1307.1 PURCHASE OF CARE

The Child Care Subsidy Program is administered by the Office of Child Care in the Maryland State Department of Education (MSDE). Effective December 18, 2015, the Local Departments of Social Services resumed responsibility for the eligibility determination of Temporary Cash Assistance (Priority 1) cases under the State’s Child Care Subsidy (CCS) Program. The eligibility determination for Transitional Child Care (Priority 2) and Non-TCA (Priority 3) cases remains with CCS Central which is operated under a vendor agreement by MSDE. DHR and MSDE have signed a Memorandum of Understanding (MOU) which defines the coordination of CCS case management.

Program information, including basic eligibility requirements, is provided here.

1307.2 REQUIREMENTS

A. Case managers must review the CCS application for eligibility. CCS application forms are available on the website: http://msde.maryland.gov/MSDE/divisions/child_care/subsidy/forms.htm

B. TCA applicants and recipients (or SSI recipients attached to a TCA case) who meet eligibility are CCS-eligible as long as they are working, in an approved work activity, or enrolled in school.

C. Verification is similar to TCA and should be provided (be sure to check ECMS before requesting verifications):
   • Proof of income is required (most recent 4 weeks of pay stubs or a letter from the employer stating gross salary)
   • If the individual is a student, proof of enrollment in school is required.
   • Customers must pursue child support, and provide:
     ▪ Proof of identity for all household members, which includes, but is not limited to, a valid unexpired United States passport, a birth certificate, a valid driver's license, or a current photo identification card.
     ▪ Proof of address (apartment or house lease; electric, gas, water, or phone bill).
     ▪ Proof that their child or children have met the Maryland State Immunization requirement.
     ▪ If they are a single parent, proof that they have met child support requirements by reporting information about the absent parent.

D. MSDE modified the Child Care Administrative Tracking System (CCATS) on October 14, 2016, to enable the LDSS to process only TCA (Priority 1) cases.
E. All other applicants for Child Care Subsidy must apply through the MSDE contractor.

- When a needy (parent or non-parent) caretaker relative receiving TCA with the children submits a CCS application, redetermination, or interim change, the CCS case stays in the DSS for processing.
- When a non-needy caretaker relative applies for CCS for a TCA child only case, forward the application to the MSDE contractor at P.O.Box 17015, Baltimore MD 21297, FAX it to 410-229-0053, or email it to CCSCentral@xerox.com.
- When a TCA recipient goes to work and leaves TCA, the MSDE contractor must process the Transitional Child Care application.

NOTE: DSS staff must not process any Transitional Child Care or non-TCA CCS applications or cases. Transitional and Non-TCA customers can call the MSDE Vendor's customer service helpline at 1-866-243-8796.

1307.3 PROGRAM FUNCTION

A. Eligible TCA customers receive a voucher from the DSS to take to the child care provider of their choice.

1. Providers may be formal or informal

2. Direct customers to the Maryland EXCELS information and referral service (www.marylandexcels.org) or to the Maryland Family Network LOCATE site (www.marylandfamily network.org or at 877-261-0060) for assistance in finding regulated providers.

B. Formal child care includes:

1. Family child care homes registered by MSDE
2. Child care centers licensed by MSDE
3. Only providers approved by Maryland EXCELS can be paid by the Child Care Subsidy program.

C. Informal child care is not regulated and includes:

1. Adults related to the child
2. Unrelated adults who provide care in the customer's home
3. Adults who provide care in their homes for less than 20 hours a month
4. Informal providers do not have to be approved by Maryland EXCELS.

D. The voucher indicates the:
   1. Subsidy, based on the customer's income level, paid by MSDE to the provider
   2. Minimum co-payment the customer must pay the provider. TCA applicants and recipients should have a $0 co-pay for CCS.

E. ALL vouchers signed by the parent and provider must be sent to CCS Central for receipting and to ensure timely payment. DSS offices are not authorized to receipt vouchers. Immediately fax completed vouchers sent to the DSS to 410-229-0053 or mail them to P.O. Box 17015, Baltimore, MD 21297.

ADDITIONAL INFORMATION
- Financial Eligibility — Child Care Expenses
- Post Eligibility Benefits — Child Care Subsidy
- Payment Irregularities — CCS Irregularities