

**Social Security Administration Headquarters Child Development Centers, Inc.
TUITION ASSISTANCE APPLICATION
Instructions**

You must complete an application http://www.opm.gov/forms/pdf_fill/opm1643.pdf and submit the following documentation.

1. Pay statement for you and your spouse for the last two pay periods, and anyone who contributes to the support of the child for whom assistance is requested.
2. Your most recent federal and state income tax returns, as well as those of your spouse or anyone else who contributes to the support of the child.
3. Applicants can attach documents to the application to cover the special circumstances.

Fill Ins:

After Department, Insert Your Agency Name.

The administering organization is “Social Security Administration Headquarters Child Development Centers, Inc.”.

You do not need to submit instruction items 3 and 4 (relating to the provider) on OPM 1643.

All information is confidential and will be used solely to determine eligibility for tuition assistance.

Every applicant will be given equal consideration without regard to race, creed, color, national origin, sex, age or handicap.

Information provided on the application for admission to Children’s Choice Learning Center is available to the Tuition Assistance Committee Chairperson.

All required proofs must be submitted with the tuition application for review by the Board.

Submit the completed and signed application and documents to:

Tuition Assistance Committee
SSA Headquarters Child Development Centers, Inc.
6401 Security Boulevard,
1600A Annex Building,
Baltimore, Maryland 21235
