



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

**General Services Administration (GSA) Child Care Subsidy (CCS) Program
 Authorization for Release of Information**

The General Services Administration (GSA) Child Care Subsidy Program was established to help GSA Employees and their Families with the cost of child care. The program requires that the Spouse/Partner be working, enrolled in the school or medically unable to care for the child/children in order to qualify to receive benefits under the GSA CCS Program.

In order for the USDA Subsidy Administration Section to determine my eligibility in the program,

I _____ hereby authorize
Printed name Spouse/Partner

_____ to release the
School/College, Place of Employment or Medical Facility

following information to the USDA Subsidy Administration Section:

_____ **School Schedule/Enrollment:** Start Date, End Date & Number of Credit Hours

_____ **Employment:** Start Date, End Date if applicable & Number of Hours worked per week

_____ **Medical Records:** Effective Date of medical condition, expected end date & the ability to care for my child/children

The release of this information is necessary in order for consideration of my eligibility in the GSA CCS Program.

GSA Employees and/or their Spouse/Partner who misrepresent information used to calculate the GSA CCS Benefit may have their benefit terminated, and be removed from the GSA CCS and possible repayment of the GSA CCS benefits issued on the Employee's behalf.

Signature of Spouse/Partner

Printed Name of GSA Employee

_____ *Signature of Qualifying GSA Employee / Last 4 of SSN* _____ *Date*

Please provide a copy of this document to the School/College, Place of Employment or Medical Facility for authorization to release the information above. The original form must be submitted to the USDA Subsidy Administration Section to complete the GSA Employee's file.

Submit to the USDA
 Email: childcare@gsa.gov
 Phone: (866) 508-0371 | Fax: (816) 823-5432
 2300 Main St – 2SE, KCMO 64108