



USCG Child Care Subsidy Application Checklist

_____ Printed name of qualifying USCG member

Please submit the following completed documentation in this order to assist us in expediting your application for benefits:

_____ Parent Application OPM Form 1643 (**Mandatory**)

_____ Application Addendum USCG Form 2011-02 (**Mandatory**)

_____ Leave and Earnings Statement (LES) of qualifying USCG member (**Mandatory**)
***Must be dated within 90 days of the date of your initial application**

_____ ID Card or Current Orders – These should not be expired. (**Mandatory**)

_____ Federal Tax Return – Only Form 1040/1040A/1040EZ, **UNLESS** business income/loss, capital gains/losses, other gains/losses, rental real estate, royalties, or pension and/or annuities, are listed on the Form 1040/1040A. In this case the complete tax return must be submitted to determine which figures may be included or excluded in the calculation of benefits. (**Mandatory**)

_____ BAH Dependency Data Sheet CG Form 4170 (**Mandatory**)

_____ Power of Attorney (**as applicable**)

_____ Misc. Legal Documentation - Divorce Decree, Separation Documents, etc. (**as applicable**)

_____ Spouse/partner proof of work or school attendance (**Mandatory**)

_____ Federal Tax Return for spouse/partner if filed separately (**Mandatory**)

_____ Provider Application OPM Form 1644 (**Mandatory**)

_____ Provider License or Letter of Accreditation (**Mandatory**)

The forms and documents listed above are required for a standard application. Please note that your situation and application may require additional documents and or information.

Fax: (816) 823-5445 or (816) 926-3642

Scan and email to: uscgchildcare@gsa.gov

U.S. Mail: GSA, External Services Branch
Attention: Child Care Subsidy Programs
1500 East Bannister Road, #1061
Kansas City, MO 64131