



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 08-11

Effective Date: October 15, 2007

Issuance Date: October 11, 2007

**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  
ROLF GRAFWALLNER, ASSISTANT STATE  
SUPERINTENDENT, DIVISION OF EARLY CHILDHOOD  
DEVELOPMENT, MSDE**

**RE: PURCHASE OF CHILD CARE CHANGES RELATED TO  
PAYMENT PROCESSING**

**PROGRAM AFFECTED: PURCHASE OF CHILD CARE**

**ORIGINATING OFFICE: DIVISION OF EARLY CHILDHOOD  
DEVELOPMENT, MSDE**

**SUMMARY:** Effective October 15, 2007, the Office of Child Care Subsidy is making some changes in the regulations that may affect the way child care subsidy payments are calculated.

**ACTION REQUIRED:** There are no new actions required. The following changes will be modified in the system and/or COMAR:

- Calculation of payments from monthly to weekly – payments will be calculated based on weekly rates.
- Service period – the two week period for which child care providers can provide service and receive payment.
- Service days in a month – the average number of days in the month that are used to calculate payment is 21.69.
- 1/3 and 2/3 – the numbers multiplied by the weekly rate to get the one (1/3) and two (2/3) unit regional weekly rates.
- Non-traditional care percentages – child care providers who offer care during nontraditional hours will receive 5% above the regular rate for one

unit of care, 10% above the regular rate for two units of care, and 15% above the regular rate for 3 units of care.

- Overpayment processing – ten percent of a total overpayment must be recovered from customers and child care providers each month for a nonfraudulent overpayment. Twenty percent of a total overpayment must be recovered from customers and child care providers each month for a fraudulent overpayment.

**SYSTEM PROCEDURES:** Any changes will be entered in the system, therefore POC staff are to continue following current CCATS procedures.

**ACTION DUE:** October 15, 2007

**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). Direct system inquiries to the MSDE/CCATS Help Desk at 410-767-7816 or [MSDECCATS@msde.state.md.us](mailto:MSDECCATS@msde.state.md.us).

cc: Office of Child Care Subsidy, MSDE  
MSDE/CCATS Help Desk  
DHR Executive Staff  
FIA Management Staff  
Constituent Services  
OTHS Help Desk