



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

**Control Number:**

**02-29**

**Effective Date: November 1, 2001**

**Issuance Date: November 17, 2001**

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

**FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR**

**RE: RECONCILIATION OF DEAP/TCA CASES ON CARES WITH SSI  
PENDING APPLICATIONS AND DEAP REFERRALS**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS**

### **SUMMARY:**

Action Transmittal (AT) FIA #99-46 notified local departments that the state-funded Disability Entitlement and Assistance Program for Temporary Cash Assistance (DEAP/TCA) was implemented on July 1, 1999. AT#01-39, issued May 4, 2001, provided local departments with an updated DEAP/TCA Guide.

In a July 2, 2001 memorandum (and follow up telephone calls), local directors were asked to assign a DEAP/TCA contact person for each of their district offices to assist DEAP with questions or paperwork concerning DEAP/TCA customers. A list of the contacts is attached (ATTACHMENT 1). For local departments that did not assign a contact for district offices, the Assistant Director is listed as the DEAP/TCA contact person.

Beginning November 2001, DEAP will send the local department liaisons two monthly reports that list DEAP/TCA customers where information on CARES and the information on the Social Security Administration and DEAP automated files do not match. Local departments are asked to review the customers listed on the reports and provide DEAP with a resolution.

For quick reference, a list of reminders for DEAP/TCA cases is attached (Attachment 4). Case managers can refer to this list when processing a DEAP/TCA case to help ensure a complete and accurate referral packet.

## **ACTION REQUIRED:**

- In November 2001, DEAP will send local department liaisons two reports broken by District Office that list the TCA customer's last and first name, client ID number, and Social Security Number.
- The reports are:
  1. **"DEAP/TCA Not Referred to DEAP SSI Application Pending"** - This report lists all DEAP/TCA customers on CARES that have a pending SSI application at the Social Security Administration but DEAP does not have a referral packet for the customers (ATTACHMENT 2).
  2. **"DEAP/TCA Not Referred to DEAP No SSI Application Currently Pending"** - This report lists all DEAP/TCA customers on CARES that do not have an SSI application pending with SSA and DEAP does not have a referral packet for the customers (ATTACHMENT 3).
- The "customer on CARES" means customers with disability information entered on their DEM2 screens. The customers may or may not have information entered on their UINC screens.
- Local departments must review the following for each customer listed on the reports and determine if the:
  - Social Security Number is correct on CARES.
  - Customer is mandatory or a volunteer for DEAP.
  - Customer is mandatory and was not referred to DEAP.
  - Customer was volunteer and now has consecutive medicals that equal 12 months, and is mandatory for DEAP and not referred.
  - CARES coding for the disabled customer is correct and complete on the DEM2 and UINC screens.
  - Mandatory/voluntary customer was referred to and a complete packet was sent to DEAP.
  - Mandatory customer was not referred to DEAP and a packet must be completed and sent to DEAP.
  - Narration on CARES reflects the case actions taken by the case manager.

- TCA case is closed. If closed, print the STAT screen and attach to report.
- After a review of the customer's case, local departments must make all necessary corrections to CARES and print all screens where fields were corrected/updated.
- When corrections are made, attach the customer's corrected/updated CARES screens to the report, and mail reports and referral packets to DEAP, **by the 21<sup>st</sup> of the report month**, at:

**Disability Entitlement Advocacy Program  
301 North Charles Street Suite 100  
Baltimore, Maryland 21201**

**ATTENTION: CHERYL PARRELLA**

**ACTION DUE:**

Beginning with receipt of reports in November 2001.

**NARRATE ALL CASE ACTIVITY CAREFULLY:**

Local departments must ensure that narration of case activity is clear, concise, and complete according to the action taken by the case manager. Good narration also supports the local department decision in the event of a fair hearing or selection of the case for Quality Control review.

**INQUIRIES**

Please direct TCA policy questions to Edna McAbier at 410.767.8805, DEAP questions to Cheryl Hill at 410.767.6049 and Systems questions to David Holland at 410.238.1295

