



CCS Central
PO Box 17015
Baltimore, MD 21297

RE: Child Care Scholarship Application

Dear Applicant:

A Child Care Scholarship is offered to children whose family qualify based on income and need, as defined by the Code of Maryland Regulations (COMAR 13A.14.06).

Please complete the enclosed application and return **all pages** of it to us with **all required documentation**. All fields must be completed and all questions must be answered. Applications fully completed and submitted with all of the required documentation are processed faster. If your application is not complete and/or documents not submitted with the application, it may take up to 30 days to process the application and may cause your application to be denied.

On the application, please make note of the **Date of Birth** and **Contact Phone Number** you enter in Section 2. You will use this information to access your case details on the automated phone menu at CCS Central.



To complete the application you **MUST** send in the information listed for all household members. This includes you, and your spouse or your child's other parent living in your household.

Please use this checklist to ensure your application is complete:

- Most recent four (4) weeks of consecutive pay stubs (4 weekly, 2 bi-weekly)*
- Proof of identity (i.e. driver's license, birth certificate, government issued identification)*
- Proof of approved activity on employer or school's letterhead (i.e. work, school or job training)*
- Proof of all other income*
- Proof of child support cooperation or payment (See Section 4 of Instructions for more information on documentations needed for child support)*
- Proof of address (i.e. utility bill, lease)*
- Birth Certificate for each child within the household*
- Informal Relative Care Only – Proof of Relationship of Provider to Child*

A voucher is issued to you if you are eligible and funds are available. Maryland State Department of Education (MSDE) pays for center care, family child care, and informal care. CCS Central can explain the different types of care and answer all questions about the Child Care Scholarship Program, if you call 1-866-243-8796.

Sincerely,
CCS Central
1-866-243-8796

Reading these instruction will help you complete this application.

Answers to all questions are required and all pages of the application must be returned.

Section 1 General Information

Type of Application:

- A **“New”** application is for someone who does not receive Child Care Subsidy (CCS) today, or someone who was denied and is re-applying with current information.
- A **“Redetermination”** must be completed at least once every 12 months for customers currently receiving subsidy assistance.

Type of Provider Used for Care:

- A **“Formal”** provider is a child care center or a family child care home that is licensed or regulated under Maryland law. Formal providers receiving CCS Program payments must participate in the Maryland EXCELS program.
- An **“Informal”** provider is not licensed under Maryland law and is limited to 1) relative care, 2) non-relative in-home care. If you choose relative care, eligible relationships are Great-grandparents, Grandparents, Aunts, Uncles or older siblings over the age of 18 not residing in the child’s household. Proof of relationship must be submitted with the application. If you choose any type of informal provider, additional forms must be included with this packet and completed before the informal provider is approved. Informal vouchers will not be issued until the informal provider is approved. Call CCS Central at 1-866-243-8796 for the additional forms.

Section 2 Applicant Information

County of your Home Address:

- **If you live in Baltimore City, enter “City”**

Please make a note of the Date of Birth and Contact Phone Number you enter on the form. This information will be needed to access your case information on the automated phone system. If determined eligible for a Child Care Subsidy, a Party ID will be assigned and mailed to you for future access to the automated phone system.

Section 3 Need for Care Information

Answer all the questions in this section to show why you need child care assistance.

Section 4 Child Information

- Answer questions in this section for each child in the household, under 13 years old, for **whom child care is needed**.
- If there are more than 3 children in the household, please make additional copies of this section to enter their information.
- **You must attach a birth certificate for each child listed within the household.**

Child Support:

- If there is an absent parent from the home, the CCS applicant must document the receipt of child support for each child needing CCS services. Only applicants with verification of the receipt of court ordered, voluntary child support or “good cause” will be issued a 52 week voucher for the child needing CCS services.
- Applicants pursuing court ordered child support will be issued a 60 day voucher in order to provide proof of child support compliance. Documentation of pursuit of child support may include: Child Support Enforcement (CSE) application, legal documentation from court system or an attorney. Customers unable to provide verification of the receipt of court ordered child support within 60 days of the submission of the CCS application will not be issued additional vouchers. Customers are encouraged to file a CSE application at the time of submitting the CCS application in order to be able to gain verification of child support compliance within 60 days.
- Applicants pursuing court ordered child support through a private attorney or the court system will be issued a 60 day voucher in order to provide proof of child support compliance. Documentation of pursuit of child support may include: CSE application, legal documentation from court system or an attorney. Customers unable to provide verification of the receipt of court ordered child support within 60 days of the submission of the CCS application will not be issued additional vouchers. Customers are encouraged to file a CSE application at the time of submitting the CCS application in order to be able to gain verification of child support compliance within 60 days.
- Applicants who do not have a Court Ordered child support agreement, voluntary child support agreement or good cause at the time of submitting a Child Care Scholarship Program application are required to file a Child Support Enforcement (CSE) application.
- Applicants not pursuing court ordered child support must submit verification of the receipt of child support, voluntary child support or good cause within 30 days of submitting the CCS Application. Voluntary child support is a written agreement between the CCS applicant and the absent parent.
- **“Good Cause”** for not applying for child support includes instances where applying may result in serious physical or emotional harm for the child or the customer living with the child, the child’s adoption is in question or in process, or the child was conceived through rape or incest. If you have not applied for child support for this child and have “good cause,” **call CCS Central at 1-866-243-8796** for the correct form.

