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
BRIAN SHEA, EXECUTIVE DIRECTOR, CSEA
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA

RE: PURCHASE OF CHILD CARE CHILD SUPPORT COOPERATION

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: OFFICE OF CHILD CARE SUBSIDY

SUMMARY: Effective February 1, 2004 the Child Support Enforcement
Administration is no longer responsible for determining child support cooperation
in a POC case. The final decision will now be the responsibility of the POC case
manager.

ACTION REQUIRED: Applicants and customers must pursue child support.
Direct child support agreements are still accepted. The process of applying for
child support remains the same. Customers are to appear for their child support
appointments and offer any information they know about the absent parent(s).

POC case managers have the final decision regarding child support cooperation.
They may review the child support case notes and any other available
documentation, as well as consult with the child support case manager to
determine whether or not the individual has been cooperative based on his or her
circumstances. If the POC case manager decides that the individual has done all
he or she can, then POC services can be provided.

CCAMIS PROCEDURES: None

ACTION DUE: February 1, 2004
INQUIRIES: Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us. Direct CCAMIS inquiries 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