



MARYLAND STATE
DEPARTMENT OF EDUCATION

Child Care Information Session

Division of Early Childhood

October 26, 2023

PRESENTED BY

Office of Child Care



Presentation Outline

1. Welcome and Opening Remarks
2. Push to Pre-K
3. Child Care Scholarship Updates
4. Questions and Answers
5. Closing Remarks



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Welcome and Opening Remarks

Alexis Washington, Communications and Engagement Manager, Division of Early Childhood

Welcome to the October Information Session

- Please place your name and organization in the chat.
- Your microphones will be muted throughout today's session.
- Please use the chat box on the bottom menu bar of your screen to submit any questions that you may have during the session.
- Feel free to enter your question during any presentation. We will answer the questions during the Q-and-A portion of today's session.
- Be sure to send your message to all participants to ensure that we can see your message.



1. Welcome and Opening Remarks
2. **Push to Pre-K**
3. Child Care Scholarship Updates
4. Questions and Answers
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Push to Pre-K

The introduction of the newly developed initiative, Push to Pre-K.

Push your program forward and expand into Pre-K!

1. Do you want to grow your child care business?
2. Are you a child care provider looking to access State prekindergarten grants?
3. Do you want expert guidance and assistance to meet State prekindergarten grant requirements?

Purpose of Push to Pre-K

We've created Push to Pre-K to empower child care providers with the tools they need to tap into State prekindergarten grants.

- The **Prekindergarten Expansion Grant** and the **Maryland State Prekindergarten Grant** are competitive grant programs administered by the Division of Early Childhood at the Maryland State Department of Education (MSDE).
- These grants provide funding for local education agencies (LEAs) and private providers to administer high-quality prekindergarten and school readiness services throughout the State for children and their families in alignment with the Blueprint for Maryland's Future.

What Providers Will Receive

Providers will receive invaluable technical assistance and unwavering support in understanding Pre-K grant requirements. MSDE staff members will cover a range of essential topics, including:

- Licensing Requirements
- Maryland EXCELS Participation
- Components of an Educational Program
- Defining High-Quality Pre-K
- Finding Qualified Staff Members
- Grant Writing Tips

Technical Assistance Sessions

Attend a session for the required sections of the Pre-K grant application process.

1. Maryland EXCELS Participation – November 21, 2023 1:00-2:00pm
2. Licensing Requirements – December 13, 2023 1:00-2:00pm
3. Components of an Educational Program – January 24, 2024 1:00-2:30pm
4. Defining High-Quality Pre-K – January 24, 2024 1:00-2:30pm
5. Finding Qualified Staff Members – January 24, 2024 1:00-2:30pm
6. Grant Writing Tips – February 7, 2024 1:00-2:00pm

<https://earlychildhood.marylandpublicschools.org/pushtoprek>

Who is eligible to participate in Push to Pre-K?

Child care programs that are licensed or registered through MSDE.





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Child Care Scholarship Updates

Twan Herold and John Lamb will provide updates on the fast track Child Care Scholarship application process and Child Care Provider Portal.

Fast Track Child Care Scholarship Process

The fast-tracked process allows families with children to apply for the Child Care Scholarship program and begin participating in a child care program without having to wait for the Maryland State Department of Education (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.

If eligible, the family will receive a temporary 60-day Child Care Scholarship.

To determine scholarship eligibility beyond the initial 60-day period, applicants must complete the remaining steps of the Child Care Scholarship application process by submitting all the necessary documentation within 15 business days.

How is the Process Different?

1. Shortened Wait for Approval
 - The new Fast Track Child Care Scholarship process shortens the wait to 3 business days for families to get help with child care expenses in the form of a 60-day scholarship.
2. Time to Complete the Full Application and Approval
 - Approved applicants will have 15 business days to complete the scholarship application and submit the remaining documentation to apply for a 52-week scholarship.
3. One-Time Approval
 - Families can only be approved for a fast-tracked application once.

GET MONEY for CHILD CARE

New fast track Child Care Scholarship Application process!

Do you live in Maryland? Are you currently working or enrolled in a school or training program?

