

Maryland State Department of Education/Office of Child Care  
 Child Care Subsidy Program  
**APPLICATION/REDETERMINATION FOR CHILD CARE**

Return To:

I. Applicant Name:					Social Security Number (optional):				
Address: Street		Apt Number		City		State		Zip Code	
Mailing address, if different:									
Telephone Number:		Marital Status:		Date of Birth:		Race:			
II. Spouse (Other Parent) or Relative Caretaker's Name:					Social Security Number (optional):				
Telephone Number:		Marital Status:		Date of Birth:		Race:			

III. 1) Do you receive Temporary Cash Assistance (TCA)?  
 Yes, when did you start getting TCA? \_\_\_\_\_  Not any more, when did you stop getting TCA? \_\_\_\_\_  
 No. I applied in the last 30 days.  Never

2) Does a minor parent reside in the home?  No  Yes

3) Are you a relative caretaker (not the mother or father)?  No  Yes, how are you related to the child(ren)? \_\_\_\_\_  
 Do you receive TCA for the child(ren)?  No  Yes  
 Number of related children in your custody? \_\_\_\_\_

4) Does your child attend a Head Start program?  No  Yes

IV. Activity Information	
Your Activity	Spouse/Other Parent /Activity if in the Household
Name of school or employer: _____	Name of school or employer: _____
Address of school or employer: _____	Address of school or employer: _____
Telephone number: _____	Telephone number: _____
Days and hours of your activity: _____	Days and hours of your activity: _____
Start and end dates of activity: _____	Start and end dates of activity: _____

**V. Child Information (List all child(ren) in household under 13 years old)**

Complete this section for each child for whom child care is needed. Use the codes below to complete the Citizenship, Race and Ethnicity columns. Enter each code that applies, using at least one code for each child. Enter either "Yes" or "No" in the Disabled column to indicate if the child has a disability.

**Citizenship/Immigration Codes:** Optional for parents - codes must only be indicated for children, 1=United States Citizen, 2=Permanent Resident, 3=Asylee, 4=Alien granted conditional entry, 5=Parolee 1 year or more, 6=Alien whose deportation is withheld, 7=Refugee, 8=Battered alien spouse, child, or parent of child(ren)

**Social Security Number:** Optional, not required for any household members

**Ethnicity Codes:** 1=Yes/Hispanic or Latino, 2=No/Hispanic/Latino

**Race Codes:** 1=American Indian/Alaskan Native, 2=Asian, 3=Black/African American, 4=Native Hawaiian/Pacific Islander, 5=White

Last	Name First	Citizenship/ Immigration Code	Social Security Number	Date of Birth	Ethnicity Code	Sex	Race	Disabled	Days & Hours of Care	Type of Care (Registered Home, Licensed Center or Informal)
Example: Doe,	Jane	2	111-22-3333	4/4/04	1	F	5	Yes	M-F 8	Registered Home

**VI. Other Household Members**

Last	Name First	Social Security Number	Date of Birth	Race	Sex	Relationship to you	Name of school or employer

**VII. Income Information**

**Complete those which apply to household members:**

GROSS SALARY	\$	per	\$	per	\$	per
TCA	\$	per	\$	per	\$	per
CHILD SUPPORT	\$	per	\$	per	\$	per
OTHER	\$	per	\$	per	\$	per

TOTAL UNIT INCOME:	HOUSEHOLD SIZE:	DATE COMPLETED:
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Do you receive Housing Assistance?  Yes  No      Do you receive Food Stamps?  Yes  No

**Attach proof of all income for: applicant, spouse, other parent in home, parents of minor parent, adult and spouse with physical custody of minor child.**

**VIII. Child Support Information**

- 1) Are you receiving child support for all children in your household who are eligible for child support?  Yes  No
- 2) Have you applied for child support for all children in your household eligible to receive child support?  Yes  No
- 3) Do you claim good cause for not pursuing child support for any child in your household eligible for child support?  Yes  No  
*If you claim good cause, you are required to give proof of your claim. The CCS case manager will send you information and a form to help you with your claim.*

Your application gives us information about whether you are eligible for benefits and services. These benefits are provided at public expense and you must give true information. It may be verified with public and private agencies and businesses. You must report any changes to the information provided on this form within 10 days of the change. If you knowingly give false information or willfully fail to report changes you may be subject to disqualification and to the penalties listed below.

**Article 27, 230A of the Annotated Code of Maryland states that:**

- (a) Any person who fraudulently obtains, attempts to obtain, or aides another person in fraudulently obtaining or attempting to obtain money, property, food stamps, medical care, or other assistance to which he is not entitled, under a social, health, or nutritional program based on need, financed in whole or in part by the State of Maryland, and administered by the state or its political subdivisions is guilty of a misdemeanor. For purpose of this section, fraud shall include:
- (1) willfully making a false statement or representation; or
  - (2) willfully failing to disclose a material change in household or financial condition; or
  - (3) impersonating another person.
- (b) Upon conviction, after notice and the opportunity to be heard as to the amount of payment and how the payment is to be made, the person shall make full restitution of the money, property, food stamps, medical care or other assistance unlawfully received, or the value thereof, and shall be fined not more than \$1,000 or imprisoned for not more than three years, or both fined and imprisoned.

**Consent to release information:**

I hereby authorize the Inspector General's Office of the Department of Human Resources to review any records relating to me maintained by a local department of social services, the Child Care Subsidy Branch, or my employer for purposes of investigating whether I have knowingly given false information or willfully failed to report changes that could affect my eligibility for CCS benefits. By signing below I certify that I am the undersigned, and that I am competent to consent to this release of information. A photocopy of this form is as valid as the original.

Parent Signature	Date
Signature of Other Parent/Spouse in the Household/Parent of Minor Child	Date
Case Manager Signature	Date
Supervisor Signature	Date