



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #05-37

Effective Date: May 1, 2005

Issuance Date: May 2, 2005

**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
JUDITH L. ROZIE-BATTLE, EXECUTIVE DIRECTOR, CCA**

RE: PURCHASE OF CHILD CARE WAIT LIST REOPEN

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: CHILD CARE ADMINISTRATION

SUMMARY: The Purchase of Child Care waiting list was implemented on January 15, 2003 due to a lack of available funds. Service may be provided to some waiting list customers and new applicants due to the available money in the FY 2006 budget.

ACTION REQUIRED:

Waiting List Customers

Two mailings will be sent to advise customers of the wait list reopening in July 2005. Customers at declared income levels A through D will be mailed a letter from DHR central in May 2005 advising them that POC services are being reopened on July 1, 2005 for income levels A through D. Customers at levels E through J will be mailed a letter from DHR central in June 2005 advising them that POC services are being reopened on July 1, 2005. The mailings will include a copy of the DHR/CCA 354 Purchase of Child Care Application and instructions to complete and return the application and all required verifications to the local department of social services if they think they are eligible. Applications that are completed and received in the local department will be processed and vouchers issued beginning July 1, 2005 for eligible households. Declared income A-D customers who do not return an application will be closed centrally off of the waiting list on August 1, 2005. Customers who meet the income co-payment E, F, G, H, I, and J guidelines will be sent a CCAMIS letter stating their application

will remain on the waiting list. Declared income E-J customers who do not return an application will remain on the waiting list.

New Applicants

New applicants requesting Purchase of Child Care must provide an application and necessary verifications after May 1, 2005. Applications that are completed will be processed and vouchers issued on or after July 1, 2005 for applicants who meet eligibility requirements and income co-payment levels A through D. Customers who meet the income co-payment E, F, G, H, I, and J guidelines will be sent a CCAMIS letter stating their application will remain on file, but that they cannot be served due to a lack of available funds.

All Customers and Applicants

A full eligibility determination must be completed for each application received. All cases received after May 1, 2005 will be processed the same way. The case will be entered in the system. The family will either be eligible for income levels A through D or be wait listed. A CCAMIS letter will be sent informing the family of the determination.

60 Day Grace Period

The 60 day grace period available to customers who failed to provide their reconsideration or reconsideration verifications is discontinued as of July 1, 2005. Customers who fail to complete their reconsideration must reapply for services as stated in the CCAMIS redetermination letters. Cases may be reopened if eligibility criteria and income co-payment levels A through D are met. Customers meeting the income co-payment E, F, G, H, I, and J guidelines will be sent a letter stating their application will be added to the waiting list because of a lack of available funds.

CCAMIS PROCEDURES:

To remove a customer from the waiting list for July 1, 2005 service:

1. Enter the application on CCAMIS, including all verifications.
2. When application is complete, enter a case active date of July 1, 2005 on the Milestone screen.
3. Issue the voucher to be effective July 1, 2005.

ACTION DUE: May 1, 2005

INQUIRIES: Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us. Direct CCAMIS inquiries to Aasim Nour at 410-767-7816 or anour@dhr.state.md.us.

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