



CCS Central
PO Box 17015
Baltimore, MD 21297

<Date>

RE: Child Care Subsidy Application

Dear Applicant:

You have asked for help paying for child care. Help is offered to customers who qualify based on income and need, as defined by the Code of Maryland Regulations (COMAR 13A.14.06).

Please complete the enclosed application and return it to us. Complete all items and include copies of the required documents. When we review the completed application, we will contact you.

A voucher is issued to you if you are eligible and funds are available. Maryland State Department of Education (MSDE) pays for center care, family child care, and informal care. CCS Central staff can explain the different types of care, voucher, subsidy and copayments, if you call 1-866-243-8796.

On the application, please make note of the **Date of Birth** and **Contact Phone Number** you enter in Section 2. You will use this information to access your case details on the automated phone menu at CCS Central.



To complete the application you **MUST** send in the information listed for all household members. This includes you, and your spouse or your child's other parent living in your household.

- Most recent four (4) weeks of consecutive pay stubs*
- Proof of identity (i.e. driver's license, birth certificate, government issued identification, etc.)*
- Proof of approved activity (i.e. work, school or job training)*
- Proof of all other income*
- Proof of child support cooperation or payment*
- Proof of address (i.e. utility bill, lease, etc.)*

If you have questions about the application or documents, please call CCS Central at 1-866-243-8796.

Sincerely,

CCS Central
1-866-243-8796