



**U.S. Coast Guard (USCG)  
Child Care Subsidy  
Program (CCSP)  
Member/Family Handbook &  
Statement of Understanding  
(SOU)**

# U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program Member/Family Handbook

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*(\*This page must be completed, signed and returned to the USDA Child Care Subsidy Program to activate your U.S. Coast Guard Child Care Subsidy Program Benefit)*

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# U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program Member/Family Handbook

## Introduction

The U.S. Coast Guard Child Care Subsidy Program provides a contribution toward the total cost of child care for Active Duty USCG Members and Reservist who have been called to Active Duty for a minimum of 180 consecutive days or longer. The benefit was created to assist Members whose children attend off base care allowing eligible Families to pay fees comparable to those charged on base. Child Care Providers and Parent(s) must apply for benefits via the USDA Child Care Subsidy Administration Program as the 3rd party administrator for the USCG. The Family portion of child care costs plus the amount of the USCG Child Care Subsidy Program Benefits will equal the Child Care Provider rate. Eligibility will be determined based on the USCG Child Care Subsidy Program guidance and may be updated at any time throughout the year per the discretion of the USCG.

- The USCG Child Care Subsidy benefit is available to Active Duty Members and Active Duty Reservists called to Active Duty for 180 consecutive days or longer.
- Families may qualify for subsidy benefits in accordance with the U.S. Coast Guard Child Care Subsidy Benefit Table in effect at the time of the Member's eligibility.
- The subsidy benefit is based on the Member's Total Family Income (TFI) which includes Adjusted Gross Income (AGI) and may include business income, rental income, and/or any other recurring income as listed on the most recent federal tax information provided plus Annual Basic Allowance for Subsistence (BAS) plus Annual Basic Allowance for Housing (BAH). Basic Allowance for Housing is included in the calculation of the Member's TFI whether received in like or in kind.
- Eligibility to receive benefits can only be determined once all documents are submitted to the USDA Child Care Subsidy Administration Program for review.
- The USCG Child Care Subsidy Program guidelines require that the USDA Child Care Administration Program maintain current documents from the Member, their Spouse/Partner or other parent if physical custody of the child/children is not with the USCG Member, if applicable, along with the Member's Child Care Provider in order to determine continued eligibility in the program.
- Eligibility will be determined based upon the USCG Child Care Subsidy Program guidelines.
- Program guidelines may be updated at any time throughout the year at the discretion of the USCG and will be communicated to the USDA for implementation.

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- Additional information on the Child Care Subsidy Program can be found at <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/Child-Care/> and/or [https://nfc.usda.gov/FSS/ClientServices/Child\\_Care\\_Subsidy/subsidies/USCG/index.php](https://nfc.usda.gov/FSS/ClientServices/Child_Care_Subsidy/subsidies/USCG/index.php)

### **USCG Child Care Subsidy Benefit Program Overview**

The intent of the USCG Child Care Subsidy benefit program is to help meet the needs of eligible Families where the Spouse/Partner is working and/or attending school. Members must use a licensed and/or accredited Child Care Provider in order to be deemed eligible for benefits. USCG Child Care Subsidy benefits are calculated based upon the child's attendance to include hourly care, daily care, and monthly care with benefits being paid directly to the qualifying Child Care Provider on a monthly basis on or after the 15<sup>th</sup> of the month for the current month of care.

### **Eligibility Requirements for USCG Families**

- Families who's Child/Children attend a DOD Child Development Center (CDC) are not eligible to participate in this program.
- Effective 01 July 2018, Active Duty Members who are using a USCG Child Development Center (CDC) are eligible to apply for benefits the U.S. Coast Guard Program.
- Families of Active Duty and Reservist called to Active Duty for 180 consecutive days or longer may be eligible. USCG Civilians are not eligible for benefits.
- The Member's Spouse/Partner (two adults living together who are in a relationship to include same sex couples) must be working a minimum of 20 hours per week; enrolled in school a minimum of 6 credit hours for spring and fall semesters and/or 6 credit hours for summer, or actively seeking full-time employment. In the event that the qualifying U.S. Coast Guard Member does not have physical custody of the child/children for which benefits are being requested, the custodial parent's financial information is required in order to process the Member's application for benefits.
- The child/children for whom the Member is applying, must be the legal dependent of the USCG Member and must be listed on the members BAH Dependency Data Sheet, CG Form 4170.
- The benefit is available for children from birth through 12 years of age.

