



FAA Child Care Subsidy Program (CCSP) Recertification Checklist

Please check each of the boxes below that apply to your situation:

- Re-certification
- Adding Provider
- Changing Provider
- Adding Child(ren)

Thank you for your interest in the FAA Child Care Subsidy Program (CCSP). Please submit the forms and the required supporting documents, along with this checklist, and mail, fax or email all documents to:

FAA Child Care Subsidy Program
10838 E. Marshall St.,
Tulsa, OK 74116

Toll-Free: 866-201-7267
Email: faaccsp@cfedfc.us

Attached Complete & Sign

- OPM Form 1643: Child Care Subsidy Application Form

Other Required Documents - Employee

- The 2 most recent Earnings and Leave Statement (ELS) for the FAA employee and 2 most recent paycheck stub for your spouse or partner (if applicable)
- Signed and dated copy of your most recently filed Federal Income Tax Return. Both you and your spouse must sign the 1040, if you filed Married Filing Joint. We only need a copy of your federal return, please do not send a copy of your state income tax return.
- Copy of your most recent SF-50 Form, Notification of Personnel Action
- Copy of a birth certificate for each new or additional child that you would like to add to your subsidy benefit

Other Required Documents - Childcare Provider

These other documents are only required if you are adding another or changing your childcare provider, or you are adding a new or additional child

- OPM Form 1644: Child Care Provider Information Form
- Current copy of your childcare provider's license, or proof that they are regulated by the state, county or local authorities
- A copy of your child care provider's rate sheet or fee schedule, which shows how much they charge for childcare services
- A completed and signed IRS Form W-9

For assistance, please call Cherokee Nation Federal Consulting at 866-201-7267. For fillable PDF copies of all required FAA CCSP forms, please visit our website at: faachildcaresubsidy.com

Submitted by (FAA Employee):

Signature:

Date:

Printed Name: