



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #06-17

Effective Date: November 1, 2005

Issuance Date: September 29, 2005

**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

**RE: PURCHASE OF CHILD CARE WAIT LIST REOPEN FOR SUBSIDY
LEVELS E-J**

PROGRAM AFFECTED: PURCHASE OF CHILD CARE

ORIGINATING OFFICE: FAMILY INVESTMENT ADMINISTRATION

SUMMARY: Part of the Purchase of Child Care waiting list opened on July 1, 2005 due to available funds in the FY 2006 budget. Service may now be provided to waiting list customers and new applicants in the remaining subsidy levels.

ACTION REQUIRED:

Local departments will send notification to families who were added to the waiting list in their area after May 1, 2005. A new CCAMIS report was developed, and will be in production shortly, that each jurisdiction can run to determine the names and addresses of the families. A new CCAMIS letter (copy attached) was added to the database for local departments to send to the families informing them that the waiting list is opening for all levels and that updated verifications are required if they want to be considered. A new application is not needed. Only new verifications are requested. The date stamp on the received verifications begins the 30-day count for the application to be completed. Issue vouchers for eligible households with an effective date of November 1, 2005. Families that do not return the required verifications by November 30 will be closed centrally on CCAMIS and can be manually closed on CIS. Closed customers may file a new application at any future time.

CCAMIS PROCEDURES:

To remove a customer from the waiting list for November 1, 2005 service:

1. Enter a new application date on CCAMIS, using the date stamp on the verifications.
2. When application is complete, enter a case active date of November 1, 2005 on the Milestones screen.
3. Issue the voucher to be effective November 1, 2005.

ACTION DUE: November 1, 2005

INQUIRIES: Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us. Direct CCAMIS inquiries to Aasim Nour at 410-767-7816 or anour@dhr.state.md.us.

cc: DHR Executive Staff
FIA Management Staff
Constituent Services
OTHS Help Desk

POC #

Re: Wait List Reopen for Additional Families

Dear <Purchase of Child Care Customer>:

You are currently on the Purchase of Child Care (POC) waiting list. The program is able to open the entire waiting list for Maryland's most economically needy families. This change will be effective November 1, 2005. Please return the necessary verifications to the local department of social services by November 30, 2005 if you still need assistance. Families that do not return the verifications will be closed off of the waiting list and must reapply. Vouchers will be issued to eligible families to be effective for service November 1, 2005.

Necessary verifications for you, your spouse or your child's other parent living in your household include, but may not be limited to:

- Pay stubs covering the most recent 4 weeks. If you have a new job, supply a letter from your employer on letterhead stating your schedule and salary.
- Proof of enrollment in school or training including an official class schedule. Be sure it includes dates, days and hours of your school or training program.
- Proof of all other earned or unearned income.
- Proof of pursuit or receipt of child support, or of a claim of good cause for children eligible for child support. If you have not applied for child support, the POC case manager will give you a referral to the Child Support Enforcement Agency.

The local department of social services will notify you of your eligibility. Please call the local department if you have any questions.

Sincerely,

<Case Manager>