ARMY FEE ASSISTANCE

Application Checklist for Wounded Warriors

_____Printed name of qualifying Army Sponsor

Assigned Army Post/Garrison: _____

If duty station is not on the Garrison, please provide place of duty: _____

Sponsor/Family Documents:

_____**Fee Assistance Family Application – Army 2014-01**

_____Copy of your most recent Leave & Earnings Statement (LES)

_____Copy of your most recent Federal Tax Return Form 1040

_____Copy of your Orders assigning you to a WTU or WTB

_____**Wounded Warrior Eligibility Certification Form – Army 2014-09**

_____Copy of the spouse/partner, to include unmarried legal parents/partners, most recent pay statement(s) or school schedule that reflect the following:

Full Time AFA:

- The past 4 consecutive weeks of employment that reflect an average of 25 hours or more per week
- Enrolled in 12 credit hours or more of undergraduate school
- Enrolled in 9 credit hours or more of graduate school

Part Time AFA:

- The past 4 consecutive weeks of employment that reflect a minimum of 16 and less than 25 hours per week
- Enrolled in 6 - 11 credit hours or more of undergraduate school
- Enrolled in 3 – 8 credit hours or more of graduate school

_____**Certification for Seeking Employment or Enrolling in School – Army Form 2010-04** ***(if applicable)***

_____Copy of your spouse/partner, to include unmarried legal parents/partners, most recent Federal Tax Return Form 1040, if applicable.

Choosing a Child Care Provider

Provider Name: _____

Provider Address: _____

City: _____ State: _____ Zip: _____

Contact Name/Phone Number of Provider: _____

_____If the provider you have chosen is currently a qualifying Child Care Provider approved to participate in the Army Fee Assistance Program through the General Services Administration (GSA); your provider will submit the Family Enrollment Form CC 2014-06 directly to the GSA to complete your application.

_____If you have a provider that is not currently participating in the Army Fee Assistance Program, please have the provider visit the GSA website **http://financeweb.gsa.gov/childcare_portal/for_providers** to begin the enrollment process, or they may contact the GSA via email at **childcareprovider@gsa.gov** or at (866) 508-0371 for an application packet.

_____If you do not have a provider, please check here and the GSA Subsidy Administration Section will assist you in locating child care in your area.

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.

GSA Subsidy Administration Section
1500 E. Bannister Rd., Rm. 1061, KCMO 64131
Tel: (866) 508-0371 ● Fax: (816) 823-5410
army.childcare@gsa.gov

Fax: (816) 823-5410
Scan and email to: **army.childcare@gsa.gov**