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- A qualifying Child Care Provider must be used for the care of the Member's child.
- The USCG Child Care Subsidy Program requires that the Child Care Provider be licensed, registered, and/or accredited in order to be considered a qualifying Child Care Provider.
- Care provided in the home where the Family/child resides is not authorized under the USCG Child Care Subsidy Program guidelines.

### **Program Responsibilities:**

Once you determine that you may qualify for benefits based upon the criteria above, you may apply for a USCG Child Care Subsidy Benefit. Please be aware that there are responsibilities that you, your Child Care Provider, the USDA Child Care Subsidy Administration Program, and the USCG have once this process begins. These responsibilities are to ensure that USCG Child Care Subsidy Benefit Program guidelines are adhered to based upon the intent of the program throughout each party's participation in the program.

### **Member/Parent Responsibilities:**

1. The Member/Family will be financially responsible for all child care costs until their application for child care subsidy benefits has been approved.
2. The Member is required to sign and return the Statement of Understanding which is the final page of this handbook with their application package certifying that they have read the handbook and understand the terms and conditions of the USCG Child Care Subsidy Program in order to become eligible for benefits.
3. Complete the application process ensuring that all required forms have been submitted to the USDA within the established timeframe in order to determine eligibility.
4. Meet program guidelines and use a qualifying Child Care Provider.
5. Report any discounts or other subsidies being received to the USDA Child Care Administration Program immediately to be included in your file.
6. Review and sign the USDA Invoice/Attendance form each and every month to ensure accuracy and request payment. Photocopies and/or stamps of a Member and/or Provider's signature will not knowingly be accepted for payment.

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7. Pay the Family portion of child care costs directly to the Child Care Provider
8. Make payment arrangements for child care needed for the following:
  - a. Personal reasons that are not authorized
  - b. Late Fees
  - c. Extracurricular activities
  - d. Any additional fees charged by your child care provider that are not included within the standard monthly child care cost
9. Report any change to your child care needs immediately to the program administrator (USDA) and your Child Care Provider.
10. Report **immediately** any changes in:
  - Your Family's size, such as the birth or adoption of a child or someone moving in or out of the household
  - Work, training, or education schedule to include summer breaks, Maternity leave for the Member and/or their Spouse/Partner
  - Your Family's address or telephone number (work and home)
  - Your Family's legal obligation to pay child support
  - Any change in marital status
11. Ensure that Child Care Providers used while participating in the USCG Child Care Program are promptly paid for all child care services rendered. Failure to pay the required Member portion to any Child Care Provider may result in the Member being disqualified from the program for one year.
12. USCG Child Care Subsidy Program guidelines require that the USDA Child Care Administration Program use the Member's military email address as the primary contact when corresponding with the Member. It is your responsibility to ensure that you regularly check your military email for updates and information regarding the program, your eligibility along with any requests from the USDA Child Care Administration Program for documents and/or information needed in order to validate your continued eligibility in the program.
13. Members will submit documents via fax, scan or U.S. Mail. Documents that are photographs/pictures of an original form/document cannot be accepted by the USDA.

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14. Members are required to respond and/or submit information as requested by the USDA Child Care Administration Program within the timeframe stated to ensure that they remain an eligible participant in the USCG Child Care Subsidy Program. Failure to respond and/or submit the requested information by the date provided will result in the Member being removed from the program for non-compliance.
  
15. For Members or their Spouse/Partner who will be going on Maternity Leave, the following documents, information are required to be submitted to the USDA Child Care Administration Program :
  - i. Notification of Maternity Leave Form USCG 2014-04
  - ii. U.S. Coast Guard issued CG Form 2519 (Leave Authorization for USCG Members who will be giving birth
  - iii. For Non-U.S. Coast Guard Mothers: Letter, Employer Form or Doctor's Note/Form supporting the leave taken

The USDA, as the third party administrator for the U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program, is authorized to provide USCG CCS payments for children currently enrolled in the program. USCG program guidance allows for 84 days (12 weeks) of care for Active Duty Members who have given or will be giving birth.

For Member's who's Spouse/Partner is not an Active Duty USCG Member, USCG Child Care Subsidy Program policy allows for 6 weeks of care for the normal birth of a child or children, or 8 weeks of care for a cesarean section birth.

