



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 05-43

Effective Date: Immediately

Issuance Date: May 19, 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: 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](mailto:bblair@dhr.state.md.us).

cc: DHR Executive Staff  
CCA Management Staff  
CCA Program Management Staff  
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