



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #08-23
Supercedes #02-42

Effective Date: IMMEDIATELY
Issuance Date: February 20, 2008

**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 M. MCGUIRE, EXECUTIVE DIRECTOR
FAMILY INVESTMENT ADMINISTRATION**

**ROLF GRAFWALLNER, ASSISTANT STATE
SUPERINTENDENT, OFFICE OF CHILD CARE,
MARYLAND STATE DEPARTMENT OF EDUCATION**

RE: CHILD CARE SUBSIDY CASE TRANSFER POLICY

PROGRAM AFFECTED: CHILD CARE SUBSIDY

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

SUMMARY: This action transmittal outlines the policy and procedures regarding the electronic and paper transfer of a Child Care Subsidy case following the implementation of CCATS.

ACTION REQUIRED: When a customer moves from one jurisdiction to another, the child care case should be transferred electronically on CCATS and the paper record forwarded to the new local department. The transfer is done by a supervisor who also notifies the receiving county of the pending case transfer. It is important to communicate with the receiving county regarding the transfer of both the paper and electronic records.

The case can be transferred at any time during the certification. The sending county should end all authorizations and vouchers prior to the transfer. The original case record or a copy of the required information must be sent to the receiving jurisdiction within five working days along with the Case Record Transfer Form to satisfy audit requirements. The copy and form is sent to the new jurisdiction by certified mail.

CCATS PROCEDURES:

The case management supervisor in the sending jurisdiction:

1. Click on the “Transfer Case to Another District” link on the customer’s Account Summary screen.
2. Complete the “Group Name” and “Assignment Reason” fields and the “Comments” if any, on the Case Transfer screen.
3. Click “Submit” and the case will be transferred. The new local office will display in the “Group Name” field.

INQUIRIES: Please direct policy inquiries to Betsy Blair by telephone at 410-767-7845 or by email at bblair@msde.state.md.us. Please direct CCATS inquiries to the CCATS Help Desk by telephone at 410-767-7816 or by email at MSDECCATS@msde.state.md.us.

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