16. Members who undergo a Permanent Change of Duty Station (PCS)/relocate must inform the USDA Child Care Administration Program in order for their case file to be updated. Members shall send an email to the USDA as soon as they are aware of their PCS/relocation. The USDA will respond informing the Member what information and documents are needed in order to update their case based upon their personal situation/case. Failure to inform the USDA may result in the Member being officially removed from the program for non-compliance and financially responsible for all child care costs.

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17. If the Member's Child Care Provider fails to complete the Annual Recertification process as instructed and is officially removed from the program, the Member/Members currently attending this Child Care Provider will be given 2 weeks to respond to the USDA's request for their status. Member's may remain at the center and will be no longer eligible for benefits or may change Child Care Providers thereby using a Provider is currently participating, or one who is willing to enroll and participate in our child care subsidy program. Failure to submit the requested information by the date provided will result in the Member being removed from the program and financially responsible for all child care costs.

### **Child Care Provider Responsibilities:**

1. All Child Care Providers must meet the USCG child care licensing and accreditation requirements for the type of child care business they operate under the USCG Child Care Subsidy Program. The following types of child care programs are accepted under the USCG Program guidelines:

#### **Family Child Care:**

Family child care is home-based care provided for a portion of the day in a private Family home for compensation on a regular, ongoing basis and must be inhabited by the Family/individual that is providing care. States limit the Child Care Provider's hours of operation and number of children who can be cared for in a home environment. Family Child Care Providers must be licensed by the state and the Child Care Providers must have basic training in first aid, safety, and child care including child abuse and neglect prevention. Many in-home Child Care Providers also have training in early education.

#### **Center Based Child Care:**

Commercial child care centers/day care centers provide child care in a group setting for a set number of hours and provide standardized and regulated care. There are planned educational activities and children may be grouped by age or placed in mixed age groupings. Day care centers are licensed to provide care for infants, toddlers, and/or pre-school age and they are usually open all day. Classes are usually largest in this type of care; ratios of children to adult caregivers will vary according to state licensing requirements.



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### Federal Based Child Care:

Some Federal agencies sponsor on-site child care centers for their Employees and Families seeking to use this type of child care. The space at federal child care centers may be available to non-federal employees; however, priority for child care services will be given to federal employees.

2. Meet program rules and requirements in order to receive a USCG Child Care Subsidy Benefit.
3. Are required to sign and return to the USDA Child Care Administration Program the Child Care Provider's Statement of Understanding with their application package.
4. Provide current and accurate child care rates and attendance to the USDA Child Care Administration Program in order to properly calculate a Member's USCG CCS benefit.
5. Keep complete and accurate attendance records according to licensing and accreditation regulations and/or contract requirements. Maintain records for future reference as needed.
6. Submit to the program administrator (USDA), any changes/updates to status as a licensed and/or accredited Child Care Provider.
7. Provide notification within 10 days if/when a USCG Member's child or children have left care.
8. Provide notification *prior* to a USCG Member's child's rate and/or attendance change. Failure to provide this information in advance of the action may result in an over or underpayment in USCG CCS benefits. In instances where notification is made after the fact, the Member's benefit will be suspended until the Rate/Attendance Change Action is complete and an audit of payments issued on the Member's behalf has been performed. If an over-payment is identified, the Member's USCG CCS benefit will not be reinstated until repayment of USCG CCS benefits issued on his/her behalf has been received by the USDA Child Care Administration Program.

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9. Child Care Providers may submit **one rate** change per year and will be required to notify the USDA at least 15 days **prior** to the effective date of the change. Failure to promptly report updates and/or changes to your child care rates may result in an over or underpayment. Additional rate changes not associated with an attendance change or when the child ages up will not be processed.
  
10. Must submit Invoice & Attendance records to the USDA that are properly completed and signed by the Member, Spouse or POA; and a representative of the child care center for payment. Invoices must be submitted on/after the 15<sup>th</sup> of the month for the current month, or within 3 months of the period of service in order to be eligible for payment. Invoices received prior to the 15<sup>th</sup> of the month will not be processed for payment requiring that the Child Care Provider or Member resubmit the forms to the USDA Child Care Administration Program for payment. Invoices not received within 3 months/90 days from the end of the period of service will not be honored for payment.

