



Child Care Information Session

Maryland State Department of Education

Presented By | Division of Early Childhood/Office of Child Care

March 23, 2023

Presentation Outline

1. Welcome and Opening Remarks
2. Updates from the Office of School and Community Nutrition Programs
3. Updates from the Division of Early Childhood
4. Answers to Submitted Questions
5. Closing Remarks



1. 6:00-6:05 p.m. - Welcome and Opening Remarks
2. 6:05-6:20 p.m. - Updates from the Office of School and Community Nutrition Programs
3. 6:20-6:45 p.m. - Updates from the Division of Early Childhood
4. 6:45-6:55 p.m. - Answers to Submitted Questions
5. 6:55-7:00 p.m. - Closing Remarks

Welcome and Opening Remarks

Dr. Shayna Cook, Assistant State Superintendent, Division of Early Childhood





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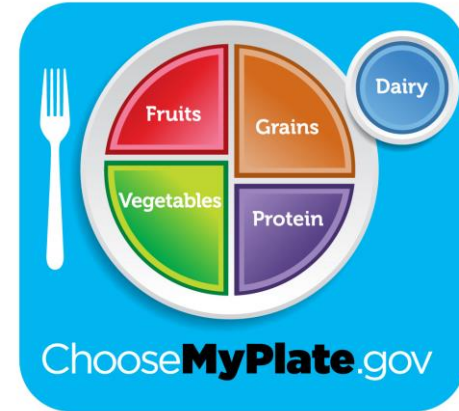
Updates from the Office of School and Community Nutrition Programs

Julie Fletcher, Executive Director, School and Community Meal Programs

The Office of School & Community Nutrition Programs (OSCNP)

MSDE OSCNP administers many of the Child Nutrition Programs offered through the United States Department of Agriculture (USDA), primarily:

- The Child and Adult Care Food Program (CACFP)
- Child care centers, family child care providers, afterschool meals programs adult day care centers, and emergency shelters
- The Summer Food Service Program (SFSP)
- The National School Lunch Program and School Breakfast Program (NSLP and SBP)



The Office of School & Community Nutrition Programs

OSCNP staff work in teams to support child care centers and family child care sponsors with guidance, training, resources, and monitoring to ensure compliance with USDA guidelines.

- Program Administration
- Program Compliance
- Professional Development and Performance
- Technology and Data Solutions



Benefits of Participating in the Child and Adult Care Food Program (CACFP)

- Reimbursements for CACFP meals help offset food costs and help centers provide fresh, healthy foods
- Free access to nutrition education resources
- Free training and resources related to infant and child nutrition, communication with parents, accommodating special dietary needs, and more
- Participation may improve Maryland EXCELS rating



Approximate reimbursement: two scenarios

- A **Child Care Center** serving breakfast, lunch, and snack, 5 days each week, to 25 children eligible in the “free” category could receive \$41,340 each year in meal reimbursement.
- A **Family Child Care Provider** serving breakfast, lunch, and snack, 5 days each week, to 6 children eligible in the “Tier 1” category could receive \$7,456 each year in meal reimbursement.



Visit eatsmartmaryland.org for more information

Child Care Centers:

- Call 410-767-0199 to determine eligibility.

Family Child Care Providers:

- Contact one of the six (6) Maryland Sponsoring Organizations to get started.
- Phone numbers on the [OSCNP website](https://oscnp.org).



Responsibilities of Participating in the CACFP include:

- Provide meals and snacks that meet the CACFP nutrition and portion size requirements
- Document menu, specific foods used, and keep careful records of meals served
- Document eligibility category for enrolled children
- Participate in CACFP training offered by the OSCNP
- Submit annual renewals and monthly meal claims using the Maryland Accountability and Reporting System (MARS)



CACFP Child Care Centers & Sponsoring Organizations:

Upcoming Meetings & Training:

- CACFP Connect: virtual meeting, every other month
- Notification will be sent via MARS email list.
- Thursday, April 13, 2023, from 2 – 2:30 pm

Required 2023 Annual CACFP Training:

