



**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools

May 7, 2017

Dear Parents and Providers,

Maryland State Department of Education, Office of Child Care Subsidy will provide a one-time April Tuition Assistance Payment for eligible children on the Child Care Subsidy Program based on participation in child care subsidy during the service period of January 8 – January 21, 2018.

**Children reported as attending during the January 8 service period will receive a payment of \$500.00. Payment is to be specially used to cover child care tuition owed by the parent. Payment will be made directly to the provider on behalf of the child/parent. The provider is to deduct the total payment paid for each child from the tuition owed by the parent. A *Tuition Assistance Payment Details* report indicating the children receiving this benefit has been included with this letter.**

Please note, the one-time payment will only be made if:

- The child was reported in attendance with an eligible provider during January 8 – January 21, 2018;
- The provider had an active EXCELS participation status during January 8 – January 21, 2018;
- Provider where service was provided during January 8 – January 21, 2018 is currently open, licensed and participating in EXCELS as of April 30.

Providers with receipted vouchers that meet the above criteria should expect to receive the April Summer Tuition Reimbursement sometime between May 15 - 31, 2018. Please notify the parent once payment is received. The provider is to give the parent a receipt documenting the full-payment amount when applied toward the tuition. **If the child is no longer in care, the provider shall use the funds to enhance services for currently enrolled children.**

After May 31st, if eligible children have not received the April Tuition Assistance Payment, contact CCS Central at 1-866-243-8796.

Please use these funds to help child remain in quality, safe and stable child care setting.

Sincerely,

Team CCS