### **USDA Child Care Subsidy Administration Program Responsibilities as the Third Part Administrator:**

1. Determine a Family's eligibility for child care subsidies based upon USCG Child Care Subsidy Program guidance and benefit tables.
2. Authorize benefits based on the amount of child care needed by eligible Families for approved child care.
3. Pay Child Care Providers for authorized and billed child care services provided to an eligible Family.
4. Inform Families and Child Care Providers of USCG Child Care Subsidy Program updates as applicable. (E.g. Start/end date, payments, notifications of expired documents, etc.)
5. Assess and resolve overpayments and underpayments.
6. Answer questions related to eligibility, authorizations, and payments.
7. Will inform the Member within 10 days of the receipt of a Family's application that their application has been accepted and is either **Complete** or **Incomplete**. If the application is incomplete, the USDA will inform the Member of the information/documents needed in order to complete the application process
8. Will process Child Care Actions to include but not limited to New Applications, Reapplications, Rate Changes, Attendance Change, Recertifications, etc. within 30 days of a complete package. In cases where the Child Care Provider is not currently participating in the USDA Child Care Administration Program, the process may take up to 45 days.

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## USCG Responsibilities:

1. Develop operational guidance for the USCG Child Care Subsidy Program and ensure that the USDA has the most current guidance and applicable policies.
2. Ensure that the USDA, as the third party program administrator, follows all established guidelines as set forth by the USCG.
3. Perform audits on records and files ensuring proper documentation is maintained in accordance with established operational guidance.
4. Process all exception/waiver requests received from an authorized Health, Safety, and Work-Life Regional Practice (HSWL RP) staff member.

## Application and Program Process

**Step 1:** Member completes and submits U.S. Coast Guard Child Care Subsidy Program application and includes all supporting documents, to include the U.S. Coast Guard Child Care Subsidy Program Statement of Understanding.

- Forms submitted to the USDA Child Care Administration Program must be the most current forms available and can be located on the USDA's website. Outdated or prior versions of any form will not be accepted. In the event that a Member and/or Provider submit a form(s) that are not the most current version, the action will not be processed until the correct form(s) have been received.
- Documents submitted by the Member must be dated within 90 days of the Member's application (EG: LES, Pay Statements, etc.)

**Step 2:** Member's case is assigned to an Agency Representative who will work with the Member/authorized family member throughout the application process and throughout the Member's participation in the program.

**Step 3:** *Within 10 days* of submission, the USDA Child Care Subsidy Administration Program reviews the application and supporting documents to determine completeness and informs the Member if any documents and/or information are missing. Member has **30 days** from the initial notification to submit all required documents or their application will be declined.

**Step 4:** If applicable, Member/Family submits missing documents and/or information.

**Step 5:** Member's eligibility is determined. The USDA, using the U.S. Coast Guard Child Care Subsidy Program Total Family Income (TFI), guidelines and Benefit Table, will calculate the USCG CCS for which the Member/Family may qualify.

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**Step 6:** The USDA Child Care Subsidy Administration Program will inform the Member/authorized Family member and Child Care Provider via email of the USCG CCS Benefit for which the Member qualifies, the effective date of eligibility and will include an Invoice & Attendance Record for use in billing the USDA.

**Step 7:** Child Care Provider will begin billing the USDA Child Care Subsidy Administration Program for the USCG CCS portion of the child care costs. Invoices not received within 3 months/90 days from the period of service will not be honored for payment.

**Step 8:** Payments are issued to the Child Care Provider who will credit the Member's account.

**Step 9:** Each year, the Member is informed by USDA that they must complete the Annual Recertification process in order to determine their continued eligibility. Child Care Providers must also complete their own Annual Recertification process.

If the Member fails to complete the Annual Recertification process as instructed, they will be officially removed from the program for non-compliance.

**Step 10:** Members and Child Care Providers must submit the required information to the USDA Child Care Administration Program by the deadline stated in our correspondence in order to determine their continued eligibility. This includes but is not limited to a Member's orders; home and work address; personal situation (Marriage, divorce, separation, etc.) and Child Care Providers must ensure that the USDA has a current copy of their license, letter of Accreditation, Registration along with any information that pertains to the state's inspection of their facility.

### **Child Care Qualifications: Full Time vs Part Time**

The child/children's attendance will determine the calculation of benefits as full time or part time with the Family being responsible for any balance above the authorized benefit. The type of care and status of the Spouse/Partner must be evaluated to determine if the USCG Child Care Subsidy benefit should be full-time, part-time, or unauthorized due to insufficient hours. Full-time and part-time care is authorized based upon the USCG Child Care Subsidy benefit and is defined as follows.

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### USCG Child Care Subsidy Benefit Determination

- The Fee Category Table below provides the Total Family Income Fee Category and the Maximum Benefit allowed for each child that has been approved by the USDA Child Care Administration Program per year. The U.S. Coast Guard updates the Fee Category Table each year with the most current table going into effect 01 October 2017.