Section 5 Other Household Members

Answer questions in this section for each household member that is not listed as a child in Section 4, Child Information. If there are more than 4 household members, please make additional copies of this section to enter their information.

Section 6 Activity Information

Answer questions in this section for each activity of each household member listed in Section 5, Other Household Members, where the answer to Question 1 is "Yes." The "activity type" selected is related to "Name of the Organization" entered in each activity box.

Total commute time must be calculated as the time needed to get from your provider to your activity and back. Any time exceeding 2 hours per day will require additional explanation. Commute time will not be granted unless the "Activity Hours" are provided.

Enter activity hours as the start time and end time:

| Monday | Tuesday |
|--------|---------|
| 8 to 5 | 10 to 3 |

If there are more than 4 household member activities, please make additional copies of this section to enter their information.

For all activities that are "Employment," you must attach a letter from the employer on company letterhead verifying work hours. For all activities that are "Education" or "Training," you must attach a copy of the current school/training schedule on school letterhead to verify days and hours of classes.

Section 7 Child Care Schedule

Answer questions in this section to show all the days and hours you will need child care based on your activity(s), as listed in Section 6, Activity Information.

Enter the child care hours needed as the start time and end time:

| Monday | Tuesday |
|--------|---------|
| 8 to 5 | 10 to 3 |

If the child is school aged, provide the child's school schedule.

Section 8 Income Information

Answer questions in this section for each type of income of each household member listed in Section 5, Other Household Members. If there are more than 4 household member types of income, please make additional copies of this section to enter their information.

"Gross Income" is the total amount you earned or were paid before taxes are withheld.

You will need to attach proof of the last 4 weeks of all income for: applicant, spouse, other parent in home, parents of minor parent, adult and spouse with physical custody of minor child (4 weekly or 2 bi-weekly paystubs).

| | | |
|----------------------|--|---|
| Fax To: 410-229-0053 | Maryland State Department of Education/Office of Child Care Child Care Subsidy Program APPLICATION/REDETERMINATION FOR CHILD CARE | Return To: CCS Central PO Box 17015 Baltimore, MD 21297 |
|----------------------|--|---|

If you need assistance completing the application, call CCS Central at 1-866-243-8796

| Section 1 General Information | |
|---------------------------------|--|
| Type of Application: | <input type="checkbox"/> New <input type="checkbox"/> Redetermination |
| Type of Provider Used for Care: | <input type="checkbox"/> Formal <input type="checkbox"/> Informal Relative Care: <i>Relative Name and Relationship Required</i> <input type="checkbox"/> Informal Non-Relative In Child's Home Care |

| Section 2 Applicant Information | |
|---|--|
| Name (Last, First, Middle): | Social Security Number (SSN) (optional): |
| Date of Birth (DOB): <i>MM/DD/YYYY</i> | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male |
| | Marital Status: <input type="checkbox"/> Single/Never Married <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed |
| Race: <i>See choices below</i> | Are you Hispanic/Latino?: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Primary Language Spoken in Home: |
| US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No | Alien Status (if not a citizen): <i>See choices below</i> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Do you have Active Military Status?: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Choices for Race: <ul style="list-style-type: none"> • American Indian or Alaskan Native • Asian • Black or African American • Native Hawaiian or Pacific Islander • White | Choices for Alien Status: <ul style="list-style-type: none"> • Permanent Resident • Asylee • Alien Granted Conditional Entry • Parolee (1 yr or more) • Alien Whose Deportation is Withheld |
| | <ul style="list-style-type: none"> • Refugee • Battered Alien Spouse, Child or Parent of Child • Undocumented • Child of Lawfully Admitted Alien |
| Home Address: | Street Apt Number City State Zip Code County |
| Mailing Address, if different: | Street City State Zip Code |
| Contact Phone Number: | Alternate Contact Phone: Email Address: |
| Do you pay Child Support to children outside of the home? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you a single parent? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you a minor parent (under 18)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you receive SNAP (food stamps)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you receive a Housing Subsidy? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Section 3 Need for Care Information | |
|---|--|
| 1. Do you receive Temporary Cash Assistance (TCA)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Never If yes, Start Date: <i>MM/DD/YYYY</i> |
| 2. Is TCA for the children in your care only? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. How many people are in your household? | Number: |
| 4. What is your annual gross income? | Dollar Amount: |
| 5. What is your activity? | <input type="checkbox"/> Job Search/Work <input type="checkbox"/> Community Service <input type="checkbox"/> Public School (Elementary, Middle or High School) <input type="checkbox"/> College (Undergraduate) |
| 6. Do you want Child Care Assistance for related children who are not your biological children? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. How many related children are in your custody? | Number: |
| 8. Are you or anyone in your household receiving Supplemental Security Income (SSI)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Are you responsible for any children with a disability? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Are you currently homeless? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Section 4 Child Information (children needing vouchers only)