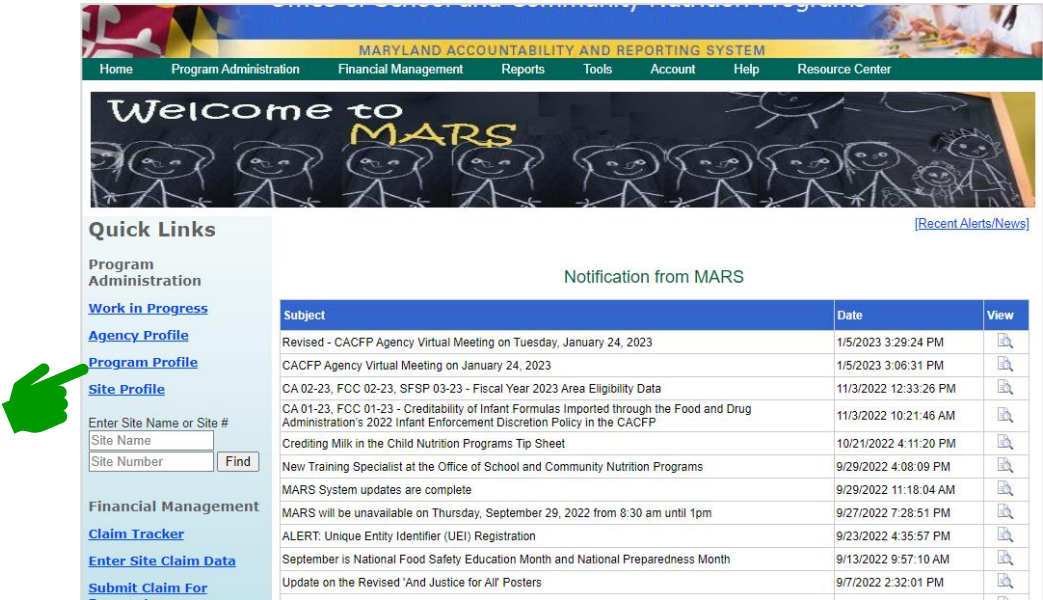
- Memo will be sent in April via MARS email list.
- Two parts:
 1. Online course in MSDE Canvas plus
 2. Live training sessions in June (virtual and in-person options)



Notes for Active CACFP Child Care Agencies

Action Needed: check the email addresses used in your MARS profile to make sure you continue to receive important updates.

1. From the Home screen, click Program Profile



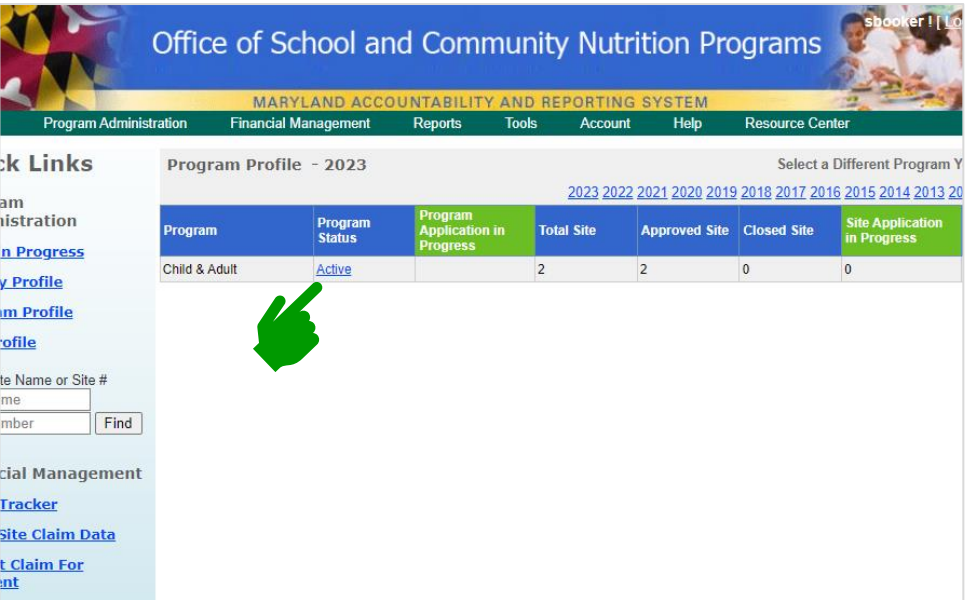
Quick Links

- Program Administration
 - [Work in Progress](#)
 - [Agency Profile](#)
 - [Program Profile](#)
 - [Site Profile](#)
- Enter Site Name or Site #
- Financial Management
 - [Claim Tracker](#)
 - [Enter Site Claim Data](#)
 - [Submit Claim For](#)

