



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number:

02-31

Effective Date: January 1, 2002

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, FIA
JOSEPH DAVIS, EXECUTIVE DIRECTOR, OOE, DHMH**

RE: APPLICANTS/RECIPIENTS FILING FOR POTENTIAL RESOURCES

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

This is one of several action transmittals for Temporary Cash Assistance (TCA) that is being issued as the result of the adoption of new Family Investment Program (FIP) Code of Maryland Regulations (COMAR 07.03.03.01 through .26). Prior FIP regulations were repealed and new FIP regulations were adopted in November, 2001.

Local departments apply best practices for TCA applicants and recipients by helping ensure that they get other benefits to which they are entitled, and use TCA only as a last resort. This action transmittal clarifies that applicants and recipients are **required** to file for potential financial resources for which they may be eligible, and the penalties for not doing so.

ACTION REQUIRED:

Applicants and recipients are required to file and provide proof of filing for other types of potential employment, retirement, disability, etc. financial resources for which they may be eligible. Caretaker relatives are required to file on behalf of children included in the assistance unit.

➤ **This policy does not apply to the Food Stamp Program.**

The potential resources for which the TCA applicant or recipient is required to file include, **but are not limited to:**

- Unemployment Insurance;
 - Supplemental Security Insurance (SSI);
 - Social Security Retirement, Survivors', Disability Insurance (RSDI);
 - Retirement benefits from prior employers;
 - Veteran benefits; and
 - Workers' Compensation
- **Applicants and recipients of Medical Assistance Programs are not required to file for SSI but must file for all other potential financial resources.**

Applicants and recipients, who fail to file for other financial resources for which they may be eligible or file and do not provide proof of doing so, may have their TCA applications denied and their TCA case closed.

IMPORTANT NOTE: Case managers must make every effort to assist TCA applicants or recipients in filing for benefits and obtaining proof, when they are unable to do so on their own.

ACTION DUE: Upon receipt.

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.

RIGHT TO APPEAL

As a reminder, local departments shall advise households of their right to appeal a local department decision and the procedures for requesting a fair hearing. Local departments must also advise households of any legal services that might be available to represent them during a fair hearing. To find out the number of their local Legal Aid office, customers may call Legal Aid's toll-free number, 1.800.999.8904.

INQUIRIES

Please direct policy questions to Edna McAbier, Bureau of Policy and Training, at 410.767.8805 or email emcabier@thr.state.md.us.

c: FIA Management Staff Help Desk

Constituent Services

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