If so, you may qualify for a Child Care Scholarship!*

money4childcare.com

SCAN ME

Now available statewide
*Income requirements apply






Fast Track Child Care Scholarship Eligibility

Families complete a shortened online application in the Family Child Care Portal and are required to submit two verification documents:

- Proof of Activity – An applicant must work, attend a training, or an education program.
- Proof of Residency – An applicant must be Maryland resident.

Applicants must attest to meeting income requirements for the Child Care Scholarship program.

Income Eligibility Scale

Family Size	Maximum Income
2	\$61,222
3	\$75,627
4	\$90,033
5	\$104,438
6	\$118,843

Child Care Scholarship: Application Submissions Data

Application Submissions Data
(4/28/2023 – 9/13/2023)

Fast-Track: 60-Day Scholarships Approved Applications	4,136
Fast-Track: 60-Day Scholarships Total Applications	8,171
Fast-Track: Full Applications	5,660
Portal Accounts Created	32,575

Comparison of Applications
from 2022 vs. 2023

		2022 New Applications	2023 Fast Track
July 1 – July 31	Number of Applications Submitted	1,630	2,437
	Average Number of Process Days for All Submitted Applications	33.10 Days	3.81 Days
August 1 – August 31	Number of Applications Submitted	2,440	3,479
	Average Number of Process Days for All Submitted Applications	31.95 Days	3.14 Days

Child Care Provider Portal

Effective November 20, 2023:

- All child care providers with families enrolled in the Child Care Scholarship Program are required to have an account in the Child Care Provider Portal.
- MSDE will no longer accept paper invoices, attendance, or scholarship enrollment requests. All of these processes must be completed electronically using the Child Care Provider Portal.

