

Maryland State Department of Education/Office of Child Care
Child Care Scholarship Program
Child No Longer in Care – End Scholarship

Email:
CCSScholarships@maryland.gov

Instructions: On the child's last day of care, complete this form and email to ccsscholarships@maryland.gov

Note:

- Only write one child per form, **DO NOT** put multiple children on this form.
- The child will be removed from the provider's invoice.

Section 1 Provider Information

Provider Name:

Provider ID Number:

Contact Phone Number:

Section 2 Customer Information

Customer (Parent or Guardian) Name:

Customer Party ID Number:

Contact Phone Number:

Section 3 Child's Information

Child's Name:

Child's Scholarship Number:

Child's Last Day of Care:

Date customer (parent) provided advance notice that child would no longer attend:

Was the required 5 business day notice given by the customer to the provider? Yes No

Customer Only Question: I would like to **Suspend** this child's scholarships. Yes No

If yes, new scholarships are not issued for this child until the customer submits a Scholarship Request form to CCSCentral 2.

If no, new scholarships are issued and mailed to the customer.

Not answered, new scholarships are issued and mailed to the customer.

Section 4 Signature

Under penalty of perjury, I declare to the best of my knowledge and belief the information provided is true and correct.

Provider/Customer Signature:

Date:

Provider Note: Providers must complete the Child No Longer in Care form when a child no longer attends your child care program. Children will no longer be removed from invoices by notes placed on invoice. Delay in submission of this form may cause an overpayment which will be collected from the provider.