



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #01-40

Effective Date: July 1, 2001

Issuance Date: May 21, 2001

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
PURCHASE OF CHILD CARE PROGRAM ADMINISTRATORS**

**FROM: LINDA HEISNER, EXECUTIVE DIRECTOR, CCA
CHARLES HENRY, EXECUTIVE DIRECTOR, FIA**

RE: POC APPLICATION PROCESS

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: CHILD CARE ADMINISTRATION

SUMMARY: This action transmittal outlines the policy changes regarding the application process.

POLICY: Effective July 1, 2001 POC policy has changed regarding the POC application process. The new process is as follows:

1. An applicant must submit a signed application to the local department.
2. All requested documentation must be received within 30 calendar days after the receipt of the application.
3. The local department shall accept or deny the application within:
 - 30 calendar days from the date of receipt of the signed application if all of the verifications are received by the 25th day
 - or**
 - 35 calendar days from the date of receipt of the signed application if all of the verifications are not received between the 25th and 30th days.
4. The applicant is certified from **the date a signed application is received** if the customer is determined eligible.

CCAMIS PROCEDURES: Upon receipt of a signed application, the Case Manager should enter the Application Received date on the Case Milestone screen. If all required verifications do not accompany the application, enter the

date of receipt in the Application Complete field when they are received. If the customer is determined eligible, enter the date that displays in the Application Received field in the Case Active field. CCAMIS allows case activation prior to the Application Complete date.

ACTION DUE: July 1, 2001

INQUIRIES: Direct policy or procedure inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us. Direct CCAMIS inquiries to Anne Webster at 410-767-7815 or awebster@dhr.state.md.us.

cc: DHR Executive Staff
FIA Management Staff
CCA Management Staff
CCA Program Development Staff
Constituent Services
OIM Help Desk