<https://provider.childcareportals.org>

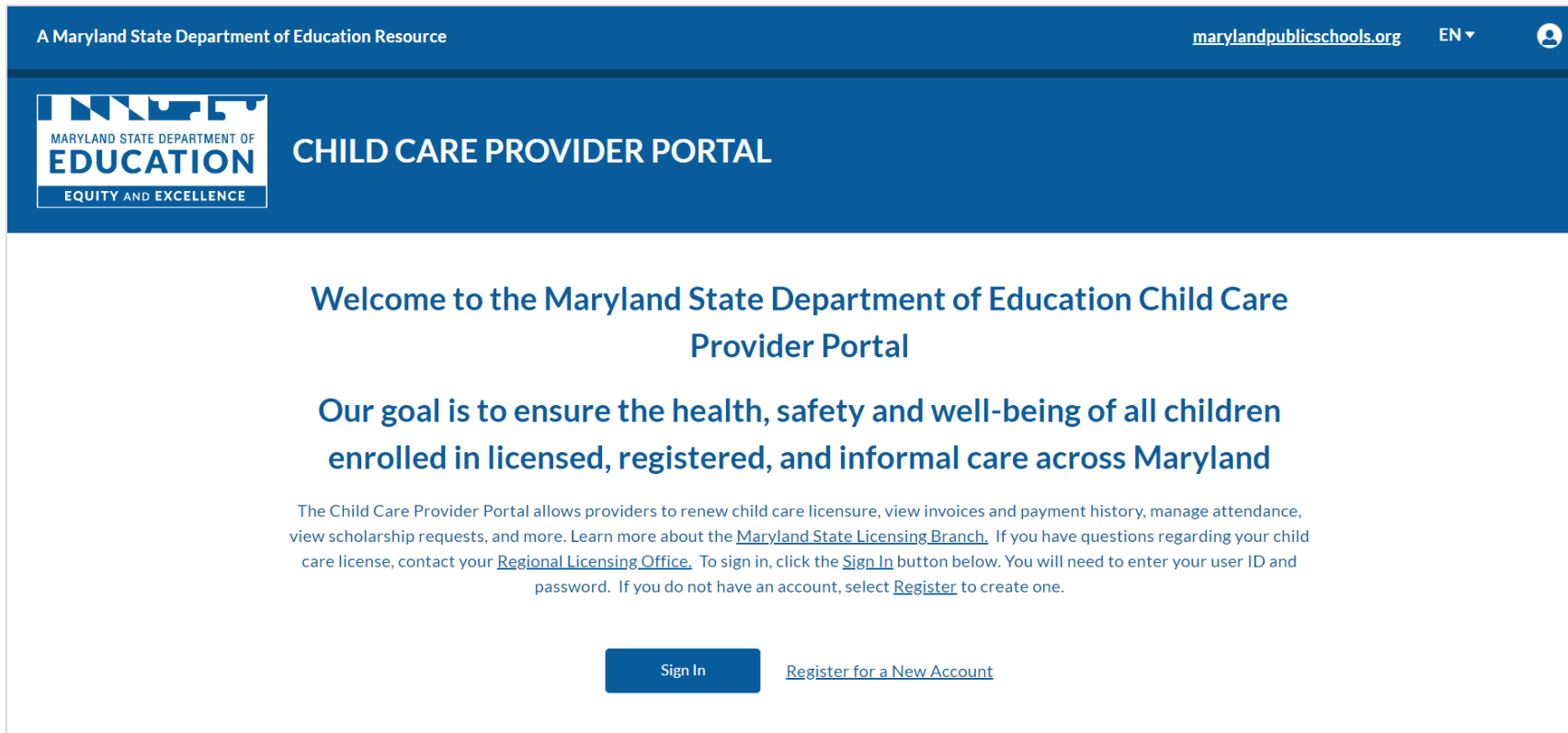
Child Care Provider Portal


This Portal supports the provider by:


- Simplifying payments and invoice history within the Portal to initiate timely payment.
- Enabling electronic processing of scholarships.
- Improving communication and customer service with automatic notifications of next steps.

How to Register for a Provider Portal Account

STEP ONE: Go to <https://provider.childcareportals.org>



A Maryland State Department of Education Resource marylandpublicschools.org EN 

 **CHILD CARE PROVIDER PORTAL**

Welcome to the Maryland State Department of Education Child Care Provider Portal

Our goal is to ensure the health, safety and well-being of all children enrolled in licensed, registered, and informal care across Maryland

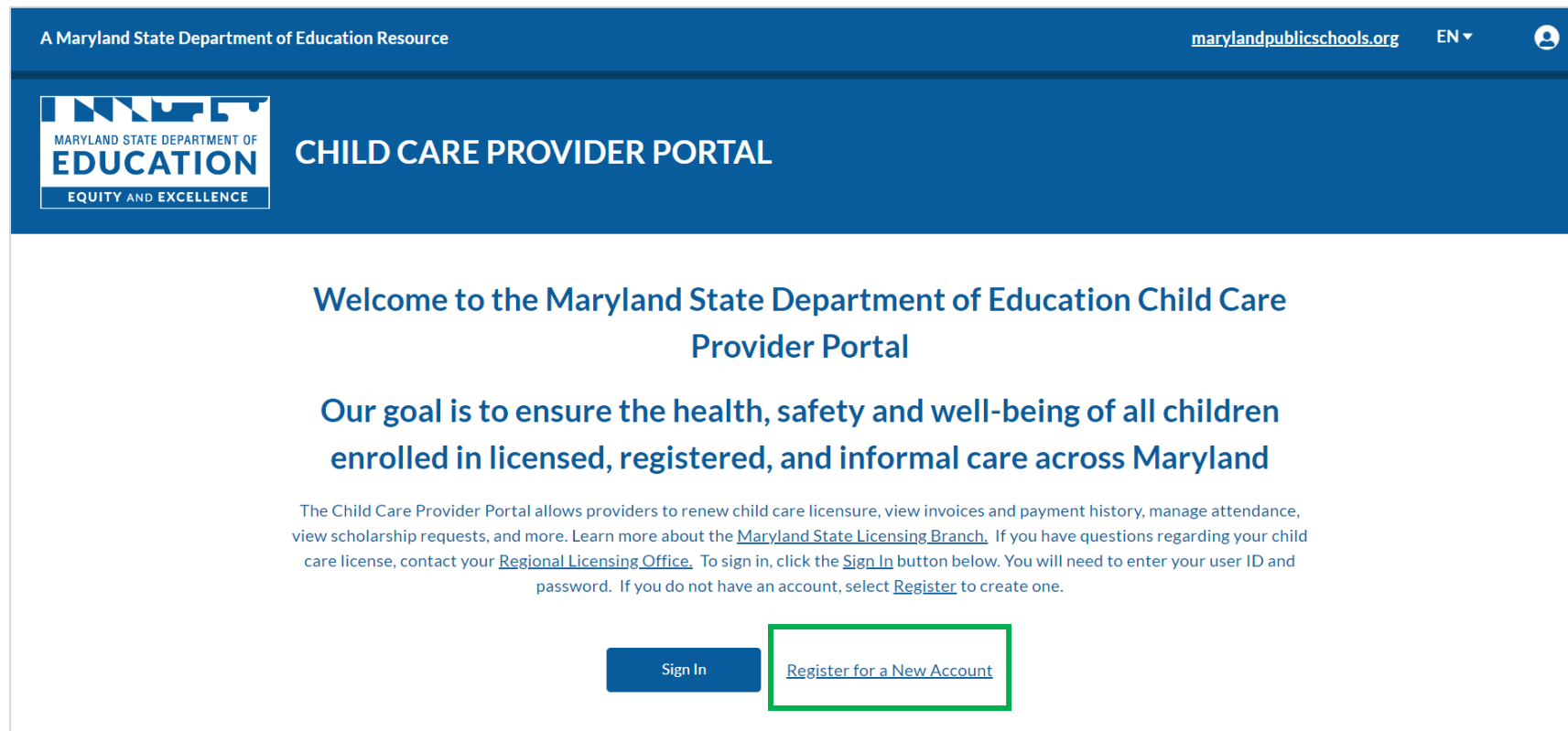
The Child Care Provider Portal allows providers to renew child care licensure, view invoices and payment history, manage attendance, view scholarship requests, and more. Learn more about the [Maryland State Licensing Branch](#). If you have questions regarding your child care license, contact your [Regional Licensing Office](#). To sign in, click the [Sign In](#) button below. You will need to enter your user ID and password. If you do not have an account, select [Register](#) to create one.

