

UPDATE YOUR CONTACT INFORMATION
For the **CHILD CARE SCHOLARSHIP PROGRAM**

BEGINNING ON MAY 1, 2021, use the following contact information when submitting information related to child care provider payment and the Child Care Scholarship:

CHILD CARE SCHOLARSHIP CUSTOMERS (PARENTS)

EFFECTIVE MAY 1, 2021, USE THE BELOW CONTACT INFORMATION WHEN SUBMITTING DOCUMENTS OR MAKING INQUIRIES ABOUT THE CHILD CARE SCHOLARSHIP PROGRAM OR CHILD CARE PROVIDER PAYMENT.



Toll Free Number:
1-877-227-0125

Submit the following to CCSCentral2@maryland.gov

Child Care Scholarship Applications
Supporting Documents
Informal Provider Applications
Parent Overpayments
OAH Documents

Submit the following to CCSScholarships@maryland.gov

Signed Scholarships

Email is the best option. However, all documents and applications will also be accepted via

Fax: 202-478-2102
Mail: CCS Central 2
PO BOX 346031
Bethesda, MD 20827

Please only submit using one method.

Email is the best option to avoid busy signals and receive immediate confirmation for your records.

MAKE

The

SWITCH



IN SWITCHING TO OUR NEW CHILD CARE SCHOLARSHIP VENDOR, PLEASE MAKE THE FOLLOWING SWITCH:

| THE SWITCH | WHY? |
|--|--|
| Only use one method to send document to CCS Central 2. | Sending the same document by email, fax or mail slows down processing, because we have to process and reject the duplicates |
| <u>DO NOT resend</u> information (CCS Applications or missing information, etc.) you already sent by fax, email or mail to CCS Central. | All documents sent to <u>CCS Central</u> will be forwarded to <u>CCS Central 2</u> , our new CCS vendor. If you resend what you already submitted, you will slow down application processing due to the duplicates having to be rejected. (CCS Central Fax & email will receive documents up to 12:00pm (noon) on April 30, 2021) |
| Emailing is the best option for submitting documents to <u>CCS Central 2</u> , if you have the ability to scan and upload your documents. | You will not get a busy signal upon transmission; you will receive a confirmation that the document was received and you will always have a copy of the information sent. |