



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

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**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: CSB CHILD LIVING WITH ANOTHER CARETAKER RELATIVE

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

The Child Specific Benefit (CSB) regulations state that there are exceptions to the CSB policy when a CSB child leaves the parent's Temporary Cash Assistance (TCA) assistance unit to live with another caretaker relative. The exceptions include:

- When another caretaker relative has obtained legal guardianship for the child;
- The child has been placed in the home of a caretaker relative by social services; and
- When the parent of the TCA child has been institutionalized.

ACTION REQUIRED:

Local departments have brought to our attention that the CSB third-party requirement adds to the already existing difficulties that new non-parent caretaker relatives often experience when the CSB child enters their home. Therefore, the following exceptions are allowed to meet the needs of these caretaker relatives who have CSB children living with them who were previously included in their parents' TCA assistance unit.

- **Do not apply** the CSB policy for children living with non-parent caretaker relatives when:

- The current caretaker relative:
 - Provides documentation of seeking legal guardianship for the child, or
 - Has obtained legal guardianship for the child.
 - The CSB child has been:
 - Left (by the parent or other caretaker in another TCA assistance unit) in the care of another non-parent relative and that relative is working with social services (to provide stability for the child, get information for types of supports available to the family, etc.) or
 - Placed in the home of a caretaker relative by social services.
 - A CSB child's parent is institutionalized.
- As local departments discover these cases at interim change or recertification, remove the CSB third-party requirement for the non-parent caretaker relative's TCA assistance unit.

CARES INSTRUCTIONS

Take the following steps on CARES to remove the CSB requirement for a TCA child:

- ◆ Remove the letters **CSB** from the Place of Birth Hospital field on the child's DEM1 screen.
- ◆ Fast path to the VEND screen.
- ◆ Press PF24 once (a red asterisk will appear in the DEL field).
- ◆ Enter **Y** in the DEL field and press PF24 a second time.
- ◆ Confirm as normal.

ACTION DUE:

April 1, 2002

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 or email

emcabier@dhr.state.md.us and systems questions to Fern Parson at 410.767.7064.

c: FIA Management Staff
Constituent Services
DHR Help Desk
RESI