



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #04-21

Effective Date: February 1, 2004

Issuance Date: January 8, 2003

**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
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA**

**RE: PURCHASE OF CARE (POC) CHANGES IN CUSTOMER CO-
PAYMENTS**

PROGRAM AFFECTED: PURCHASE OF CARE (POC)

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

SUMMARY:

Effective February 1, 2004, the Child Care Administration is increasing non-TCA customer co-payments for formal and informal child care. The total payment to the provider is not changing. The customer will pay an increased co-payment and the State will pay a reduced portion of the cost of care.

Formal and Informal Co-payments:

Formal and informal co-payments will increase from 1 to 34% to 5 to 50% of the cost of child care. See Attachments A and B for details.

ACTION REQUIRED:

There are no new actions required. Continue to follow current policy and procedures. The co-payment changes have been modified in CCAMIS. Customer and provider notifications will be mailed out statewide listing the old and new subsidies and co-payments for all children with active vouchers. Case managers do not need to issue new vouchers. All vouchers issued from February 1, 2004 forward will display new co-payment levels.

CCAMIS PROCEDURES:

POC staff are to continue to follow current CCAMIS procedures since changes are system driven.

CCAMIS users may access the notifications with the child specific data by selecting the following menu options:

1. Ad Hoc Reporting
2. Letters
3. Documents
4. Run
5. The letter selection screen appears for the worker to select the appropriate letter.

ACTION DUE:

The regulatory changes in co-payments will be effective beginning with February service and March payment.

INQUIRIES:

Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us. Direct CCAMIS inquires to Dwight Carter at 410-767-7850 or dcarter@dhr.state.md.us.

cc: DHR Executive Staff
FIA Management Staff
CCA Management Staff
CCA Child Care Subsidy Staff
OTHS Help Desk