

GSA Child Care Subsidy Program

The GSA Child Care Subsidy Program helps pay childcare costs for income-qualified GSA associates. The Public Law that allows Federal agencies to subsidize the childcare costs of employees became permanent in October 2001. It covers children age 12 and under for associates with adjusted gross family income of up to \$61,500.00 in 2008. The program covers all day care for younger children, before and after school care, along with summer programs for school age children. The program also pays in full, all registration fees associated with qualified programs.

In order to apply for benefits the following documents must be completed and submitted to this office for processing:

- 1) Parent Child Care Application – GSA Form 3674
- 2) A copy of the parent's most recent Federal Tax Return
- 3) Provider Application OPM Form 1644

The complete package should then be faxed, emailed or mailed to:

General Services Administration - BCED
1500 East Bannister Road, Room 1061
Kansas City, MO 64131

Fax: (816) 823-5432

Email: childcare@gsa.gov

Upon receipt of the entire application package, GSA will calculate the benefit that the associate may be eligible for and notify the parent as well as your childcare facility.

Your facility will receive a benefit package that will include the following documents: Benefit Acceptance Letter for the parent; Benefit Acceptance Letter for your facility; a sample invoice to be used for billing GSA along with an Invoice Billing Schedule. The facility will then bill GSA on a biweekly or monthly basis for childcare services on behalf of the associate and GSA.

If you have any questions or need any additional assistance, please feel free to contact Judy L. Gonzales at the number listed below.

Judy L. Gonzales

Child Care Analyst

P: (816) 926-7063

F: (816) 823-5432

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