c: FIA Management Staff  
Constituent Services  
Help Desk  
CTF

## LOCAL DEPARTMENT DEAP/TCA CONTACTS

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| LOCAL DEPARTMENT | NAME                                    | TELEPHONE    |
|------------------|---|--------------|
| Allegany         | 010 - Debra Whittington                 | 301-784-7070 |
| Anne Arundel     | 021 - Annapolis - Vesta Kimbel          | 410-269-4603 |
|                  | 022 - Glen Burnie - Vivianne Williams   | 410-421-8502 |
| Baltimore City   | See Page 2                              |              |
| Baltimore County | 030 - Towson - Rick Morton              | 410-853-3355 |
|                  | 031 - Catonsville - Traci Thornhill     | 410-853-3477 |
|                  | 032 - Dundalk - Kim Adetunji            | 410-853-3449 |
|                  | 033 - Essex - Mike Peters               | 410-853-3817 |
|                  | 034 - Reisterstown - Barbara Diggs      | 410-853-3041 |
| Calvert          | 040 - Doris Freeland                    | 410-286-2183 |
| Caroline         | 050 - Judy Nally                        | 410-479-5928 |
| Carroll          | 060 - Judy Collins                      | 410-386-3357 |
| Cecil            | 070 - Cathy Bennett                     | 410-996-0361 |
| Charles          | 080 - Steve Sturgill                    | 301-392-6640 |
| Dorchester       | 090 - Charles Harris                    | 301-901-4206 |
| Frederick        | 100 - Christine Bickle                  | 301-694-2403 |
| Garrett          | 110 - Tom Rosser                        | 301-533-3065 |
| Harford          | 120 - Bel Air - Sandy Mosley            | 410-836-4732 |
|                  | 121 - Aberdeen - Jean McCoy             | 410-272-9081 |
|                  | 122 - Wage Connection - Pat Juchniewicz | 410-297-6240 |
| Howard           | 130 - Kathi Heslin                      | 410-872-4287 |
| Kent             | 140 - Lesley Jester                     | 410-810-7609 |
| Montgomery       | Corrine Stevens                         | 240-777-4565 |
|                  | 150 - Rockville -                       |              |
|                  | 151 - Silver Spring -                   |              |
|                  | 152 - Germantown -                      |              |
| Prince George's  | Charlene Gallion                        | 301-909-7020 |
|                  | 160 - Hyattsville -                     |              |
|                  | 161 - Landover                          |              |
|                  | 162 - Camp Springs                      |              |
| Queen Anne's     | 170 - Joanne Hynson                     | 410-758-5100 |
| St. Mary's       | 180 - Leslie Nevala                     | 240-895-7029 |
|                  | 181 - Leslie Nevala                     |              |
|                  | 182 - Joe Cook                          | 240-725-5774 |
| Somerset         | 190 - Terri Jackson                     | 410-677-4380 |
| Talbot           | 200 - Marty Payne                       | 410-820-6657 |
| Washington       | 210 - M. Katherine White                | 240-420-2366 |
| Wicomico         | 220 - Elizabeth Edmondson               | 410-543-6879 |

|           |                     |              |
|-----------|---------------------|--------------|
| Worcester | 230 - Susan Erskine | 410-677-6827 |
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**LOCAL DEPARTMENT DEAP/TCA CONTACTS**  
**BALTIMORE CITY**  
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| <b>DISTRICT OFFICE</b> | <b>NAME</b>                 | <b>TELEPHONE</b> |
|------------------------|-----------------------------|------------------|
| Administration         | 300 - Marie McLendon        | 410-361-2676     |
| Clifton                | 332 - Gorman Davis          | 410-361-4837     |
| Dunbar                 | 335 - Sylvia Seymour        | 410-361-2334     |
| EESU                   | 331 - Betty White           | 410-361-4647     |
| Harborview             | 332 - Reba Davis            | 410-361-5453     |
| Harford Heights        | 337 - Rachel Tift-McFadden  | 410-361-3724     |
| Hilton Heights         | 344 - Joyce Gordon          | 410-361-5347     |
| Johnston Square        | 338 - Gil Smith             | 410-361-4898     |
| Liberty Garrison       | 340 - Mike Cuber            | 410-361-5907     |
| Mount Clare            | 343 - Ann Mitchell          | 410-361-2812     |
| Northwood              | 360 - Jacqueline Richardson | 410-361-4940     |
| Orangeville            | 341 - Frances Chapman       | 410-361-4469     |
| Park Circle            | 342 - Clyde Johnson         | 410-361-5952     |
| Steuart Hill           | 345 - Linda Young           | 410-361-2628     |
| Upton                  | 346 - Hybernia Lambirth     | 410-361-7032     |
| Westwood               | 347 - Julie Hardy           | 410-361-5101     |

**DEAP/TCA Not Referred to DEAP SSI Application Pending Report**

**DEAP/TCA Not Referred to DEAP No SSI Application Currently Pending Report**



## REMINDERS FOR DEAP/TCA CASES

- **COMPLETE ALL APPROPRIATE FIELDS** on the disabled customer's **DEM2** and **UINC** CARES screens.
- **PLACE PRINT OUTS** (from Inquiry function only) of the disabled customer's **DEM2** and **UINC** screens at the beginning of the DEAP referral packet.
- Code CARES, complete the referral packet forms, attach customer's **DEM2** and **UINC** screens and refer customers **IMMEDIATELY** to DEAP when there:
  - Is a 12-month medical or
  - Are consecutive medicals that equal 12 months.
- If the customer has an attorney or other representative, code CARES, complete the referral packet forms (indicate the attorney's name on the SSA-1696), attach customer's DEM2 and UINC screens, and **IMMEDIATELY** refer the customer to DEAP.
- **COPY** the SSA-1696 for the case record and include the intact SSA-1696 in the referral packet. Do not give to the customer for the representative to complete.
- Customers with less than 12-month month disability (whether DEAP volunteers or not) **DO NOT SIGN** a DHR/FIA 340.
- The mandatory DEAP/TCA customer (12-month medical or consecutive medicals that equal 12 months) **MUST SIGN** the DHR/FIA 340.
- The customer **MUST SIGN A NEW** DHR/FIA 340 every 12 months.
- **NARRATE, NARRATE, NARRATE** all activity regarding the actions to be taken and taken on the case.