



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: 03-19

Effective Date: Upon Receipt

Issuance Date: October 3, 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: APPLICATIONS FOR SSI AND SSDI

PROGRAM AFFECTED: TEMHA

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

Effective immediately **FIA Information Memo #02-83 is obsolete**. Customers with disabilities of twelve months or more who are applying for or reapplying for Transitional Emergency, Medical and Housing Assistance (TEMHA) should apply for Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) on their own. Verify with a receipt from the Social Security Administration (SSA) indicating that an application was filed or through the State-On-Line-Query (SOLQ), State Verification Exchange System (SVES) or State Data Exchange (SDX) system.

The Disability Entitlement and Advocacy Program (DEAP) will continue to assist individuals in establishing eligibility for federal disability programs. However, DEAP will no longer be responsible for the initial step to ensure that the customer applies for SSDI or SSI unless the customer is **homeless**. The local department must inform TEMHA customers with disabilities of twelve months or more that it is their responsibility to apply for SSI/SSDI and refer the customer to SSA to do so.

ACTION REQUIRED:

Please refer to Action Transmittal #02-78 Revised Authorization for Reimbursement of Interim Assistance (DHR/FIA Form 340) for complete instructions on the 340 procedure. The procedures below have been outlined to help process TEMHA customers' SSDI/SSI applications more efficiently through DEAP.

- Send the original signed Interim Reimbursement Form (IAR 340 form), Social Security Administration (SSA) 1696 form, and screen prints of the STAT and DEM2 screens to DEAP **within two working days** of the date the 340 is signed.

- An appointment letter from the Social Security Administration indicating the date and time the customer is scheduled for an interview to apply for SSDI/SSI is acceptable until verification of a filed application is available. Set an alert to follow up.
- The local department staff may use the State-On-Line-Query (SOLQ), State Verification Exchange System (SVES) or State Data Exchange (SDX) system to verify an individual's SSDI/SSI application file status.

NOTE: It is not mandatory for customers to have the receipt of a filed application for SSDI/SSI prior to applying for TEMHA benefits.

ACTION DUE: Upon Receipt

INQUIRIES:

Please direct questions to Rick McClendon (410) 767-8513. Direct questions concerning Form 340 to Ralph Gaston at (410) 767-7207.

cc: FIA Management Staff
Constituent Services
DHR Help Desk
RESI
DEAP