Department of Human Resources 311 West Saratoga Street Baltimore MD 21201	**FIA ACTION TRANSMITTAL**
Control Number: #11-25	**Effective Date: May 2, 2011** **Issuance Date: April 27, 2011**

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, INTERIM EXECUTIVE DIRECTOR, FIA** VK for RMalone
ROLF GRAFWALLNER, ASSISTANT STATE SUPERINTENDENT,
DIVISION OF EARLY CHILDHOOD EDUCATION, MSDE

RE: **INFORMAL PROVIDER CREATOR PROCEDURES**

PROGRAM AFFECTED: **CHILD CARE SUBSIDY (CCS)**

ORIGINATING OFFICE: **OFFICE OF PROGRAMS**

SUMMARY:

Informal child care providers have been processed by the local departments of social services since 1997. Beginning May 2, 2011, the data entry portion for informal providers will be transferred to MSDE.

ACTION REQUIRED:

Local departments of social services (LDSS) will continue to distribute the OCC 1714 - Health and Safety Packet and the OCC 1420 Informal Provider Consent Form to families requesting informal child care. The LDSS will receive the signed Health and Safety Packets, as well the Consent Form back from the potential provider. The LDSS will perform a clearance for the potential provider and if necessary forward the Consent Form to the Services unit for review. The Services unit will continue to return the OCC1716 Informal Provider Evaluation Request to the local Subsidy unit with the outcome.

Once all of the documentation has been completed, the LDSS will batch the customer and provider signature pages from the Health and Safety Packet, the Consent Form from the provider and any individuals aged 18 or older in the home during care hours, and the Evaluation Request Outcome sheet and send them to MSDE. (Original forms do not have to be sent to MSDE.) The forms may be faxed to 410-333-6226 to the attention of Informal Provider Creator or mailed to CCS Informal Provider Creator, MSDE, 200 West Baltimore Street, 10th Floor, Baltimore, MD 21201. Once MSDE receives the documentation, the informal provider will be entered into CCATS within 48 hours. An email will be sent to the LDSS contact to let them know that the informal provider has been added to CCATS. Indicate on the fax coversheet who should be

contacted once the provider is available in CCATS. The LDSS may then receipt any vouchers that have been received.

The LDSS will continue to collect documentation regarding child immunization and enter that into CCATS. The LDSS must keep all of the original informal provider forms (OCC 1714, 1420 and 1716) in the case record for case review and audit purposes.

The LDSS will continue to monitor capacity for individual informal providers. A provider may not have more than 6 children in care at a time including her or his own.

The LDSS will report any updated information regarding the informal provider to the MSDE Informal Provider Creator. MSDE will be responsible for entering any updated information into CCATS.

Renewals

The Informal Provider Creator will track the informal provider and send them the Consent Form once every two years. The informal provider will return the signed Consent Form to the LDSS if he or she is still providing care. The LDSS will forward all of the necessary paperwork (OCC 1714, 1420 and 1716) to the Informal Provider Creator whether or not the provider is approved for the next two years. The Informal Provider Creator can then either extend the expiration date or change the provider status to Inactive in CCATS. The Informal Provider Creator will notify the LDSS contact person when the action is taken. Remember that the Health and Safety Packet must be completed once a year.

Reminder

Remember that a CPS clearance has to be done for the informal provider and anyone 18 or older who is at the care location while care is being provided.

New Form

There is a new Informal Provider Creator Information Form (CCS 1) that should be used to send any documentation to MSDE regarding informal providers. It is attached.

SYSTEM PROCEDURES: None.

ACTION DUE: May 2, 2011.

INQUIRIES: Direct policy or procedures inquiries to Myra White-Gray at 410-767-7863 or 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.

cc: DHR Executive Staff
FIA Management Staff
DHR Constituent Services
OTHS Help Desk
MSDE Child Care Subsidy Staff

Informal Provider Creator Information Form
(use for mailing or faxing)

Date:

To: Fax Number: 410-333-6226

From: Phone Number:

Email Address:

County:

Informal Provider Information

Informal Provider's Name:

Informal Provider ID (if already known in CCATS):

Informal Provider Action – Please check one:

New _____

Begin Date for Informal Provider:

Renewal _____

Begin Date for Informal Provider:

Change _____

Name:

Address:

Phone Number:

Other:

Comments: