



**Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201**

FIA INFORMATION MEMO

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**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 MCGUIRE, EXECUTIVE DIRECTOR, FIA
ROLF GRAFWALLNER,
ASSISTANT STATE SUPERINTENDENT,
MARYLAND STATE DEPARTMENT OF EDUCATION**

RE: CHILD CARE SUBSIDY

**PROGRAM AFFECTED: CHILD CARE SUBSIDY CASE RECORD
DOCUMENTATION**

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

As of July 1, 2009, the Child Care Subsidy (CCS) program reduced the amount of documentation that is required in a CCS case record. Any documentation that can be viewed through CCATS Documents does not have to be copied and added to the record. Any documentation that is signed or completed by the customer or informal provider must be in case record. Any documents generated outside of CCATS must be in the case record.

If you have any questions, please contact Myra White-Gray, Assistant Bureau Chief for the Office of Child Care Subsidy. Ms. White-Gray can be reached by telephone at 410-767-7863 or by email at myra.white-gray@msde.state.md.us.

cc: Office of Child Care Subsidy Staff
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