TO: DIRECTORS, LOCAL DEPARTMENT OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS/ELIGIBILITY STAFF

FROM: ROBERT EVERHARD, EXECUTIVE DIRECTOR, FIA

RE: TCA QUALITY CONTROL – CORRECTION TO ERROR DEFINITIONS

PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF ADMINISTRATIVE SERVICES AND
CONTINUOUS IMPROVEMENT

BACKGROUND: The chart of error definitions that was attached to AT 00-14
(Temporary Cash Assistance Quality Control) issued in October, 1999 contained an
error. Under the error condition of Assistance Unit Composition, the chart stated
that a potential error would be cited if the Assistance Unit contained a Kinship Care
Child. This is incorrect. Only Subsidized Guardianship children are excluded from
being part of an assistance unit. A corrected page of the error condition chart is
attached.

ACTION REQUIRED: Remove pages 1-2 of the TCA Error Conditions chart and
replace with the attached pages.

INQUIRIES: Questions or comments should be directed to Kathy Lacey at 410-
767-7947 or Ellen Jachman at 410-767-7306.

CC: DHR Executive Staff DHR Executive Staff DHMH Management Staff
       FIA Management Staff FIA Program Analysts Constituent Services
# TCA ERROR CONDITIONS

<table>
<thead>
<tr>
<th>COMAR CITE</th>
<th>ELIGIBILITY FACTOR</th>
<th>POTENTIAL ERRORS</th>
<th>ACCEPTABLE CASE RECORD VERIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.A</td>
<td>CITIZENSHIP</td>
<td>Will cite an error only if alien is ineligible for either state or federal funded benefits. If alien is receiving correct benefit amount from wrong source (state or fed) will cite as additional info only.</td>
<td>SAVE INS Narration</td>
</tr>
<tr>
<td>07.B</td>
<td>RESIDENCY</td>
<td>Not a Md. Resident Received benefits from another state in sample month</td>
<td>Rent form or other written verification (Ex: lease) Utility bills, property tax bills, Narration re: T/C to other state to verify case closure</td>
</tr>
<tr>
<td>07.C</td>
<td>AGE</td>
<td>Over 18 and not a full time student If 18, must graduate by the end of the calendar year in which they turn 19.</td>
<td>Birth certificate #604 or other school verification Narration</td>
</tr>
<tr>
<td>07.D</td>
<td>L/W REL.</td>
<td>No relationship. Will re-verify only if questionable or case record information is unclear/discrepant.</td>
<td>Birth certificate or other documentation Narration</td>
</tr>
<tr>
<td>07.E</td>
<td>SSN</td>
<td>Refuse to provide # Refuse to apply for # Note: Verification of SS number for a newborn is not be required until 90 days or the next redet after the child’s birth, whichever is later. Will cite as add’l info only.</td>
<td>Dem-1 SVES SS card or other verification Narration</td>
</tr>
<tr>
<td>07.G</td>
<td>STRIKERS</td>
<td>Parent in AU on strike</td>
<td>Employer verification Narration</td>
</tr>
<tr>
<td>07.H</td>
<td>PPI</td>
<td>Child under 7 does not meet EPSDT requirement Child 7 and over not attending 80% of the time or HS graduate.</td>
<td>#1131 #604 or other school verification NOTE: Current 604 does not verify attendance, only enrollment Form 604A verifies attendance</td>
</tr>
<tr>
<td>COMAR CITE 07.03.03</td>
<td>ELIGIBILITY FACTOR</td>
<td>POTENTIAL ERRORS</td>
<td>ACCEPTABLE CASE RECORD VERIFICATION</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
</tbody>
</table>
| 07.I               | WORK              | Full Family Sanction  
Parent or minor mother head of household refuses to cooperate  
Individual Sanction  
Minor mother (not head of household) refuses to cooperate  
Child 16-17 not in school, not in an approved work activity, and refuses to cooperate | TCA Agreement (Assessment)  
Independence Plan  
Correspondence from vendor /Work forms  
Narration  
WOMIS, WORK Screen/ Contact with vendor  
NOTE: There is no time frame specified for follow up when a notice of non-compliance is received |
| 08.A               | CHILD SUP.        | Refuse to cooperate | AP screens  
CARES alerts  
Correspondence from Child Support |
| 09                 | AU COMP.          | AU includes  
Illegal/undocumented alien  
Step parent with no minor children  
SSI recipient  
Subsidized Guardianship child  
Child who has been absent from AU for 180+ days and not in an FIA approved extension  
Adult or child no longer in home | #1131  
#604 or other school verification  
#1130 or other AU verification  
Narration  
Proof of pregnancy and EDC date |
| 10                 | FINANCIAL ELIGIBILITY | Gross (at application) or net income exceeds allowable payment amount  
Countable assets exceed $2000  
Transfer of assets | CAFI  
ERN1,2  
AST1,2,3  
UINC  
MABS  
MVA records  
Bank records (only when account is reported or known)  
Narration |