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

Child Care Provider Request to Initiate a Stop Payment Order

By completing and submitting this form to the USDA Subsidy Administration Section, I attest that the Child Care Subsidy Program Payment listed below was lost, misplaced or never received. I further understand, once this Stop Payment Request is submitted to the USDA, if I receive or locate the U.S. Treasury Check, I cannot cash/negotiate the check as by doing so would result in an overpayment of Child Care Subsidy Benefits.

Child Care Program Information

Child Care Provider Name: _____

DBA Name if applicable: _____

Program Address: _____

City: _____State:_____ Zip Code: _____

Payment Information

Family/Families Name: _____

Child/Children's Name: _____

Period(s) of Service: _____

Expected Payment Amount: _____

Additional Notes/Information

Upon certifying and returning this form to the USDA Subsidy Administration Section, I understand a Stop Payment Order will be initiated and in the event I locate the payment referenced above, I must return it marked VOID to the USDA Subsidy Administration Section immediately.

_____ _____
Primary Email Address ***Alternate Email Address***

_____ _____
Printed Name of Qualifying Child Care Provider completing this form ***Phone Number***

_____ _____
Signature of Program Official Requesting Stop Payment Order ***Date***

Upon receipt of this completed form, the USDA will issue to you the official Stop Payment Order which will contain the information specific to the payment(s) referenced above. This document must be certified by an authorized program official and returned to the USDA Subsidy Administration to complete the Stop Payment process.

Submit to the USDA
Email: childcareprovider@gsa.gov
Phone: (866) 508-0371 | Fax: (816) 823-5499
2300 Main St – 2SE, KCMO 64108