



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA INFORMATION MEMO

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**00TO: 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](mailto: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](mailto: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