



GSA and US Coast Guard Child Care Subsidy Program Partner For Affordable Child Care

The United States Coast Guard and General Services Administration have partnered to provide accredited, quality, affordable child care for USCG Members. The Program was created to assist active duty Coast Guard Members who's Total Family Income "TFI" is \$75,000 or less. Members may use any federal child care center or any state licensed child care facility in the Continental US (CONUS) and outside the Continental US (OCONUS). It also includes child development centers as well as in home child care providers. The benefit, which is non-taxable, may not exceed \$4,500.00 per child per year and is paid directly to the childcare facility on behalf of the member.

In order to apply for benefits, the Member must contact GSA who will require the following documents which can be accessed on the Internet. They are listed below:

- 1) Parent Application GSA Form 3674
- 2) Provider Application OPM Form 1644
- 3) Copy of your most recent Federal Tax Return
- 4) Copy of Active Duty Identification Card or copy of Orders
- 5) Copy of child care provider's license
- 6) Copy of member's most recent LES

Members will then fax, email or mail the completed packet of documents to:

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

Fax: (816) 823-5445

Email: uscoastguardchildcare@gsa.gov

Upon receipt of the entire application package, GSA will calculate the benefit that the member may be eligible for and notify the Member as well as the facility.

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

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: (866) 508-0371

F: (816) 926-3642

uscoastguardchildcare@gsa.gov