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: JUDITH L. ROZIE-BATTLE, EXECUTIVE DIRECTOR, CCA
KEVIN MCGUIRE, EXECUTIVE DIRECTOR, FIA

RE: POC ADDRESS VERIFICATION

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: CHILD CARE ADMINISTRATION

SUMMARY: As a result of a recent Child Care Administration audit, it was suggested that Purchase of Child Care begin to verify applicant addresses.

ACTION REQUIRED: When an applicant requests Purchase of Child Care, ask for verification of address from him or her. Verification of address can be anything that indicates that the individual resides at the address listed on the application. Some examples include: copy of the mortgage or lease agreement, statement from housing office, statement from roommate, utility bills, the DHR/FIA 1130 form, or a letter from the landlord.

SYSTEM PROCEDURES: None

ACTION DUE: Immediately.

INQUIRIES: Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us.
cc: DHR Executive Staff
    CCA Management Staff
    CCA Program Management Staff
    CCA Program Standards Staff
    FIA Management Staff
    Constituent Services
    OSM Help Desk