

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.

Section 1 General Information	
Jurisdiction/Office for Baltimore City:	Contact Name:
Contact e-mail:	Contact Phone Number:
Customer Name:	Customer Party id:

All requests must match the status in CARES

Section 2 Action	
<input type="checkbox"/> TCA Pending Applicant	Activity Start Date: MM/DD/YYYY
Was the applicant approved for TCA in the last six months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, was customer compliant with TCA Program requirements when the case closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was this customer previously issued a 60 day scholarship for pending TCA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this applicant in a 503 sanction? If so, STATS screen must be attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Send with referral form:	
<ul style="list-style-type: none"> • Child Care Scholarship Application • Proof of Activity (FIA Activity Agreement) • Proof of Income, if employed 	
Initial Section 3, affirming eligibility documentation was received.	
Care Type Selection: _____ Formal _____ Informal (selection of informal care can take up to 60 days or longer)	

Section 3 Documentation Required to Establish All Points of Eligibility	
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.	
<input type="checkbox"/> Signed/Dated and completed Child Care Scholarship Application. Application must be dated 45 days of referral submission	<input type="checkbox"/> Completed FIA Activity Agreement or Documentation of Activity
<input type="checkbox"/> Verified parent is income eligible for CCS and TCA	<input type="checkbox"/> Proof Current Residency
<input type="checkbox"/> Proof of Identity for everyone in household count	<input type="checkbox"/> Proof Child Support Requirement is Met
<input type="checkbox"/> Proof of citizenship for each child in household count (birth certificate or proof of alien status)	<input type="checkbox"/> 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)

Section 4 Staff submitting the referral and affirming presence of documentation when necessary.	
_____ Print Name of Employee Authorizing CCS Services	_____ Signature of Employee
	_____ Date of request

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INSTRUCTIONS

Return To:
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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 scholarships within 3 days of receipt of the referral.

Scholarship 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/E&E

Block #2 (TCA Approved)

Care Type

- **Payment for Informal Care cannot begin until the Informal Provider is approved by MSDE. If a parent is currently using informal care or chooses to use informal care before the informal providers is approved by MSDE, the parent must pay the informal child care provider.**
- Formal – parent is selecting license child care
- Informal – parent is selecting child care from a relative at the relative or child's home or the family is selecting non-relative care at the child's home.
 - Definition of relative based on the relationship to the child: great grandparents, grandparents, aunts and uncles, and siblings over 18 and not in the household count.
 - Definition of non-relative based upon the relationship to the child: Cousins, great-aunts/uncles, (any other relationship that is not listed above), neighbors, friends, etc.
 - **Informal care can take up to or over 60 days to approve**
 - Payment for informal care cannot happen until care is approved by MSDE/MSDE vendor
 - Anyone that is 18 or older must complete a criminal back ground check and protective service clearance check
 - Informal provider must take and past a Health and Safety training and receive a passing score of 75 or higher.
 - Parent and provider must complete all Health and Safety Checklist and safety requirements, before MSDE can approve.
 - MSDE/MSDE Vendor must complete an inspection for all none-relative care locations before informal care is approved. Once regulations change, MSDE/MSDE Vendor will complete an inspection for all informal care locations before informal care is approved.
- **Switching from Informal Care to Formal Care – if the parent needs to participate in an approved activity before the informal care is approved, the parent can use formal care. If this happens, the family will need to contact DHS, DHS will submit a referral marking the parent needs informal care. Sign and submit the referral to the above email address.**
- **Proof of Relatedness – parent will need to submit proof of relatedness of the child to the relative informal provider. Proof of relatedness is not needed for non-relative care in the child's home or informal care provided within the child's home.**

Section 3

- Person initialing this section is responsible for maintaining all documentation required to establish all points of eligibility.
- **At the point of an audit, the party initialing 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 initialing and signing the Referral Form will be responsible for maintaining and producing the case record for audit.**
- Case records must be maintained for at minimum 5 years beyond the last action taken on the case.