TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
CHILD CARE SUBSIDY PROGRAM ADMINISTRATORS

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR
FAMILY INVESTMENT ADMINISTRATION

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SUPERINTENDENT, OFFICE OF CHILD CARE,
MARYLAND STATE DEPARTMENT OF EDUCATION

RE: CHILD CARE SUBSIDY CASE TRANSFER POLICY

PROGRAM AFFECTED: CHILD CARE SUBSIDY

ORIGINATING OFFICE: MARYLAND STATE DEPARTMENT OF
EDUCATION, OFFICE OF CHILD CARE,
OFFICE OF CHILD CARE SUBSIDY

SUMMARY: This action transmittal outlines the policy and procedures regarding
the electronic and paper transfer of a Child Care Subsidy case following the
implementation of CCATS.

ACTION REQUIRED: When a customer moves from one jurisdiction to
another, the child care case should be transferred electronically on CCATS and
the paper record forwarded to the new local department. The transfer is done by
a supervisor who also notifies the receiving county of the pending case transfer.
It is important to communicate with the receiving county regarding the transfer of
both the paper and electronic records.

The case can be transferred at any time during the certification. The sending
county should end all authorizations and vouchers prior to the transfer. The
original case record or a copy of the required information must be sent to the
receiving jurisdiction within five working days along with the Case Record
Transfer Form to satisfy audit requirements. The copy and form is sent to the
new jurisdiction by certified mail.
CCATS PROCEDURES:

The case management supervisor in the sending jurisdiction:

1. Click on the “Transfer Case to Another District” link on the customer’s Account Summary screen.
2. Complete the “Group Name” and “Assignment Reason” fields and the “Comments” if any, on the Case Transfer screen.
3. Click “Submit” and the case will be transferred. The new local office will display in the “Group Name” field.

INQUIRIES: Please direct policy inquiries to Betsy Blair by telephone at 410-767-7845 or by email at bblair@msde.state.md.us. Please direct CCATS inquiries to the CCATS Help Desk by telephone at 410-767-7816 or by email at MSDECCATS@msde.state.md.us.

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