The table below is effective Date: 01 October 2017 through 30 September 2018

TFI Category	TFI (Total Family Income)	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
Category I	\$0 - \$31,797	\$8,814	\$7,684	\$7,684
Category II	\$31,795 - \$38,604	\$7,492	\$6,362	\$6,362
Category III	\$38,605 - \$49,959	\$6,012	\$4,882	\$4,882
Category IV	\$49,960 - \$62,448	\$5,424	\$4,294	\$4,294
Category V	\$62,449 - \$79,482	\$4,543	\$3,413	\$3,413
Category VI	\$79,483 - \$91,918	\$3,661	\$2,531	\$2,531
Category VII	\$91,919 - \$108,138	\$2,893	\$1,763	\$1,763
Category VIII	\$108,139 - \$135,220	\$1,898	\$768	\$768
Category IX	\$135,221 and above	\$1,017	\$0	\$0

- Both Parents and Child Care Providers must remain eligible for the USCG Child Care Subsidy benefit in order to receive payment.
- The amount listed on the USCG Child Care Subsidy Benefit Authorization Letter is the amount that will be paid each month directly to the Child Care Provider. If the Family terminates child care and/or switches to a new Child Care Provider, the monthly USCG Child Care Subsidy Benefit is pro-rated. In either case, the Member/Family is responsible for any remaining balance.

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- Members and Child Care Providers are responsible for validating the benefit information issued on behalf of the USCG by the USDA and must notify the USDA within 10 days of any error in the Total Child Care Cost listed. In the event that an error is detected after the 10 day notification period and updated/corrected information is provided to the USDA, the benefit effective date will be the first of month in which the information was received or effective date of the action as received, whichever is the latest of the two dates.
  - **Total Child Care Cost was under stated:** Member is financially responsible for the additional cost until the effective date as stated above.
  - **Total Child Care Cost was over stated:** This will constitute an overpayment of child care subsidy benefits. The Member's benefit will be recalculated based upon the correct Total Child Care Cost. The USDA on behalf of the USCG will calculate the amount of the overpayment informing the Member and Child Care Provider of the amount due and how the overpayment in benefits will be resolved. Please defer to the Billing Error section of this handbook for more information regarding the subject of overpayments.
- Child Care Providers may submit **one rate** change per year and will be required to notify the USDA at least 15 days **prior** to the effective date of the change. Failure to promptly report updates and/or changes to your child care rates using the Family Enrollment Provider Cost Verification Form USCG 2015-01 may result in an over or underpayment and delays in future payments. Additional rate changes, not associated with an attendance change or when the child ages up, will not be processed.

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- Subsequent Child Care Actions

Members must complete and return the proper form or package to the USDA Child Care Administration Program in order for their request to be processed. Forms and packages are located on the USDA's website, U.S. Coast Guard Child Care Subsidy Program Forms Library

[https://nfc.usda.gov/FSS/Publications/Child\\_Care\\_Subsidy/Forms/USCG/index.php](https://nfc.usda.gov/FSS/Publications/Child_Care_Subsidy/Forms/USCG/index.php)

- Actions received to include, but not limited to Rate Changes, Adding a Child/Children, Attendance Changes, etc. will be processed within 30 days of receipt of the action with the benefit effective date of the first of month in which the action was received or effective date of the action as received, whichever is the latest of the two dates.
  - For Rate and/or Attendance Change Actions or Adding a Child/Children Action that are received after the action has occurred and the total child care cost has increased, the Member/Family is financially responsible for the additional child care costs from the effective date through the month in which the USDA received notification.
  - For Rate and/or Attendance Change Actions that is received after the action has occurred and the total child care cost has decreased with invoices being paid, an overpayment would have occurred. The USDA on behalf of the USCG will calculate the amount of the overpayment informing the Member and Child Care Provider of the amount due and how the overpayment in benefits will be resolved. Please defer to the Billing Error section of this handbook for more information regarding the subject of overpayments.
- For each Child Care Action processed, the USDA will issue an updated Invoice & Attendance Record to the Member and Child Care Provider. It is the responsibility of the Member and Child Care Provider to ensure that the Invoice & Attendance Billing Record submitted to the USDA for payment is the most current document issued and contains the correct Total Cost.

