, thereby reducing the Member/Family portion until the credit has been used/applied in full

High Cost Initiative Highlights

- The High Cost Initiative will begin 01 May 2018 and will end on 30 September 2018.
- USCG Child Care Subsidy Program guidelines for the submission of invoices remains in place where all Invoices must be properly completed to include a) Month and Year of Service, b) Attendance Record, c) the Total Cost, Member Portion and USCG Portion must match the amounts on record with the USDA, d) Provider Signature and e) the Member, their Spouse or POA must also sign certifying that the information submitted is accurate.

If you have any questions or need further assistance, please visit our website below and review the Frequently Asked Questions (FAQs).

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 Administration Website](#)

USDA Child Care Administration Program
2300 Main St – 2SE, KCMO 64108
Phone: (866) 508-0371 | Fax: (816) 823-5445
Email: uscgchildcare@gsa.gov