



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: #02-53

Effective Date: UPON RECEIPT

Issuance Date: March 14, 2002

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

**FROM: CHARLES HENRY, EXECUTIVE DIRECTOR**

**RE: SIXTY-MONTH TIME LIMITS COMPLIANCE FOR CUSTOMERS  
FROM OUT OF STATE**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)**

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

### **SUMMARY**

Action transmittal (AT) #00-24 outlined procedures for complying with the TANF sixty-month time limit for families moving from other states. **This AT updates the TANF Information Contact List.** All other procedures remain the same. Local departments must continue to apply the sixty-month time limit on all cases. The time limit includes any month that TANF benefits were received from other states and Maryland. Case managers must take the following steps to ensure proper application of this policy.

### **ACTION REQUIRED**

- Explain the 60-month time limit to the customer.
- Ask customers if they have been on assistance in other states.
- Contact the prior states to verify the case status of Temporary Assistance to Needy Families (TANF) and determine the number of months TANF benefits were received.

- Have the supervisor adjust the time limit counter on CARES to reflect the number of months the customer received TANF benefits from the other states. The supervisor should make the adjustment **before the case is finalized**.
- For your convenience, we have attached a TANF Information List that includes telephone numbers and other TANF information for each state.

### **CARES PROCEDURES**

- Case managers must complete the interview and process the TCA application.
- In processing, enter the customer's previous out-of-state addresses on the "Previous household Address" PREV screen by entering a "Y" in the "Previous Address in Last 2 Years" field on the ADDR screen. Also enter dates of residence at the Out-of-state address on the "from-to" fields on the PREV screen for each address listed.
- Once the case has been processed, the Supervisor must adjust the time limit counter (TLE) by adding to any existing count the number of months the Temporary Assistance to Needy Families (TANF) benefits were received in the prior states in the "TCA Ctr" field on the DEM2 01 screen. The supervisor should count all applicable months when adjusting the counter.
- The case must then be finalized.

### **INQUIRES**

Please direct policy questions to Fatmata Khella 410-767-7585, Bureau of Policy and Training. Direct systems questions to Sarah Haygood at 410-767-5054.

### Attachment

cc: DHR Executive Staff  
FIA Management Staff  
FIA Trainers  
Constituent Services  
DHR Help Desk  
RESI

## TANF INFORMATION CONTACT LIST

STATE	TIME LIMITS	TANF START DATE	CONTACT PHONE NUMBER	MONTHLY FREQUENCY	CONTACT PERSON
Alabama	60 Months	12/1/96	334-242-1967	Once	Kathryn Hunt
Alaska	60 Months	7/1/97	907-465-3551	Once	Anyone
Arizona	60 Months	10/1/96	602-542-3451	Varies	Customer Service
Arkansas	24 Months	7/1/98	800-482-8988	Once	Customer Service
California	60 Months	1/1/98	800-952-5253	Varies by county	Customer
Colorado	60 Months	7/1/97	303-866-5971	Once	Geneva Lottie
Connecticut	21 months: 6 months extension	1/1/96	860-424-5010	Once	Call will be transferred to worker
Delaware	48 Months	3/10/97	302-577-4406	Once	Josephine Uriatowski
District Of Columbia	60 Months	3/1/97	202-724-5532	Once	James Anderson
Florida	48 Months	10/1/96	305-377-7552	Once	Anyone
Georgia	48 Months	1/1/97	404-463-0092	Once	Mr. William
Hawaii	60 Months	2/1/97	808-692-7770	Once	Central Files
Idaho	24 Months	7/1/97	208-334-5818	Once	Chris Almeida
Illinois	60 Months	7/1/97	217-557-1564	Once	Reginald Mersh
Indiana	24 Months	6/1/97	219-724-9169	Once	Rebecca Aracher
Iowa	60 Months	1/1/97	515-281-6899	Once	Central Office
Kansas	60 Months	10/1/96	785-368-8129	Once	Erma Cain
Kentucky	60 Months	10/18/96	502-564-7050	Once	Call will be transferred to worker
Louisiana	24 Months	1/1/97	225-342-2603	Once	Rhonda Litt
Maine	60 Months	11/1/96	207-287-2826	Once	Marlyn Doak
Maryland	60 Months	1/1/97	410-767-7944	Once	Yvette Lawrence-Hood
Massachusetts	24 Months	12/1/96	617-348-8494	Once	Anyone
Michigan	60 Months	10/1/96	517-373-3908		Inquiry office
Minnesota	60 Months	7/1/97	651-297-4727	Varies by county	Chuck Johnson
Mississippi	60 Months	10/1/96	601-359-4578	Once	Cathy Norwood
Missouri	48 Months	7/1/97	573-751-2526	Once	Clyde Farmer
Montana	60 Months	2/1/97	406-444-5553	Once	Ed Scheibel
Nebraska	24 Months without earned income	7/1/97	402-471-9517	Once	Roxy Lundgren
Nevada	60 Months	1/1/97	702-687-4128	Once	Main office

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STATE	TIME LIMITS	TANF START DATE	CONTACT PHONE NUMBER	MONTHLY FREQUENCY	CONTACT PERSON
New Hampshire	60 months	10/1/96	603-271-4300	Twice	Lynn Winterfield
New Jersey	60 months	4/1/97	609-588-2454	Once	Paul Spinelli
New Mexico	36 months	7/1/97	505-827-7267	Once	Anthony Castor
New York	60 months	12/2/96	518-486-7653	Once	Maureen Kennedy
North Carolina	24 months	1/1/97	919-733-7831	Once	Ken Bowier
North Dakota	60 months	7/1/97	701-328-4008	Once	Carol Cartlege
Ohio	60 months	10/1/97	614-466-6024	Once	Anyone
Oklahoma	60 months	10/1/96	405-5214415	Once	Donna Caton
Oregon	24 months	7/1/96	503-945-6116	Once	Anyone
Pennsylvania	60 months	3/3/97	717-783-7829	Once	Nicole Erke
Rhode Island	60 months	5/1/97	401-464-3052	Twice	Worker on duty
South Carolina	24 months	10/1/96	605-773-4678	Once	Anyone
South Dakota	60 months	12/1/96	605-773-4678	Once	Anyone
Tennessee	18 months	10/1/96	888-863-6178	Once	Anyone
Texas	12, 24 and 36 months; lifetime of 60 months	11/1/96	512-438-3280	Once	Information Hotline
Utah	36 months	1/1/97	801-538-3970	Once	Robin Durgel
Vermont	60 months	9/20/96	802-863-7365 ext 7403	Twice	Mark Schroeder
Virginia	24 months	10/1/97	804-692-1731	Once	Mark Goldon
Washington	60 months	8/1/97	360-413-3339	Once	Dave Monfort
West Virginia	60 months	1/11/97	304-558-8290 304-558-2400	Once	Worker on duty
Wisconsin	60 months	10/1/96	608-266-3337	Once	Anyone
Wyoming	60 months	1/1/97	307-777-6250	Once	Bonnie Paul Coleen Collins x5389