Notification from MARS

Subject	Date	View
Revised - CACFP Agency Virtual Meeting on Tuesday, January 24, 2023	1/5/2023 3:29:24 PM	
CACFP Agency Virtual Meeting on January 24, 2023	1/5/2023 3:06:31 PM	
CA 02-23, FCC 02-23, SFSP 03-23 - Fiscal Year 2023 Area Eligibility Data	11/3/2022 12:33:26 PM	
CA 01-23, FCC 01-23 - Creditability of Infant Formulas Imported through the Food and Drug Administration's 2022 Infant Enforcement Discretion Policy in the CACFP	11/3/2022 10:21:46 AM	
Crediting Milk in the Child Nutrition Programs Tip Sheet	10/21/2022 4:11:20 PM	
New Training Specialist at the Office of School and Community Nutrition Programs	9/29/2022 4:08:09 PM	
MARS System updates are complete	9/29/2022 11:18:04 AM	
MARS will be unavailable on Thursday, September 29, 2022 from 8:30 am until 1pm	9/27/2022 7:28:51 PM	
ALERT: Unique Entity Identifier (UEI) Registration	9/23/2022 4:35:57 PM	
September is National Food Safety Education Month and National Preparedness Month	9/13/2022 9:57:10 AM	
Update on the Revised 'And Justice for All' Posters	9/7/2022 2:32:01 PM	

