


Rosemary Malone

 FAMILY INVESTMENT ADMINISTRATION	INFORMATION MEMO
	Effective Date: JANUARY 1, 2001
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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS
MCHP SUPERVISORS, LOCAL HEALTH DEPARTMENTS**

**FROM: *Charles E. Henry*
CHARLES HENRY, ACTING EXECUTIVE DIRECTOR, FIA**

RE: CARES 2001 PRODUCTION OPERATIONS SCHEDULE

PROGRAMS AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH, AND SYSTEMS

Summary

The attached is the CIS Production Operations Schedule for 2001. If there are any questions regarding the schedule please contact Ruth Waugh at (410) 238-1242.

cc: FIA Management
DHMH Management Staff
Constituent Services
DHR Help Desk

CI 2001

Production Operations Schedule

DHR/CARES 9400.26 Closing Date	Mass Case Reassignment	Production Freeze	Production Migration	Month End	Training Migration	Month Begin	Notes
Jan. 19, 2001 Friday	Jan. 26, 2001 Friday	Jan. 19, 2001 Friday	Jan. 26, 2001 Friday	Jan. 30, 2001 Tuesday	Feb. 2, 2001 Friday	Feb. 1, 2001 Thursday	
Feb. 16, 2001 Friday	Feb. 23, 2001 Friday	Feb. 16, 2001 Friday	Feb. 23, 2001 Friday	Feb. 27, 2001 Tuesday	Mar. 2, 2001 Friday	Mar. 1, 2001 Thursday	
Mar. 16, 2001 Friday	Mar. 23, 2001 Friday	Mar. 16, 2001 Friday	Mar. 23, 2001 Friday	Mar. 30, 2001 Friday	March 30, 2001 Friday	March 31, 2001 Saturday	
Apr. 13, 2001 Friday	Apr. 20, 2001 Friday	Apr. 13, 2001 Friday	Apr. 20, 2001 Friday	Apr. 27, 2001 Friday	Apr. 27, 2001 Friday	May 1, 2001 Tuesday	Available 4/30/01 as 5/1/01
May 18, 2001 Friday	May 25, 2001 Friday	May 18, 2001 Friday	May 25, 2001 Friday	May 30, 2001 Wednesday	June 1, 2001 Friday	June 1, 2001 Friday	
June 15, 2001 Friday	June 22, 2001 Friday	June 15, 2001 Friday	June 22, 2001 Friday	June 29, 2001 Friday	June 29, 2001 Friday	June 30, 2001 Saturday	
July 20, 2001 Friday	July 27, 2001 Friday	July 20, 2001 Friday	July 27, 2001 Friday	July 30, 2001 Monday	Aug. 3, 2001 Friday	Aug. 1, 2001 Wednesday	
Aug. 17, 2001 Friday	Aug. 24, 2001 Friday	Aug. 17, 2001 Friday	Aug. 24, 2001 Friday	Aug. 31, 2001 Friday	Aug. 31, 2001 Friday	Sept. 1, 2001 Saturday	
Sept. 14, 2001 Friday	Sept. 21, 2001 Friday	Sept. 14, 2001 Friday	Sept. 21, 2001 Friday	Sept. 28, 2001 Friday	Sept. 28, 2001 Friday	Sept. 29, 2001 Saturday	Available 10/1/01 as 10/2/01
Oct. 19, 2001 Friday	Oct. 26, 2001 Friday	Oct. 19, 2001 Friday	Oct. 26, 2001 Friday	Oct. 30, 2001 Tuesday	Nov. 2, 2001 Friday	Nov. 1, 2001 Thursday	
Nov. 8, 2001 Thursday	Nov. 16, 2001 Friday	Nov. 9, 2001 Friday	Nov. 16, 2001 Friday	Nov. 30, 2001 Friday	Nov. 21, 2001 Wednesday	Dec. 1, 2001 Saturday	
Dec. 14, 2001 Friday	Dec. 21, 2001 Friday	Dec. 14, 2001 Friday	Dec. 21, 2001 Friday	Dec. 28, 2001 Friday	Dec. 28, 2001 Friday	Dec. 29, 2001 Saturday	Available 12/31/01 as 1/2/02

Month End and Month Begin processing begins at 7:00 p.m. on the dates indicated above. The CIS on-line system is normally unavailable the day following Month End and unavailable until noon on the day following Month Begin. Please refer to the Help Desk status screen for any monthly variations in this schedule. Normal CIS on-line hours are 7:00 a.m. to 7:00 p.m. weekdays and 9:00 a.m. to 5:00 p.m. Saturdays and holidays.