

Fax: 410-229-0053

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

Instructions: On the child's last day of care, complete this form and fax it to 410-229-0053.

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.
- Providers: Until the child is removed from the invoice, cross the child off the invoice and write on invoice "Child No Longer in Care, form submitted".

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 Voucher 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 vouchers. Yes No

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

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

Not answered, new vouchers 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: Effective 09/13/2020, 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.