



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 02-42  
Supercedes #01-15

Effective Date: IMMEDIATELY  
Issuance Date: December 26, 2001

**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: CHARLES E. HENRY, EXECUTIVE DIRECTOR,  
FAMILY INVESTMENT ADMINISTRATION**

**LINDA HEISNER, EXECUTIVE DIRECTOR,  
CHILD CARE ADMINISTRATION**

**RE: PURCHASE OF CHILD CARE CASE TRANSFER POLICY**

**PROGRAM AFFECTED: PURCHASE OF CHILD CARE**

**ORIGINATING OFFICE: CHILD CARE ADMINISTRATION  
OFFICE OF CHILD CARE SUBSIDY**

**SUMMARY:** This action transmittal outlines the policy and procedures regarding the electronic and paper transfer of a Purchase of Child Care case.

**ACTION REQUIRED:** When a customer moves from one jurisdiction to another, the POC case should be transferred electronically on CCAMIS and the paper record forwarded to the new local department. Notification of the transfer is done by the POC supervisor in the sending county. He/she calls the POC supervisor in the receiving county to notify them of the pending case transfer.

The case can be transferred at any time during the certification. The sending county should review the case to determine that everything is in order prior to transfer. The receiving county should review the case to determine that all required documentation is in the record and issue a new voucher if necessary.

A copy of the paper record and Case Record Transfer Form must be sent to the receiving jurisdiction within five working days. The copy and form is sent to the new jurisdiction by certified mail. Transferred POC cases must be closed on CIS in the sending jurisdiction using the Services 1 form and reopened on CIS in the receiving jurisdiction.

## **CCAMIS PROCEDURES:**

The case management supervisor in the receiving jurisdiction:

1. enters on F-Case Management;
2. enters on B-Update and searches on the case number of the incoming case;
3. changes the customer's address, types the numeric designation of the receiving jurisdiction in the LDSS field and types in the new case manager ID; and
4. saves upon exiting which transfers the case.

**INQUIRIES:** Please direct policy inquiries to Betsy Blair by telephone at 410-767-7845 or by email at [bblair@dhr.state.md.us](mailto:bblair@dhr.state.md.us). Please direct CCAMIS inquiries to Anne Webster by telephone at 410-767-7815 or by email at [awebster@dhr.state.md.us](mailto:awebster@dhr.state.md.us).

cc: DHR Executive Staff  
FIA Management Staff  
CCA Management Staff  
CCA Office of Child Care Subsidy Staff  
Constituent Services  
OIM Help Desk