



Department of Human Resources
311 W. Saratoga St.
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FIA INFORMATION MEMO

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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: PROCEDURES TO RETRIEVE THE FOOD STAMP AND TCA
MANUALS FROM THE INTERNET**

PROGRAMS AFFECTED: FOOD STAMPS AND TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

Family Investment Administration (FIA) has provided access to the Food Stamp (FS) and Temporary Cash Assistance (TCA) manuals on the Maryland Department of Human Resources' Website. **The versions of these manuals on the Family Investment Program Network (FIPNET) are obsolete.**

To retrieve these manuals, access Maryland Department of Human Resource WebPages by:

- ❖ Clicking on the **Internet Explorer Icon** and going to the DHRNet page, then click on **DHR on the Internet**,

or

- ❖ Entering the website address of the Maryland Department of Human Resources:
<http://www.dhrnet.dhr/dhrpage/index.html>.

The Maryland Department of Human Resource Welcome Page will be displayed.

1. To the left of the screen is a menu.
2. Click on the Table of Contents to access the DHR Services to the Public page, which lists the programs and services in alphabetical order.
3. Scroll down to the FIA icon.

4. You have two options in retrieving the FS or TCA manuals.
 - A. Clicking on the FIA icon takes you to the FIA Home Page. To the left of the screen is a menu.
 1. Select either Food Stamp Benefits or Cash Assistance.
 2. Clicking on the Food Stamp Benefits or Cash Assistance icon takes you to their WebPages.
 3. On the Food Stamp Benefit WebPage, there is a menu to the left of the screen. Scroll down to The Maryland Food Stamp Manual and click to access the manual.
 4. On the Cash Assistance WebPage, scroll to the Temporary Cash Assistance manual and click on the icon to access the manual.
 - B. Clicking on DHR's Food Stamp Program or the Temporary Cash Assistance icon takes you to their WebPages. Follow procedures outlined in A.3 and A.4 to access the manuals.

Please note: The Food Stamp Manual on the Internet is the most recent version. We are in the process of printing an updated paper version. We will send the paper manual to local departments once the printing is complete.

We hope to reactivate FIPNET in the future. We will notify staff when FIPNET is again available.

INQUIRIES

Please direct questions to Audre Wilson at 410-767-7445. You may also contact Marilyn Lorenzo at 410-767-7333 or Kay Finegan at 410-767-7939 with food stamp questions. Contact Jo-Ann Showalter at 410-767-7956 or Edna McAbier at 410-767-8805 with Temporary Cash Assistance questions.

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