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 INFORMAL PROVIDER HOLIDAY PAYMENTS

PROGRAM AFFECTED: CHILD CARE SUBSIDY

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

Informal child care providers are not automatically paid for the six holidays to which
formal child care providers are entitled. The holidays are: New Year’s Day, Memorial
Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. However,
if an informal child care provider provides care for a child on a holiday and can
document that care was provided, payment can be made for that day. Documentation
includes, but is not limited to, verification from the customer that he or she participated
in their activity on the holiday.

Direct policy or procedures inquiries to Myra White-Gray, Assistant Bureau Chief for
Child Care Subsidy, at 410-767-7863 or myra.white-gray@msde.state.md.us. Direct
system inquiries to the MSDE/CCATS Help Desk at 410-767-7816 or
MSDECCATS@msde.state.md.us.

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