| | | | | | | | |
|--|---|--|--|--|--|--|--|
| Child 1 | Name (Last, First, Middle): | | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male | | Date of Birth (DOB): <i>MM/DD/YYYY</i> | SSN (optional): | |
| | Race: <i>See choices below</i> | | Are you Hispanic/Latino?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No | Alien Status (if not a citizen): <i>See choices below</i> | |
| | Choices for Race: <ul style="list-style-type: none"> • American Indian or Alaskan Native • Asian • Black or African American • Native Hawaiian or Pacific Islander • White | | Choices for Alien Status: <ul style="list-style-type: none"> • Permanent Resident • Asylee • Alien Granted Conditional Entry • Parolee (1 yr or more) • Alien Whose Deportation is Withheld | | <ul style="list-style-type: none"> • Refugee • Battered Alien Spouse, Child or Parent of Child • Undocumented • Child of Lawfully Admitted Alien | | |
| | 1. Is this child receiving Supplemental Security Income (SSI)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 2. What is the child's relationship to you? | | | | | | |
| | 3. Does this child have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 4. Does this child receive benefits from Social Security? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 5. Have you applied for child support for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please see instructions on page 6.</i> | | | | | | |
| | 6. Do you receive child support for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 7. What is the name of this child's absent parent(s)? | | | | | | |
| Child 2 | Name (Last, First, Middle): | | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male | | Date of Birth (DOB): <i>MM/DD/YYYY</i> | SSN (optional): | |
| | Race: <i>See choices above</i> | | Are you Hispanic/Latino?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No | Alien Status (if not a citizen): <i>See choices above</i> | |
| | 1. Is this child receiving Supplemental Security Income (SSI)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 2. What is the child's relationship to you? | | | | | | |
| | 3. Does this child have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 4. Does this child receive benefits from Social Security? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 5. Have you applied for child support for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please see instructions on page 6.</i> | | | | | | |
| | 6. Do you receive child support for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 7. What is the name of this child's absent parent(s)? | | | | | | |
| | 8. Is this child in Head Start? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what is the start date? MM/DD/YYYY</i> | | | | | | |
| Child 3 | Name (Last, First, Middle): | | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male | | Date of Birth (DOB): <i>MM/DD/YYYY</i> | SSN (optional): | |
| | Race: <i>See choices above</i> | | Are you Hispanic/Latino?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No | Alien Status (if not a citizen): <i>See choices above</i> | |
| | 1. Is this child receiving Supplemental Security Income (SSI)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 2. What is the child's relationship to you? | | | | | | |
| | 3. Does this child have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 4. Does this child receive benefits from Social Security? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 5. Have you applied for child support for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please see instructions on page 6.</i> | | | | | | |
| | 6. Do you receive child support for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| | 7. What is the name of this child's absent parent(s)? | | | | | | |
| | 8. Is this child in Head Start? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what is the start date? MM/DD/YYYY</i> | | | | | | |
| 9. If using Informal Relative Care, what is the relationship of the provider to the child? <i>Relationship</i> | | | | | | | |