[Sign In](#) [Register for a New Account](#)

How to Register for a Provider Portal Account: Register

STEP TWO: Submit Registration Details

1. Click Register for a New Account



How to Register for a Provider Portal Account: Info

2. Complete the User Registration Form to include the following information. All fields marked with a red asterisk* are required. You should also complete any non-required fields that apply to you. NOTE: The information marked as required helps us accurately locate your records in our systems.
- First Name (Required)
 - Middle Name (Optional)
 - Last Name (Required)
 - Date of Birth (Required)
 - Gender (Required)
 - Email (Required)
 - Verify Email (Required)
 - Phone Number (Required)
 - Preferred Language (Required)
 - Select Yes or No to indicate whether you would like to opt-in to receive notifications through text.

User Registration

Please enter the information below to register for an account to access the Maryland State Department of Education Child Care Provider Portal.

*First Name	Middle Name
<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>
*Last Name	*Date of Birth (MM/DD/YYYY)
<input type="text" value="Last Name"/>	<input type="text" value="Date of Birth (MM/DD/YYYY)"/>
*Gender	*Email Address ⓘ
<input type="text" value="Select an Option"/>	<input type="text" value="Email Address"/>
*Verify Email ⓘ	*Phone Number (###-###-####) ⓘ
<input type="text" value="Verify Email"/>	<input type="text" value="Phone Number (###-###-####)"/>
*Would you like to opt-in to receive notifications through text?	*Preferred Language ⓘ
<input checked="" type="radio"/> Yes	<input type="text" value="Select an Option"/>
<input type="radio"/> No	

How to Register for a Provider Portal Account: Approved

3. Select Yes or No to indicate whether you have been approved by the Maryland State Department of Education (MSDE) to operate as a child care provider?

* Have you been approved by the Maryland State Department of Education (MSDE) as a child care provider? If you are an already approved child care provider with the State of Maryland, you can select 'Yes' to link your program to your account. If you are not yet approved by the State of Maryland as a child care provider, you should select 'No'.



- ☐ Yes, if you are already an approved child care provider in Maryland.
- ☐ No, if you are not an approved child care provider in Maryland.

