



**CCS Central 2**  
**PO Box 346031**  
**Bethesda, MD 20827**

RE: Child Care Scholarship Application

Dear Applicant:

Your Child Care Scholarship (CCS) Application was denied due to missing information.

Please complete and submit the Resubmit Missing Information Application and include the required missing information within 60 days of your application denial date.

You must **sign** and **date** the Resubmit Missing Information Application and provide the missing documentation or your CCS application will remain denied in accordance with Maryland Regulations (COMAR 13A.14.06.05F(3)). Please read the following instructions:

**Reading these instructions will help you complete this application.**

**Answers to all questions are required.**

**Section 1 General Information**

Type of Application:

- A **“Resubmit Missing Information”** Application is for someone who has had a CCS Application denied for missing information. The customer must complete and submit the Resubmit Missing Information Application within 60 days of the denial or they must resubmit a new Child Care Scholarship application.
- Only cases denied, closed, or terminated due to missing information can reapply using this form.

**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.
- Party ID, only applies for applicants submitting a “Resubmit Missing Information” Application due to an application that was denied due to missing information.

**Section 3 Required Documentation**

Submit the following information along with the completed and signed application:

- Missing Information Letter; and
- Missing Documentation.
- Proof of activity

**Section 4 Signature**

You are affirming that the attached information supports an application that was submitted within 60 calendar days and was denied to missing information. The information is accurate and is submitted to allow CCS Central 2 to complete the approval or denial of your CCS Application.

On the CCS 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 system at CCS Central 2.



Sincerely,

CCS Central 2  
1-877-227-0125

<b>Submit online at:</b> CCSCentral2@maryland.gov	<b>Maryland State Department of Education/Office of Child Care          Child Care Scholarship Program</b>  <b>RESUBMIT MISSING INFORMATION APPLICATION</b>	<b>Submit by fax:</b> 202-478-2102
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**If you need translation services or assistance completing the document, call CCS Central 2 at 1-877-227-0125**

<b>Section 1 General Information</b>
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Type of Application: <input type="checkbox"/> Application <input type="checkbox"/> Redetermination
You must submit the Resubmit Missing Documentation Application within 60 calendar days of your denial for missing information. If you were denied for any other reason, <b><u>do not</u></b> use this form. If you were not denied due to Missing Information, you must complete a new Child Care Scholarship Application.
<b>NOTE:</b> Once completed, you must submit the missing information AND proof of activity. If your child is eligible to receive a Child Care Scholarship, the start date will be the date in which <b>all missing information was received</b> by CCS Central 2. <b>Your scholarship will not be back dated to the original child care scholarship submission date.</b> Until the child care scholarship is issued, you are responsible for all payments to your child care provider.

<b>Section 2 Applicant Information</b>
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Name (Last, First, Middle):	Social Security Number (SSN) <i>(optional)</i> :	
Date of Birth (DOB): <i>MM/DD/YYYY</i>	Party ID:	
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:

<b>Section 3 Required Documents</b>
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1. Complete, sign and send the Resubmit Missing Information Application to CCS Central 2 (Email or fax the Resubmit Missing Information Application and the missing documentation to the email address or fax number provided at the top of this application) All documents submitted via email must be in PDF format.
2. Attach a Copy of the Missing Information Letter that lists all items that were missing and resulted in your application being denied due to missing information. You must submit the Missing Information Letter and **all missing documentation** within 60 calendar days of your CCS application being denied, closed, or terminated due to Missing Information. All documents submitted via email must be in PDF format.
3. Regardless of the documents you were notified were missing, you must also submit your last two paystubs received, for you and for all other adults in your household count. If any adult household member is unemployed, then an updated proof of activity (dated within 30 days of this form) is required. All documents submitted via email must be in PDF format.

You are affirming that the attached information supports an application that was submitted within 60 calendar days and was denied due to missing information. You are affirming that your scholarship begin date will be based upon the date all missing information was received and will not be dated back to the original CCS application that was denied, closed or terminated due to missing information. The information is accurate and is submitted to allow the vendor to complete the approval or denial of your CCS application.

Your application provides 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 Scholarship Unit (MSDE/CCS), the Maryland State Department of Human Resources Office of Inspector General (DHR/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 and/or text message. A photocopy of this form is as valid as the original.

**Customer must acknowledge each statement below with initials:**

**Initials**

- My application/redetermination was denied for missing documentation. \_\_\_\_\_
- I am submitting the Resubmit Missing Information Application within 60 days of the denial. \_\_\_\_\_
- I have attached all documents which were noted as missing on the Missing Documents Letter from CCS Central 2. \_\_\_\_\_
- I am attaching two most recent paystubs, or an updated proof of activity dated within 30 days of this form. -----

Parent Name Printed	Date
Parent Signature	Date
Other Parent Name (Parent/Spouse in the Household or Parent of Minor Child) Printed	Date
Signature of Other Parent (Parent /Spouse in the Household or Parent of Minor Child)	Date

**APPLICATIONS NOT SIGNED AND DATED WILL BE RETURNED.**

**Electronic signatures are not accepted**

**USE YOUR POWER AS A PARENT WISELY!**

**ALWAYS SELECT THE VERY BEST QUALITY CHILD CARE THAT YOU CAN AFFORD FOR YOUR CHILD(REN).**

**Report suspected fraud of the Child Care Scholarship Program at [Reportccsfraud.org](http://Reportccsfraud.org)**