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 HENRY, EXECUTIVE DIRECTOR, FIA
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA

RE: ADVERSE ACTION AND PAYMENT FOR CHILD CARE
PROVIDERS

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: OFFICE OF CHILD CARE SUBSIDY

SUMMARY: This action transmittal outlines payment to child care providers who
provide service after the customer’s case closes during the first 60 days of
certification and they did not receive an adverse action notice.

ACTION REQUIRED:

The local department must attempt to obtain a completed voucher for a provider
who provided care after the customer's case closed during the sixty days in
which the voucher was to be returned. If the local department receives a
 telephone call or a completed invoice from a provider who provided service and
the local department cannot locate the customer to have he or she sign the
voucher, receipt it with only the provider completing and signing it so that
payment can be made. The provider is also entitled to five days adverse action
since he or she did not receive notice of adverse action.

Case managers must document in the narrative that the case closed during the
first 60 days of certification and that the voucher was not returned. It is then
clear that the case manager could not send an adverse action notice because he
or she did not know the provider of record.

The CCAMIS Voucher Cover Letter and the Notification of Voucher Expiration
have been updated to support the procedures.
CCAMIS PROCEDURES: There are no new CCAMIS procedures.

ACTION DUE:  Immediately upon receipt.

INQUIRIES:  Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us.

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