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Invoice & Attendance Billing Records that are received by the USDA that do not reflect the correct information will not be processed for payment. The USDA will notify the Member and Child Care Provider via email that the Invoice & Attendance Billing Record received is not valid and the correct form must be submitted to the USDA for processing. In all submission of Invoices, the most current invoice must be properly completed, contain original signatures and received by the USDA within 90 days of the Period/Month of Service in order for payment to be issued.

- During summer months, school-age child care rates may change based upon attendance, at which time the benefit will be recalculated. A recalculation of the child's benefit can only be processed upon receipt of a properly completed Family Enrollment Provider Cost Verification Form 2015-01.
- Child care rates submitted as a weekly rate will be multiplied by 4.33 to determine the monthly rate.
- The USCG Child Care Subsidy Benefit will **NOT** pay fees for:
  - Months in which no care occurs
  - Lateness/Tardiness
  - Transportation
  - Field trips
  - Food
  - Any other miscellaneous fees
  - Tuition for part-day kindergarten and/or elementary education
- USCG Child Care Subsidy benefits will not be made to more than one Child Care Provider for the same child/children for the same hours of care.
- All child care payments are made directly to the Child Care Provider. Payments are made within seven (7) to ten (10) business days from verification of a complete and accurate attendance record.
- USCG Members, along with their Child Care Provider must ensure that invoices are submitted within 90 days of the Period/Month of Service in order for payment to be issued on their behalf. Invoices may be submitted by the Child Care Provider or the Member directly to USDA for payment.



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- Under no circumstances will child care payments be made to the Family. Families are required to make clear and concise arrangements with their Child Care Provider related to account credits or reimbursements.
- Child Care Providers will only be paid for child/children listed on the USCG Child Care Subsidy Benefit Authorization Letter. If the Family adds a child or children to the program after their original authorization date, they must submit information to the USDA Child Care Administration Program for program benefit recalculation.

### Registration Fees

Child Care Providers will be paid for registration fees up to \$200 per year per child as long as the Member has not exceeded the maximum benefit as authorized by the U.S. Coast Guard Child Care Subsidy Program guidelines.

### Payment Process

Payments are issued directly to the Family's Child Care Provider. Each Child Care Provider will receive a USCG Child Care Subsidy Benefit Invoice & Attendance Form for each child that qualifies for USCG Child Care Subsidy benefit. Per USCG guidance, each Invoice & Attendance Form submitted to the USDA for payment must be properly completed and must include the signature of a qualifying Child Care Provider program official along with the Member, the Member's Spouse/Partner, or the Member's Power of Attorney.

***Please note that Members are required to pay the Member portion as listed on their benefit letter and invoice prior to any benefit being issued to your Child Care Provider on their behalf.***

***USCG Members must ensure that the invoice correctly reflects the proper attendance and child care cost in order for their USCG Child Care Subsidy Benefit to be paid. Invoices not properly completed and signed by the Member, the Member's Spouse/Partner, or the Member's Power of Attorney and qualifying Child Care Provider will not be processed for payment.***

If a Power of Attorney (POA) is signing the form on behalf of the Member, the program administrator (USDA) must have a copy of the most current POA in order to process for payment.

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Please see below a sample USCG Child Care Subsidy benefit Invoice and Attendance Form which provides instructions on the completion of the form. All Invoice & Attendance Forms must be submitted to the USDA Child Care Subsidy Administration Program within 90 days/3 months of the period of service in which the child care service was provided.

By signing and certifying the invoice for payment, you and your Child Care Provider attest that the attendance listed and total cost written on the form is for the care provided and the actual amount of child care costs billed to your Family for the period of service indicated and that you have paid or have made payment arrangements for the Member/Family portion.

## Sample Completed Invoice

Please note the information that must be included on the Invoice & Attendance Form in order for the USDA Child Care Administration Program to process payment to your Child Care Program.

Child Care Subsidy Program  
Invoice & Attendance Form

**Provider:** ABC DAYCARE  
**Address:** 123 MAIN STREET  
 ANYTOWN, USA 12345

Remit to Address: ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345  
 Email address: ABCDAYCARE@MAIL.COM

**Tax ID #** 12345678-00001      **Agency Rep** USCG00  
**Phone #** (816) 555-1234      **Fax #** (816) 555-5678

**Member Name** SAM SMITH  
**Child Name** JENNIFER SMITH  
**Month & Year of Service** January 2017

Attendance & Billing Record

To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if service was TERMINATED

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
X	X	X	X	X	X		X	X	X	X	X				
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
X	X	X	X	X			X	X	X	X				X	X

