



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 03-44

Effective Date: Immediately

Issuance Date: May 6, 2003

**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: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA  
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA**

**RE: PURCHASE OF CARE (POC) SIGNATURE REQUIREMENTS**

**PROGRAM AFFECTED: PURCHASE OF CHILD CARE**

**ORIGINATING OFFICE: CHILD CARE ADMINISTRATION**

**SUMMARY:** An original customer signature has always been required for POC applications. In order to increase customer access an original signature is no longer required on the application.

**ACTION REQUIRED:** Purchase of Child Care no longer requires an original signature on applications, reconsiderations and interim changes. Faxes and copies are accepted.

**CCAMIS PROCEDURES:** None

**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  
CCA Program Standards Staff  
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