How to Register for a Provider Portal Account: Identity

4. Enter the Last 4 digits of your Social Security Number. This information will be used for identification purposes only and is not stored on the portal.

* Social Security Number (last 4 digits only) ⓘ

Social Security Number (last 4 digits only)

How to Register for a Provider Portal Account: Program Type

5. Select which option best describes your program.

* Which of the following best describes your program?

For more information on licensed and registered programs, click here: <https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-orientations>

For more information on informal child care, click here: <https://earlychildhood.marylandpublicschools.org/what-informal-child-care>

Select an Option

How to Register for a Provider Portal Account: Know Your Rights

6. Read and acknowledge the Know Your Rights.

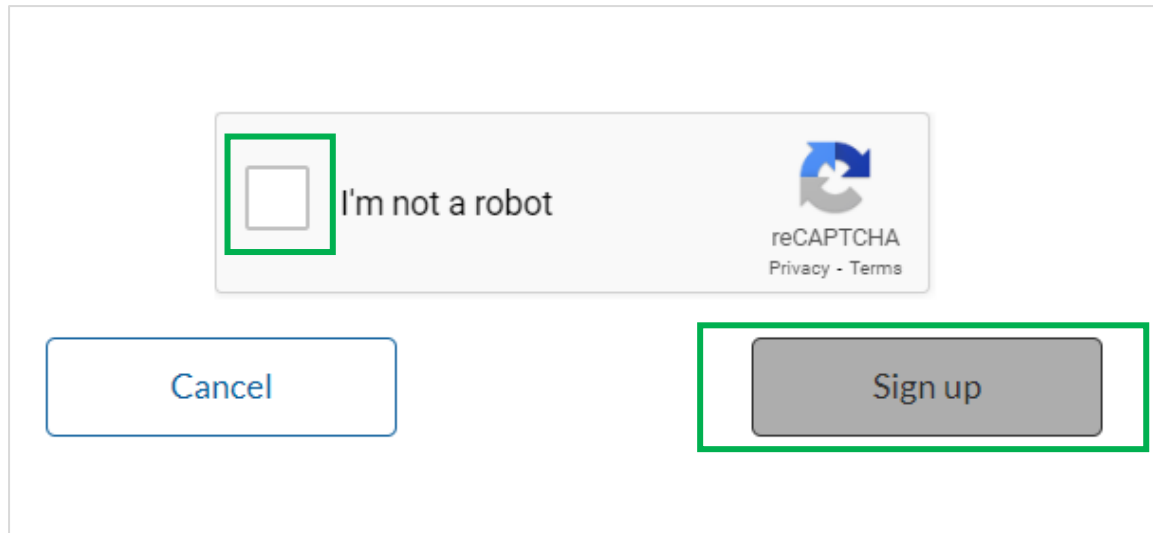
Know Your Rights

The information gathered hereinafter is for the purposes of obtaining the necessary data needed, as required by state and federal laws and regulations outlined in: (1) COMAR 13A.15, 13A.16, 13A.17 and 13A.18, for individuals to apply to open a child care program or to continue to operate a licensed, registered or certificate of approval program in Maryland; and (2) COMAR 13A.14.06 for individuals to apply for approval to provide informal child care in the State of Maryland. Such information will be used for the purposes of confirming that applicants; licensed, registered and certificate of approval child care programs; and informal providers meet the requirements as outlined by the COMAR regulations. Some information such as name, address of the child care program and phone number will be made available for public view. However, data consisting of personally identifiable information (PII) is not available for public inspection. Individuals who choose not to share the information will be subject to the denial of their application or the denial of the continuance of their license/registration or certificate of approval. You have the right to inspect, amend, or correct the requested PII as stated under the State Government Article §§10-611-10-629, Annotated Code of Maryland. For additional information regarding the Maryland State Department of Education privacy notifications please visit the MSDE Privacy Website Notification at [WebPrivacy - OIT](#). You have the right to inspect, amend, or correct the requested PII as stated under the State Government Article §§10-611-10-629, Annotated Code of Maryland. For additional information regarding the Maryland State Department of Education privacy notifications please visit the MSDE Privacy Website Notification at [WebPrivacy - OIT](#).

