



Department of Human Resources  
 311 West Saratoga Street  
 Baltimore MD 21201

**FAMILY INVESTMENT  
 ADMINISTRATION  
 INFORMATION MEMO**

Control Number:#12-21

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
 DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
 FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF  
 CHILD CARE SUBSIDY PROGRAM ADMINISTRATORS**

**FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR, FIA  
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*Rosemary Malone*

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**RE: PROOF OF IDENTITY**

**PROGRAM AFFECTED: CHILD CARE SUBSIDY**

**ORIGINATING OFFICE: OFFICE OF CHILD CARE SUBSIDY**

**SUMMARY:** The Child Care Subsidy (CCS) program does not currently request proof of identity for parents or children who apply for services. CCS is now verifying identity for parents and children at initial application or for current customers at their next redetermination of eligibility.

**ACTION REQUIRED:** Request proof of identity for all household members at initial application or for current customers at their next redetermination of eligibility. Proof of identity includes, but is not limited to, a valid unexpired United States passport, a birth certificate, a valid driver's license or a photo identification card. The proof of identity is a permanent verification that must remain in the case record. If the customer fails to supply proof for any household member, that member cannot receive services. If the customer fails to provide proof for him or herself, the entire unit is ineligible.

**SYSTEM PROCEDURES:** The CCATS is not programmed to allow the case manager to record identity information. Therefore, case managers must verify identity off line and document verification in the narrative.

**ACTION DUE:** Immediately.

**INQUIRIES:** Direct policy or procedure inquiries to Myra White-Gray at 410-767-7863 or [myra.white-gray@msde.state.md.us](mailto:myra.white-gray@msde.state.md.us). Direct system inquiries to the MSDE CCATS Help Desk at 410-767-7816 or [MSDECCATS@msde.state.md.us](mailto:MSDECCATS@msde.state.md.us).

c: DHR Executive Staff  
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