2. Click the word, "Active"

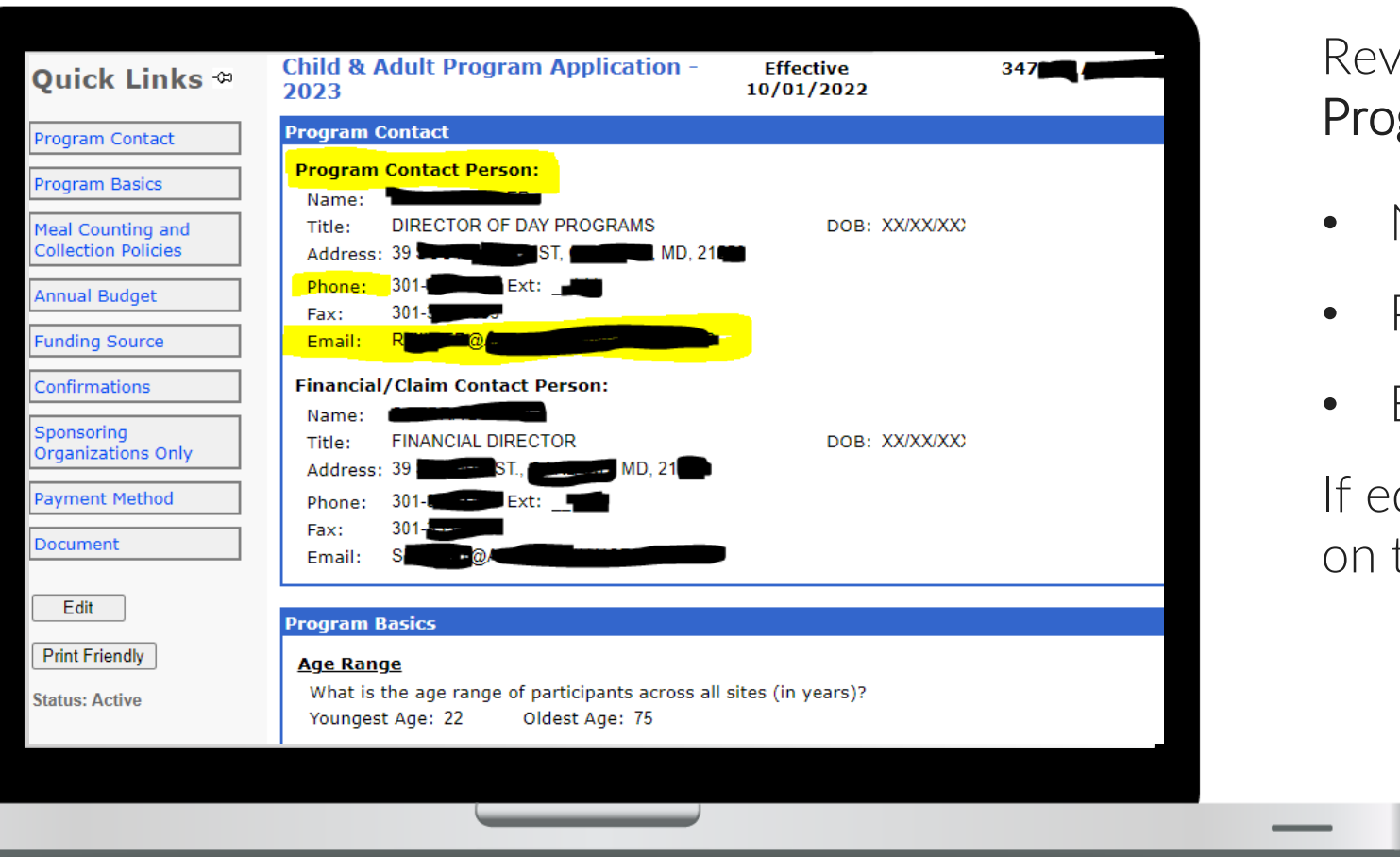


Program Profile - 2023

Select a Different Program Year: [2023](#) [2022](#) [2021](#) [2020](#) [2019](#) [2018](#) [2017](#) [2016](#) [2015](#) [2014](#) [2013](#) [2012](#)

Program	Program Status	Program Application in Progress	Total Site	Approved Site	Closed Site	Site Application in Progress
Child & Adult	Active		2	2	0	0

Verifying Contact Information in MARS



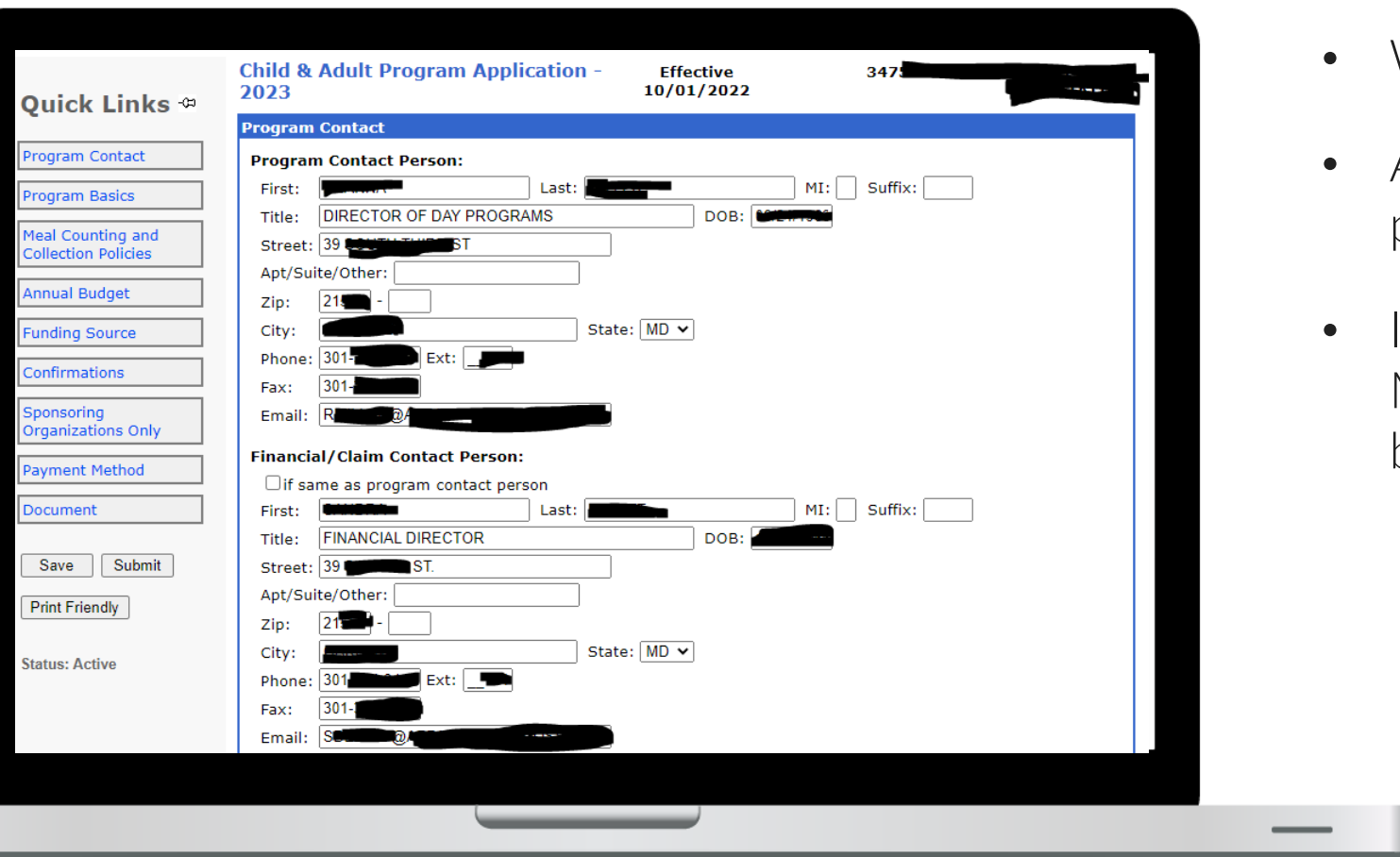
The screenshot displays the MARS system interface for a 'Child & Adult Program Application - 2023'. The interface includes a 'Quick Links' sidebar on the left with buttons for Program Contact, Program Basics, Meal Counting and Collection Policies, Annual Budget, Funding Source, Confirmations, Sponsoring Organizations Only, Payment Method, and Document. The main content area is titled 'Program Contact' and shows details for a contact person. The contact person's information is highlighted in yellow, including their Name, Title (DIRECTOR OF DAY PROGRAMS), Address (39 [redacted] ST, [redacted] MD, 21[redacted]), Phone (301-[redacted]), Ext ([redacted]), Fax (301-[redacted]), and Email (R[redacted]@[redacted]). Below this, the 'Financial/Claim Contact Person' information is also shown, including Name, Title (FINANCIAL DIRECTOR), Address (39 [redacted] ST, [redacted] MD, 21[redacted]), Phone (301-[redacted]), Ext ([redacted]), Fax (301-[redacted]), and Email (S[redacted]@[redacted]). The 'Program Basics' section is partially visible at the bottom, showing the 'Age Range' question and the 'Youngest Age' (22) and 'Oldest Age' (75).

