Maryland State Department of Education/Office of Child Care  
Child Care Scholarship (CCS) Program  
TCA PENDING  
DHS AUTHORIZATION REFERRAL FORM

Email to:  
CCSCentral2DHSReferral@maryland.gov  
Please place Applicant’s name in the subject line of the e-mail.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction/Office for Baltimore City:</td>
<td>Contact Name:</td>
</tr>
<tr>
<td>Contact e-mail:</td>
<td>Contact Phone Number:</td>
</tr>
<tr>
<td>Customer Name:</td>
<td>Customer Party id:</td>
</tr>
</tbody>
</table>

All requests must match the status in CARES

<table>
<thead>
<tr>
<th>Section 2</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ TCA Pending Applicant</td>
<td>Activity Start Date: MM/DD/YYYY</td>
</tr>
<tr>
<td>☐ TCA Approved</td>
<td>Date Approved: MM/DD/YYYY</td>
</tr>
<tr>
<td>☐ TCA Closing</td>
<td>Close Date: MM/DD/YYYY</td>
</tr>
</tbody>
</table>

Send with referral form:
- Child Care Scholarship Application
- Proof of Activity (FIA Activity Agreement)
- Proof of Income, if employed
- Initial Section 3, affirming eligibility documentation was received.

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<table>
<thead>
<tr>
<th>Section 3</th>
<th>Documentation Required to Establish All Points of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTIONS: Initial each block to affirm presence of documentation received at the time of CCS eligibility determination. Program/Person initialing and signing is the responsible party during case audits.</td>
<td></td>
</tr>
<tr>
<td>Signed/Dated and completed Child Care Scholarship Application. Application must be dated 45 days of referral submission</td>
<td>Completed FIA Activity Agreement or Documentation of Activity</td>
</tr>
<tr>
<td>Verified parent is income eligible for CCS and TCA</td>
<td>Proof Current Residency</td>
</tr>
<tr>
<td>Proof of Identity for everyone in household count</td>
<td>Proof Child Support Requirement is Met</td>
</tr>
<tr>
<td>Proof of citizenship for each child in household count (birth certificate or XXXX status)</td>
<td>Proof of Immunization for Applicant requesting Informal Care. Only needed for non-school age children. Use Immunization Form DHMH Form 896 Immunization Certificate (Non-School Age)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4</th>
<th>Staff submitting the referral and affirming presence of documentation when necessary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name of Employee Authorizing CCS Services</td>
<td>Signature of Employee</td>
</tr>
</tbody>
</table>

Revised 06/03/2021
Section 1:
Provides the LDSS contact and customer information to CCS Central 2 allowing them to process the referral request.

Section 2:

**Block #1 (TCA Pending Applicant)**
This is a referral to CCS Central 2 to issue 60 day Priority 3 vouchers within 3 days of receipt of the referral.

Voucher will be issued within 3 days if:
- A signed/dated and completed application is provided
  - Date must be within 45 days of referral
- All blocks within Section 3 are initialed
- FIA Activity Agreement is provided
- Applicant is Pending in CARES

**Block #2 (TCA Approved)**
This is a referral to have priority 1 vouchers issued.
- The date approved field must be populated to ensure Priority 1 vouchers are issued with the appropriate begin date.

**Block #3 (TCA Closing)**
This is a referral informing CCS Central 2 TCA is closing. Please populated all requested responses within the section. This will allow CCS Central 2 to properly issue vouchers.
- LDSS should initial documentation section.
  - If section 3 is initialed, CCS Central 2 will not require the documents from the customer
  - If section 3 is not initialed, CCS Central 2 will require the documents be sent by the customer
- CCS Central 2 will reach out to the customer requesting a change in circumstance form and proof of activity.
- CCS Central 2 will change the case to a Priority 3 and issue 90 day vouchers.
- When the Change of Circumstance and proof of activity are received from the customer, CCS Central 2 will process.

**Block #4 (TCA Denied) – No need to send a referral**
- The LDSS should tell the customer to contact CCS Central 2 prior to their voucher end date
- Vouchers will remain active until the voucher end date
- At 45 days, CCS Central 2 will review CARES to verify the TCA Status, if denied adverse action will be set, change of circumstance will be mailed to the customer
- If the change of circumstance is not received by the 60th day the case is closed

**Section 3**
- Person initializing this section is responsible for maintaining all documentation required to establish all points of eligibility.
- **At the point of an audit, the party initializing and signing the Referral Form is affirming that all documentation has been physically checked and the customer met all points of eligibility.**

**Section 4**
- Program/Person verifying that all documentation required to authorize CCS Services has been physically verified and is maintained in the case record.
- **During audits, the program/person initializing and signing the Referral Form will be responsible for maintaining and producing the case record for audit.**
- Case records must be maintained for at least minimum 5 years beyond the last action taken on the case.