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: CHARLES E. HENRY, EXECUTIVE DIRECTOR,
FAMILY INVESTMENT ADMINISTRATION

LINDA HEISNER, EXECUTIVE DIRECTOR,
CHILD CARE ADMINISTRATION

RE: PURCHASE OF CHILD CARE CASE TRANSFER POLICY

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: CHILD CARE ADMINISTRATION
OFFICE OF CHILD CARE SUBSIDY

SUMMARY: This action transmittal outlines the policy and procedures regarding
the electronic and paper transfer of a Purchase of Child Care case.

ACTION REQUIRED: When a customer moves from one jurisdiction to
another, the POC case should be transferred electronically on CCAMIS and the
paper record forwarded to the new local department. Notification of the transfer
is done by the POC supervisor in the sending county. He/she calls the POC
supervisor in the receiving county to notify them of the pending case transfer.

The case can be transferred at any time during the certification. The sending
county should review the case to determine that everything is in order prior to
transfer. The receiving county should review the case to determine that all
required documentation is in the record and issue a new voucher if necessary.

A copy of the paper record and Case Record Transfer Form must be sent to the
receiving jurisdiction within five working days. The copy and form is sent to the
new jurisdiction by certified mail. Transferred POC cases must be closed on CIS
in the sending jurisdiction using the Services 1 form and reopened on CIS in the
receiving jurisdiction.
CCAMIS PROCEDURES:

The case management supervisor in the receiving jurisdiction:

1. enters on F-Case Management;
2. enters on B-Update and searches on the case number of the incoming case;
3. changes the customer's address, types the numeric designation of the receiving jurisdiction in the LDSS field and types in the new case manager ID; and
4. saves upon exiting which transfers the case.

INQUIRIES: Please direct policy inquiries to Betsy Blair by telephone at 410-767-7845 or by email at bblair@dhr.state.md.us. Please direct CCAMIS inquiries to Anne Webster by telephone at 410-767-7815 or by email at awebster@dhr.state.md.us.

cc: DHR Executive Staff
    FIA Management Staff
    CCA Management Staff
    CCA Office of Child Care Subsidy Staff
    Constituent Services
    OIM Help Desk