Review the following details for the Program Contact:

- Name
- Phone Number
- Email Address

If edits are needed, click the **Edit** button on the left side of the screen.

Verifying Contact Information in MARS



Child & Adult Program Application - 2023 Effective 10/01/2022 347 [REDACTED]

Quick Links

- Program Contact
- Program Basics
- Meal Counting and Collection Policies
- Annual Budget
- Funding Source
- Confirmations
- Sponsoring Organizations Only
- Payment Method
- Document

Program Contact

Program Contact Person:

First: [REDACTED] Last: [REDACTED] MI: [] Suffix: []

Title: DIRECTOR OF DAY PROGRAMS DOB: [REDACTED]

Street: 39 [REDACTED] ST

Apt/Suite/Other: []

Zip: 21[REDACTED] - []

City: [REDACTED] State: MD

Phone: 301-[REDACTED] Ext: [REDACTED]

Fax: 301-[REDACTED]

Email: R[REDACTED]@[REDACTED]

Financial/Claim Contact Person:

☐ If same as program contact person

First: [REDACTED] Last: [REDACTED] MI: [] Suffix: []

Title: FINANCIAL DIRECTOR DOB: [REDACTED]

Street: 39 [REDACTED] ST

Apt/Suite/Other: []

Zip: 21[REDACTED] - []

City: [REDACTED] State: MD

Phone: 301-[REDACTED] Ext: [REDACTED]

Fax: 301-[REDACTED]

Email: S[REDACTED]@[REDACTED]

Save Submit

Print Friendly

Status: Active

- When edits are complete, click **Submit**
- After you click **Submit**, you will be prompted for password
- If you have **not** had to enter your MARS password, the change has **not** been completed.

Note for Active CACFP Child Care Agencies

The Public Health Emergency will expire on May 11, 2023.

All COVID-19 related waivers will expire, and normal CACFP rules resume. This includes in-person site monitoring by the Program Compliance team.





Questions?

Contact your Program Specialist with any CACFP questions, or
call our main number: 410-767-0199



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Division of Early Childhood Updates

Dr. Shayna Cook, Assistant State Superintendent

Alexis Washington, Communications and Engagement Manager

Upcoming Changes to the Child Care Scholarship (CCS) Application Process - HB995

Coming soon!

**New fast tracked Child Care
Scholarship process. Easy to apply!**

Effective July 1, 2023

Fast Tracked Process:

- The fast-track process allows children and families to apply for the CCS program and begin participating in a child care program without having to wait for MSDE to determine a final eligibility decision.
- This grace period allows families extra time to submit outstanding documents, while allowing children to access much-needed early care and education.
- An individual must attest to meeting the eligibility requirements, live in Maryland, work or attend a training or an education program. If eligible, the family will receive a child care scholarship from the fast-track application submission date.
- To continue to receive a scholarship beyond 60 days, an individual must complete the Child Care Scholarship and submit all required documentation within 15 days.

House Bill 995 is available [here](#).