Member/Family Annual Recertification Date: Friday December 01, 2017

**Current Child Care Cost Billing**

**Total Cost** \$ 750.00

**Less Member/Family Portion** \$ 425.00

**USCG Balance Due** \$ 325.00

MAXIMUM BENEFIT: \$375.00 PER MONTH

Approved Child Care Subsidy Benefit

**Total Monthly Cost** \$750.00

**Total Member Portion** \$425.00

**USCG Portion** \$325.00

**Provider Signature** *Cindy Daycare Provider*

**Member Signature** *Sam Smith*

Providers or parents who misrepresent information used to calculate Child Care Subsidy benefits may have their benefits terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.

Return completed Invoice & Attendance Form via any of the following:

Fax: (816) 823-5498      Mail: USDA Child Care Administration Program  
 Email: uscginvoice.childcare@gsa.gov      2300 Main St - 2SE  
 Questions: (866) 508-0371      Kansas City, MO 64108

USCG 2002-02

The following information must be

**Month & Year of Service**

**Attendance & Billing Record:** Use appropriate as referenced on the Attendance Form received from the

**Total Cost:** Total amount billed to after any all other discounts

**Member/Family Portion:** Amount t is required to pay prior to a USCG Subsidy benefit being issued

**USCG Portion:** Amount billed to th the Member's behalf

**Provider Signature:** A representat Care Program will sign certifying tl information is correct

**Member Signature:** The Member, t or designated \*Power of Attorney ( sign the invoice validating that all i is correct authorizing payment on behalf.

\*POA signature will only be accepted for payment a USDA has a valid POA on file for the Member

# U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program Member/Family Handbook

## Billing Errors

Billing errors may cause an underpayment or an overpayment. The Parent and Child Care Provider are required to provide correct information in relation to the USCG Child Care Subsidy benefit received. If the Child Care Provider was to receive an overpayment of USCG Child Care Subsidy benefits, a refund or offset of the amount of the overpayment would be due. Any overpayments, including those due to a USDA/USCG error, must be reported immediately to the Family's assigned Agency Representative.

Once the USDA has determined that an overpayment was issued and the information has been validated, the Child Care Provider or Family will receive an official notification which may include a request that funds be returned for further credit to the USCG or that future invoices will be offset (maximum offset period allowed is 90 days). Failure to resolve the overpayment within 90 days/3 months will result in a Federal Debt being established with the U.S. Treasury to ensure restitution is made to the USCG.

The USDA Child Care Subsidy Administration Program is responsible to collect erroneous payments made to Child Care Providers for the following reasons which include but are not limited to:

- Erroneous or false information regarding eligibility or care provided
- Duplicate payments or payments made for services not rendered
- Payments made for ineligible Child Care Providers or Families

The USDA Child Care Subsidy Administration Program will make reasonable efforts to collect overpayments making a minimum of three notifications to Child Care Providers and Families. Failure by the Child Care Provider and/or Family to return any requested overpayment/erroneous payment will result in a federal debt being established to collect the monies. For Families that incur an overpayment due to incorrect information provided in order to calculate the benefit or a change in the Family status that affects their eligibility, the USDA Child Care Subsidy Administration Program will provide documentation to the USCG Child Care Subsidy Program for review and action. The USDA will act on behalf of the U.S. Coast Guard for all financial decisions pertaining to child care subsidy payments issued.

Families or Child Care Providers who give erroneous or false information may be permanently disqualified from participating in the USCG Child Care Subsidy benefit program upon approval of the USCG Child Care Subsidy Program Manager.

# **U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program Member/Family Handbook**

## **Payment Reconciliation**

Families are required to pay their portion of the total child care costs directly to their Child Care Provider and are encouraged to review their monthly statement from their Child Care Provider to ensure that their USCG Child Care Subsidy Benefits have been properly credited to their account.

