



U.S. General Services Administration

National Park Service Child Care Subsidy Program

The NPS Child Care Subsidy Program has been created to assist Park Service employees with childcare costs by providing payments directly to Licensed Child Care Centers, Licensed Home Day Care Providers or Accredited Centers. The program is available to NPS Associates with a prior year Adjusted Gross Income (AGI) of \$42,000.00 and under.

To complete the application process, the following documents must be completed and submitted to this office:

- 1) Parent Application GSA Form 3674
- 2) Provider Application OPM Form 1644
- 3) Copy of your most recent Federal 1040 Tax Return Form

The complete package is then faxed, emailed or mail to:

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

Fax: (816) 823-5432

Email: nps.childcare@gsa.gov

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

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; a sample invoice to be used for billing GSA on behalf of the NPS along with an Invoice Schedule to be used for future billings. Your childcare program will then be responsible for billing GSA on a biweekly or monthly basis for childcare services on behalf of the associate and the NPS.

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

P: (816) 926-7063

F: (816) 823-5410

nps.childcare@gsa.gov