



- New App** **Re-certification** **Changing Provider** **Adding 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:

**First Financial Associates
FAA CCSP
7079 Hayden Quarry RD
Lithonia, GA 30038**

**Toll-Free: (800) 453-8151
Phone: (770) 484-9200
Fax: (770) 484-9313
Email: faaccsp@1stfinancialassociates.com**

Attached

Complete and 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.**
- Copy of your most recent SF-50 Form, Notification of Personnel Action**
- Copy of a birth certificate for each child that will receive a subsidy benefit**

Other Required Documents - Childcare Provider

- 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**

Please Select Your FAA Line of Business Code:

Select Region:

For assistance, please call First Financial Associates at (770) 484-9200. For fillable PDF copies of all required FAA CCSP forms, please visit our website at: <http://www.1stfinancialassociates.com>.

Submitted by: _____ (FAA Employee)
(Signature)

(Printed Name)

(Date Signed)