



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: 02-84

Effective Date: July 1, 2002

Issuance Date: June 14, 2002

**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: ELIMINATION OF SIMPLIFIED REPORTING FOR TCA

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

Action Transmittal (AT) 02-18 issued September 14, 2001 notified local departments of the new Simplified Reporting (SR) requirements for Temporary Cash Assistance (TCA) beginning October 1, 2001. Cases with countable earnings were placed in the SR group with 6-month certification periods. The SR TCA assistance units were required to report only when their gross monthly income exceeded 130 percent of the federal poverty level for their household size at the time of certification.

To be included in the federal work participation rates, TCA customers, including those with earnings, must report at least monthly the number of hours they are engaged in a work activity. This requirement directly contradicts the SR requirement to only report changes of income that exceed 130 percent of the federal poverty level.

This AT notifies local departments that TCA earnings cases **ARE NO LONGER** subject to SR requirements. Work activity hours for employed customers must be reported and counted towards Maryland's federal work participation rates.

There is no change to the SR requirement for Food Stamp earnings cases.

ACTION REQUIRED:

Beginning July 1, 2002, TCA cases with countable earnings are no longer part of the Simplified Reporting requirement. Customers in the SR group will be mailed flyers notifying them of this change. The flyer will also include the TCA change reporting requirements

Local departments are to take the following actions:

1. **REPORTING CHANGES** - Remind customers that:

- Earnings must be reported within 10 days of receipt of the first paycheck.
- They must report within 5 days of knowing that a child will be absent from the home for more than 180 days.
- All other changes must be reported within 10 days of the change.

2. **CERTIFICATION PERIODS**

- Local departments are no longer required to certify TCA cases with countable earnings for 6 months.
- At application and recertification certify earnings cases according to local department procedures.
- Cases currently certified for 6 months will have their certification period adjusted at the next recertification.

3. **WORK PARTICIPATION REQUIREMENTS** - For TCA cases where adult assistance unit members are engaged in work activities:

- Collect and maintain documentation of hourly participation in work activities. This documentation must be collected at least monthly.
- Enter the work activity information into WO MIS using the correct work activity codes.
- At local department discretion, attendance data may be entered into WO MIS for all cases, if desired. However local departments **must** record attendance data for all two-parent cases and for all cases selected for the TANF Data Report sample.

ACTION DUE:

Effective July 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 and work participation and WO MIS questions to Mark Millspaugh at 410.767-8558.

c: FIA Management Staff
Constituent Services
DHR Help Desk
RESI