How the Process is Different

The fast-track process expedites services and makes the process easier and quicker for Maryland families.

3 days

The new Fast-Track Child Care Scholarship process shortens the wait to three (3) business days for families to get help with child care expenses.

60 days

Approved fast-track applicants will receive a temporary 60-day scholarship.

15 days

Approved applicants will have 15 business days to complete the CCS application and submit the remaining documentation to apply for a 52-week scholarship.

Pilot Program to begin the Fast-Track Application Process in Baltimore City

GET MONEY FOR CHILD CARE

Coming soon!

**New fast tracked Child Care
Scholarship process. Easy to apply!**



Attention Baltimore City residents:
Are you working, enrolled in school or a training program, and live in Baltimore City?
You may qualify for a Child Care Scholarship.*

Receive 60-days of paid child care while your Child Care Scholarship application is processed!

- 1 Complete a short, simple online application
- 2 Submit 2 documents:
 - Proof of employment or enrollment in training/school
 - Proof of residency
- 3 Find out if you are approved within 3 business days

Launching in April for Baltimore City residents!
* Income requirements apply

Maryland State Department of Education will start with a high-need community in Maryland to ensure that those who most likely qualified for the programs could receive access.

Fast-Track Application Process for Baltimore City Families

- Families will complete a shortened printable or online version of the Child Care Scholarship program application.
 - Families utilizing the printable version of the form will submit the completed modified application and verification documents in PDF format electronically to 60dayscholarships@maryland.gov.
 - Online applications will be submitted on the Child Care Scholarship Family Portal.
- Families are required to submit two verification documents with the modified application:
 - Proof of Activity
 - Proof of Residency – must be a Baltimore City resident

Application Process for Baltimore City Families (Continued)

Activity

- For applicants who report employment/work as an activity, they can provide their most recent pay stub or a letter from the employer on company letterhead verifying their start date.
- For applicants who report education and/or training as an activity, they can provide a copy of their current school/training schedule on school/program letterhead to verify days and hours of classes.

Residence

Type of documents accepted as proof of residence/address:

- Most recently issued utility bill
- Lease Agreement
- Mortgage Statement
- A Maryland driver's license with the address used on the Scholarship application

What Fast-Track Applicants Can Expect

- Child Care Central 2 (CCS2) will communicate with applicants in the pilot program by email and postal mail.
- Approved fast-track applicants will receive a 60-day scholarship
- Approved applicants will have 15 business days to submit the full CCS application and missing items to CCS2
- Denied fast-track applicants will receive a letter outlining why their application was denied.
- Applicants will use the customer service options available for current scholarship applicants and recipients.

Additional Information about the Fast-Track Process

- Online applicants will need to register and create an account.
- If approved, the Scholarship will be approved from the date of application submission.
- Applicants cannot submit an incomplete application. The required documents, proof of activity and residence, must be uploaded for an online application to be submitted.
- Families can only be approved for a fast-tracked application once.

Beginning July 1, 2023

- The fast-track application will be available STATEWIDE.
- All applications will go through the fast-track process.
- Applicants wanting a Child Care Scholarship (CCS) beyond 60-days must complete the full Child Care Scholarship Application.
- Eligible families completing the full CCS Application will receive an additional 52-week scholarship.



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Answers to Submitted Questions



Questions?

Submitted Questions

Question 1

When are we supposed to get the employee bonus?

Question 2

How do I enroll in Maryland EXCELS? Is there a cost?

Question 3

Currently, we require all our employees to be vaccinated for COVID-19 with up-to-date vaccinations since the beginning of March 2020.

With the recent federal rulings regarding the COVID-19 pandemic to “end public health emergencies” in May of this year, is this something that you foresee child care facilities still requiring of their employees after this date?

Contact Information

Branch/Office	Contact Information
Division of Early Childhood	earlychildhood.msde@maryland.gov
Early Learning Branch	early.learningbranchesmsde@maryland.gov
Collaboration and Program Improvement Branch	collaboration.programimprovement@maryland.gov
Office of Child Care	earlychildhood.msde@maryland.gov
Licensing Branch	licensingocc.msde@maryland.gov
Workforce Advancement Branch	workforceadvancementocc.msde@maryland.gov 1-877-355-1229
Child Care Scholarship Program	CCSCentral2@maryland.gov 1-877-227-0125
Maryland EXCELS	info@marylandexcels.org or marylandexcels.org



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Closing Remarks

Dr. Shayna Cook, Assistant State Superintendent, Division of Early Childhood