Section 5 Other Household Members

| | | | | | | | | |
|--|---|---|--|--|--|--|--|-----------------|
| Household Member 1 | Name (Last, First, Middle): | | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male | | Date of Birth (DOB): <i>MM/DD/YYYY</i> | | SSN (optional): | |
| | Race: <i>See choices below</i> | | Are you Hispanic/Latino?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Alien Status (if not a citizen): <i>See choices below</i> | |
| | Choices for Race: <ul style="list-style-type: none"> • American Indian or Alaskan Native • Asian • Black or African American • Native Hawaiian or Pacific Islander • White | | Choices for Alien Status: <ul style="list-style-type: none"> • Permanent Resident • Asylee • Alien Granted Conditional Entry • Parolee (1 yr or more) • Alien Whose Deportation is Withheld | | <ul style="list-style-type: none"> • Refugee • Battered Alien Spouse, Child or Parent of Child • Undocumented • Child of Lawfully Admitted Alien | | | |
| | Are you Active Military Status?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Primary Language: | | Relationship to Applicant: <i>See choices below</i> | | | |
| | Choices for Relationship to Applicant: <ul style="list-style-type: none"> • Adopted Child • Biological Child • Sibling • Stepchild | | <ul style="list-style-type: none"> • Cousin • Foster Care Child • Grand/Great Grandchild • Niece/Nephew | | <ul style="list-style-type: none"> • Ward • Other (Related) • Other (Not Related) | | | |
| | 1. Does household member have an activity that makes them unavailable to care for the child? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | 2. Does household member have earned or unearned income? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. Is there a circumstance that makes the household member unable to care for the child? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Household Member 2 | Name (Last, First, Middle): | | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male | | Date of Birth (DOB): <i>MM/DD/YYYY</i> | | SSN (optional): | |
| | Race: <i>See choices above</i> | | Are you Hispanic/Latino?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Alien Status (if not a citizen): <i>See choices above</i> | |
| | Are you Active Military Status?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Primary Language: | | Relationship to Applicant: <i>See choices above</i> | | | |
| | 1. Does household member have an activity that makes them unavailable to care for the child? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | 2. Does household member have earned or unearned income? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | 3. Is there a circumstance that makes the household member unable to care for the child? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Household Member 3 | Name (Last, First, Middle): | | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male | | Date of Birth (DOB): <i>MM/DD/YYYY</i> | | SSN (optional): |
| Race: <i>See choices above</i> | | Are you Hispanic/Latino?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Alien Status (if not a citizen): <i>See choices above</i> | | |
| Are you Active Military Status?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Primary Language: | | Relationship to Applicant: <i>See choices above</i> | | | | |
| 1. Does household member have an activity that makes them unavailable to care for the child? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 2. Does household member have earned or unearned income? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 3. Is there a circumstance that makes the household member unable to care for the child? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Household Member 4 | | Name (Last, First, Middle): | | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male | | Date of Birth (DOB): <i>MM/DD/YYYY</i> | | SSN (optional): |
| | Race: <i>See choices above</i> | | Are you Hispanic/Latino?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Alien Status (if not a citizen): <i>See choices above</i> | |
| | Are you Active Military Status?: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Primary Language: | | Relationship to Applicant: <i>See choices above</i> | | | |
| | 1. Does household member have an activity that makes them unavailable to care for the child? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | 2. Does household member have earned or unearned income? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | 3. Is there a circumstance that makes the household member unable to care for the child? | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Section 6 Activity Information | | | | | | | |
|---|--|--------|---------|-----------|--|----------|----------|
| Activity 1 | Applicant/Household Member Name (from Section 2 or 5): | | | | Activity Type: <i>See choices below</i> | | |
| | Choices for Activity Type: <ul style="list-style-type: none"> • Job Search • Community Service • Education | | | | <ul style="list-style-type: none"> • Employment • Training • FIA Personal Responsibility Plan | | |
| | Name of Organization: | | | | Organization Phone Number: | | |
| | Organization Address: Street | | City | | State | | Zip Code |
| | If you do not have a standard activity schedule, enter total hours per week : | | | | Enter daily commute time from provider to activity (to and from): | | |
| Activity Hours | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | to | to | to | to | to | to | to |
| Activity 2 | Applicant/Household Member Name (from Section 2 or 5): | | | | Activity Type: <i>See choices above</i> | | |
| | Name of Organization: | | | | Organization Phone Number: | | |
| | Organization Address: Street | | City | | State | | Zip Code |
| | If you don't have a standard activity schedule, enter total hours per week : | | | | Enter daily commute time from provider to activity (to and from): | | |
| | Activity Hours | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
| | to | to | to | to | to | to | to |
| For all activities that are "Employment," you must attach a letter from the employer on company letterhead verifying work hours. For all activities that are "Education" or "Training," you must attach a copy of the current school/training schedule on school letterhead to verify days and hours of classes. | | | | | | | |
| Section 7 Child Care Schedule | | | | | | | |
| School Aged Children: If school schedule is not provided, the child will be issued a one unit voucher (15 hours per week) | | | | | | | |
| If you do not have a standard child care schedule, enter total hours per week : | | | | | | | |
| What are the specific days and hours you need child care each day based on your activity? | | | | | | | |
| Child One | <input type="checkbox"/> Care Schedule <input type="checkbox"/> School Schedule | | | | | | |
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | to | to | to | to | to | to | to |
| If you do not have a standard child care schedule, enter total hours per week : | | | | | | | |
| Child Two | <input type="checkbox"/> Care Schedule <input type="checkbox"/> School Schedule | | | | | | |
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | to | to | to | to | to | to | to |
| If you do not have a standard child care schedule, enter total hours per week : | | | | | | | |
| Child Three | <input type="checkbox"/> Care Schedule <input type="checkbox"/> School Schedule | | | | | | |
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | to | to | to | to | to | to | to |

