DHR

Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number:#03-51	**Effective Date: Immediately**
	Issuance Date: June 12, 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 MCGUIRE, EXECUTIVE DIRECTOR, FIA
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA

RE: VERIFICATIONS FOR THE PURCHASE OF CHILD CARE
PROGRAM

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: CHILD CARE ADMINISTRATION,
OFFICE OF CHILD CARE SUBSIDY

SUMMARY: The Office of Child Care Subsidy is changing the verification requirement in order to increase customer access and decrease the workload for case managers.

ACTION REQUIRED: Case managers should inquire on other available systems (i.e., CARES, SVES, SDX or CSES) to determine the amount and frequency of income when a POC customer receives services such as Temporary Cash Assistance (TCA), food stamps, medical assistance, social security, SSI or child support. The case manager should not request the same verification from the customer again if the verification is current (received within the last 6 months). The case manager should document in the CCAMIS Activity Log or handwritten case narrative that the verification was checked in another system and what it is. Local departments may choose to print screens as verification as well as documenting the narrative. The case manager should then enter the amount and frequency into CCAMIS stating it has been verified.

This action does not eliminate the requirement to request documentation for items outside of other available systems. If you request documentation from a customer that is required for POC and cannot be verified using CARES, you may deny the case or close it with five days adverse action if the customer does not return the documentation.

CCAMIS PROCEDURES: Enter the amount, frequency and verification from the other system onto the CCAMIS Income Worksheet.

ACTION DUE: Immediately upon receipt.

INQUIRIES: Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us. Direct CCAMIS inquires to Dwight Carter at 410-767-7850 or dcarter@dhr.state.md.us.

cc: DHR Executive Staff
        CCA Management Staff
        CCA Program Standards Staff
        FIA Management Staff
        OTHS Help Desk