- ☐ By registering, you agree to the usage of your personal data by the Maryland State Department of Education as described herein.
- ☐ No, I do not agree.

How to Register for a Provider Portal Account: Security

7. Complete the ReCAPTCHA and click Sign up



The image shows a ReCAPTCHA security interface. At the top, there is a checkbox with a green border, followed by the text "I'm not a robot". To the right of this is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the checkbox, there are two buttons: a "Cancel" button on the left and a "Sign up" button on the right. The "Sign up" button is highlighted with a green border.

How to Register for a Provider Portal Account: Account Verification

STEP THREE: Verify Email and Create Password

1. You will be sent an email that includes a unique registration link.
 - NOTE: It can take up to 15 minutes for the email to be delivered.
2. Click the registration link in the email which launches the Child Care Provider Portal in a new browser window or tab. If you do not see the registration verification email in your inbox, check your spam/junk/promotions folders.
 - NOTE: The registration link can only be used one time and will automatically expire after you click the link and complete your registration.

How to Register for a Provider Portal Account: Password

Enter create a password

3. The password must be 12 characters and must include at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character.
4. Re-enter your password (the passwords entered must match).
5. Click the Change Password button.

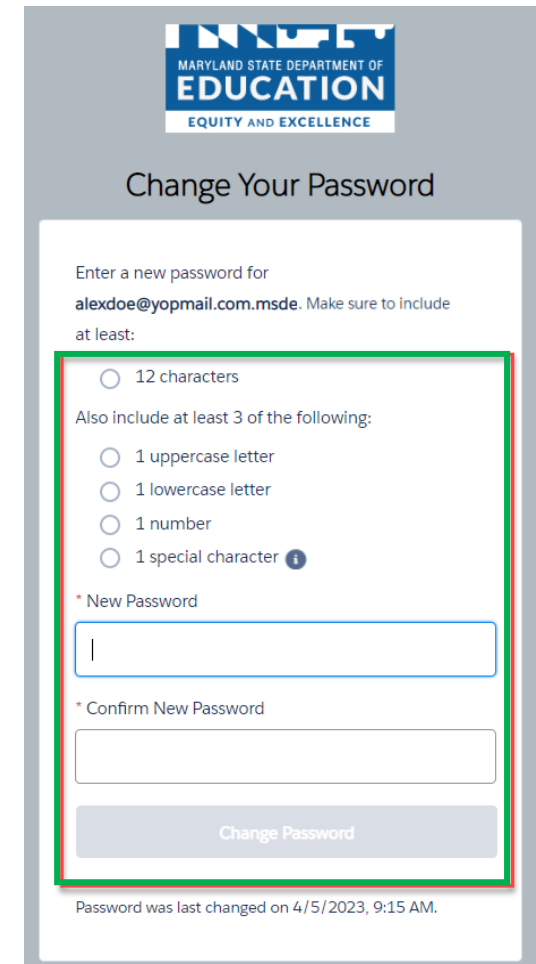
Dear Alex Doe,


Thank you for starting the registration for your portal account on the Maryland State Department of Education Child Care Provider Portal. To complete your portal registration, please click on the link below to create a password for your account:

[Create Password](#)

Username: alexdoe@yopmail.com.msde

To learn more about the Office of Child Care's Licensing Branch, click here [Licensing | Division of Early Childhood](#). If you did not register for an account, you can ignore this email.



 MARYLAND STATE DEPARTMENT OF
EDUCATION
EQUITY AND EXCELLENCE

Change Your Password

Enter a new password for
alexdoe@yopmail.com.msde. Make sure to include
at least:

- ☐ 12 characters

Also include at least 3 of the following:

- ☐ 1 uppercase letter
- ☐ 1 lowercase letter
- ☐ 1 number
- ☐ 1 special character ⓘ

* New Password

* Confirm New Password

[Change Password](#)

Password was last changed on 4/5/2023, 9:15 AM.

Provider Portal Helpdesk

Email

ProviderPortal.msde@maryland.gov

Phone

410.650.5937



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Questions and Answers

MSDE staff members will respond to attendee questions.



Questions?

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

Alexis Washington, Communications and Engagement Manager, Division of Early Childhood