



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: #03-32

Effective Date: Immediately

Issuance Date: December 17, 2002

**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](mailto:bblair@dhr.state.md.us).

cc: DHR Executive Staff  
CCA Management Staff  
CCA Program Management Staff  
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