| Section 8 Income Information | | |
|--|---|--|
| Income 1 | Name of Household Member with Income: _____ | Type of Income: See choices below |
| | Choices for Type of Income: <ul style="list-style-type: none"> •Alimony •Armed Services Pay •Child Support – Court Ordered •Child Support – Voluntary •SS Benefits | <ul style="list-style-type: none"> •SSI •Self-Employment Gross •TCA •Tips/Commission Pay •Unemployment •Veterans Assistance/Benefit •Wage/Salary •Workers Compensation •Other |
| | How often does Household Member receive the income?: _____ | Gross income each time Household Member is paid (\$): _____ |
| | If the income is Child Support, what is the name of the absent parent paying it?: _____ | |
| Income 2 | Name of Household Member with Income: _____ | Type of Income: See choices above |
| | How often does Household Member receive the income?: _____ | Gross income each time Household Member is paid (\$): _____ |
| | If the income is Child Support, what is the name of the absent parent paying it?: _____ | |
| Income 3 | Name of Household Member with Income: _____ | Type of Income: See choices above |
| | How often does Household Member receive the income?: _____ | Gross income each time Household Member is paid (\$): _____ |
| | If the income is Child Support, what is the name of the absent parent paying it?: _____ | |
| Income 4 | Name of Household Member with Income: _____ | Type of Income: See choices above |
| | How often does Household Member receive the income?: _____ | Gross income each time Household Member is paid (\$): _____ |
| | If the income is Child Support, what is the name of the absent parent paying it?: _____ | |
| Attach proof of last 4 weeks of all income for: applicant, spouse, other parent in home, parents of minor parent, adult and spouse with physical custody of minor child. | | |

Your application gives us information about whether you are eligible for benefits and services. These benefits are provided at public expense and you must give true information. It may be verified with public and private agencies and businesses. You must report any changes to the information provided on this form within 10 days of the change. If you knowingly give false information or willfully fail to report changes you may be subject to disqualification and to the penalties listed below.

Section 8-504 of the Criminal Law Article of the Maryland Annotated Code states that:

- (a) Any person who fraudulently obtains, attempts to obtain, or aides another person in fraudulently obtaining or attempting to obtain money, property, food stamps, medical care, or other assistance to which he is not entitled, under a social, health, or nutritional program based on need, financed in whole or in part by the State of Maryland, and administered by the state or its political subdivisions is guilty of a misdemeanor. For purpose of this section, fraud shall include:
- (1) willfully making a false statement or representation; or
 - (2) willfully failing to disclose a material change in household or financial condition; or
 - (3) impersonating another person.
- (b) Upon conviction, after notice and the opportunity to be heard as to the amount of payment and how the payment is to be made, the person shall make full restitution of the money, property, food stamps, medical care or other assistance unlawfully received, or the value thereof, and shall be fined not more than \$1,000 or imprisoned for not more than three years, or both fined and imprisoned.

Consent to Release Information:

I hereby authorize the Maryland State Department of Education Child Care Subsidy Unit (MSDE/CCS), the Maryland State Department of Human Services Office of Inspector General (DHS/OIG) or any entities authorized by MDSE to contact, review and obtain records maintained by any person, partnership, corporation, association, or governmental agency for the purpose of establishing proof of my eligibility for CCS benefits. This includes but is not limited to: employment, financial (including bank records), school/educational, rental/housing and Maryland State Income Tax records. By signing below, I certify that I am the undersigned, I am competent to consent to this release of information and that I give MSDE/CCS permission to provide program information by email. A photocopy of this form is as valid as the original.

| | |
|---|------------|
| Parent Signature _____ | Date _____ |
| Signature of Other Parent/Spouse in the Household/Parent of Minor Child _____ | Date _____ |

APPLICATIONS NOT SIGNED AND DATED WILL BE RETURNED.

Electronic signatures are not acceptable. Date must be within 45 days of submission

Report suspected fraud of the Child Care Scholarship Program at Reportccsfraud.org