Neither the USDA, nor the USCG, has any responsibility for ensuring that the Family pays their portion. Failure by Families to pay their portion of child care costs may result in discontinued USCG Child Care Subsidy benefit. In addition, failure by the Child Care Providers to reimburse Families or credit their account for USCG Child Care Subsidy benefit received may result in disqualification from the program and repayment of funds via a Federal Debt if a repayment plan has not been approved by the USDA Child Care Administration Program

## U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program Statement of Understanding

- Families are financially responsible for all child care costs until a U.S. Coast Guard Child Care Subsidy Benefit has been awarded and accepted by both the Member and Child Care Provider.
- Families are eligible for the USCG Child Care Subsidy benefit only if/when their application has been approved. The Member's Eligibility/Benefit Effective Date will be the first of the month in which the Member applies or the child/children's first day in child care, whichever is the latest of the two dates.
- You must be in an **Active Duty Status** with the U.S. Coast Guard in order to be eligible to receive benefits under USCG Child Care Subsidy Program. Any change in your status with the USCG must be reported to the USDA Child Care Subsidy Administration Program immediately for further review. U.S. Coast Guard Families participating in other subsidy benefit programs may be eligible for a USCG Child Care Subsidy Benefit; however the USCG CCS benefit is calculated after these discounts have been applied to the standard rate. Civilians for the USCG are not eligible.
- As a participant in the USCG Child Care Subsidy Program, you agree to provide any and all information requested by the USDA Child Care Subsidy Administration Program and/or the USCG related to your application, payments issued on your behalf, eligibility, and the child care costs charged to you by your Child Care Provider. The submission of this information will be used in order to determine eligibility in the program. Failure to provide requested information by the due date as stated in the Member's notification will result in the Members removal from the program making him/her financially responsible for all child care costs.
- You must notify the USDA Child Care Subsidy Administration Program if and when your child is no longer enrolled with the qualified Child Care Provider identified on your application. Members who are ordered to PCS are required to report this information to the USDA Child Care Administration Program as this constitutes removal of the child from their current Child Care Provider. The subsidy is not transferable to another Child Care Provider. You must reapply for the subsidy should you change child care arrangements.
- Members are responsible for reporting any Child Care Actions to the USDA Child Care Administration Program to include but not limited to Provider Changes, Rate Changes, Attendance Changes, Adding or Removing a Child from the Program, etc. **prior** to the action taking place. In instances where a notification is made after the action has occurred may result in the Member being financially responsible for the difference in child care costs based upon what was previously awarded from the date of the action through the first of the month in which notification was made to the USDA Child Care Administration Program
- Due to the variation of oversight and regulation in different states and the USCG Child Care Subsidy Program guidelines, the USDA Child Care Subsidy Administration Program must review each Child Care Provider to ensure that they meet the minimum eligibility requirements for participation in USCG Child Care Subsidy Program. If your Child Care Provider's standing with their state child care licensing authority changes or is revoked, this information must be reported to the USDA Child Care Subsidy Administration Program immediately.
- You are responsible for reporting any changes that may affect your status as a USCG Child Care Subsidy recipient, or your families cost for any reason to the USDA Child Care Subsidy Administration Program as soon it has been identified. Including but not limited to; changes in your personal and/or financial situation, or that of your Spouse/Partner; such as but not limited to any change in employment (leaving their current employer and starting a new job), school enrollment (graduating, no longer attending, summer break and/or other extended break), marriage, divorce, a partner who has entered or left the home, Maternity Leave and the ultimate birth or adoption of a child, etc. Failure to promptly report any change to the USDA Child Care Subsidy Administration Program that causes an erroneous payment on your behalf may result in your Child Care Subsidy Benefit being terminated for non-compliance and subsequent collection action of the erroneous payment from you.
- Any program policy infraction to include but not limited to providing incorrect child care cost, knowingly or unknowingly which causes an overpayment of a USCG Child Care Subsidy benefit may result in you being disqualified from the program. In addition, repayment of monies received due to this misrepresentation will be required.
- Invoices must be properly completed, signed by both Member and Child Care Provider, and submitted to the USDA on a monthly basis. Invoices submitted to the USDA for payment must contain an original signature from the Member and the Child Care Provider. Under no circumstances will photo copies of a document containing the Member or Provider's signature be knowingly accepted by the USDA for payment. Invoices submitted after 90 days following the end of the period of service will not be eligible for payment resulting in the Member being financially responsible for the Child Care cost incurred for that period of service.

**By completing the application process through the USDA Child Care Subsidy Administration Program, I attest that I received, read and understand the USCG Child Care Subsidy Program guidelines as set forth in the handbook.**

**Printed Name of U.S. Coast Guard Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Qualifying U.S. Coast Guard Member** \_\_\_\_\_ **Last 4 of SSN** \_\_\_\_\_

*Parents who misrepresent information used to calculate their subsidy benefit may have their subsidy benefit terminated and be subject to the Uniform Code of Military Justice (UCMJ) and/or other legal consequences.*