



DEPARTMENT OF HUMAN RESOURCES  
Child Care Administration

**FAMILY CHILD CARE PROVIDER  
GRANT PROGRAM**

PRPGRAM INFORMATION AND APPLCATION INSTRUCTIONS

**What is the program's goal?** The Department of Human Resources wishes to increase the number of registered family day care homes in Maryland. Therefore, the Child Care Administration (CCA) has received authorization to award grant funds to ease the financial burden of registration.

**Who can apply?** Registered child care providers applying for renewal, or new applicants about to become registered, may apply.

**How much is a grant, and how can you use the funds?** Grants are available for reimbursement of allowable expenses. The amount may not exceed \$500. An individual may receive only one grant.

**What are allowable expenses?** Expenses necessary to meet registration requirements in the Family Child Care Regulations. For further information contact your licensing specialist at your local CCA regional office. Some examples of acceptable expenses are:

- Safety Supplies
- Medical Examination Fees
- Criminal Background Check Fees
- Necessary Equipment
- Minimal Household Repair
- Training Costs
- Expenses related to water, sewer and health requirements
- Any other expenses that were required for registration

**How do I apply?** You may get grant applications from the Central Office of the Child Care Administration, telephone (410) 767-7809, or from the regional office in your area. You must complete the following steps:

- 1) Fill out the grant application form and attach sales slips or other receipts.
- 2) Get signature of CCA Licensing Specialist on verification form.
- 3) Sign Grant Agreement under “Grantee” and have another adult sign as witness.
- 4) Mail all three forms and receipts to the following address:

**Family Child Care Provider Grant Reimbursement Program  
Child Care Administration  
311 West Saratoga Street, 1<sup>st</sup> Floor  
Baltimore, Maryland 21201**

**Do I have to have approval?** Yes. The Child Care Administration will review your application. The following may be included among the factors considered in approving or disapproving your application:

- Your compliance with Family Child Care Registration Regulations,
- The need for child care in your area,
- Family income (priority will be given to low income applicants),
- Timeliness of your application,
- Your commitment to care, for at least a year, for a minimum of one child from one of the priority groups needing child care, including the following:
  - children with special needs,
  - children subsidized by State Purchase-of-Care Program,
  - infants,
  - school age children.

Because of the heavy volume of requests, there may be some delay before you hear from us. We appreciate your patience during any waiting period that might occur.

When your application has been approved or disapproved, we will notify you at once.

If you have any questions, please call the Child Care Administration at (410) 767-7809.