



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 03-20

Effective Date: October 1, 2002

Issuance Date: September 25, 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, FIA**

**RE: CHILD SPECIFIC BENEFIT WAIVER**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF POLICY RESEARCH & SYSTEMS**

### **SUMMARY**

Over the past several years, the Department has worked to eliminate the Child Specific Benefit (CSB) requirements. This year, although both houses of the General Assembly voted to repeal CSB, the final legislation failed because they could not agree on other provisions in the bill. With the consent of the Joint Committee on Welfare Reform, the Department has devised an interim strategy to discontinue the CSB requirements.

The Welfare Innovation Act of 1997 allows Secretary Johnson to grant a 2-year waiver from specified provisions in State law. Under the terms of this act, the Secretary can approve a CSB waiver for any local department. Each department must hold a public hearing prior to receiving CSB waiver approval. We do not anticipate opposition to the waiver since the advocate community supports this strategy. After completing the hearing and approval process, the local office may discontinue CSB operations and handle the former CSB children as you would any other household member. During the two-year waiver period, DHR will continue its work with the Joint Committee and General Assembly to repeal the CSB provisions.

### **ACTION REQUIRED:**

Check with your local administration to verify the implementation date. We expect most local offices to implement the CSB waiver either on October 1, 2002, or as soon after their waiver approval as possible.

### New Application

Under this waiver, staff is no longer required to

- Inform customers of the CSB policy
- Have customers sign the DHR/FIA 1800 Rights and Responsibilities for Child Specific Benefit, or
- Process separate vendor payments for households with CSB children

**The CSB Notification Date field on the DEM1 screen is a mandatory field. Please enter the application date in this field.**

### Active Case

The local office will receive a report on all **active cases**. Once this report is received, staff must:

- Delete the CSB CARES vendor payment, and
- Inform third party representatives (vendors) of the waiver to discontinue CSB
- Inform the customer of the waiver to discontinue CSB  
(Attached are samples of the third party payee and customer notification letters)

**Note:** Do not remove or change the CSB data on the DEM1 screen on active cases. See the CARES procedures for detailed instructions.

### **NARRATE ALL CASE ACTIVITY CAREFULLY:**

Ensure that the narration is clear, concise and complete. Give an explanation for all case manager actions. Good narration supports local department decisions in the event of a Quality Control review or fair hearing.

### **INQUIRIES:**

Please direct TCA policy questions to Jo-Ann Showalter at 410-767-7956 and Systems questions to Emma Tisdale-Clary at 410-238-1298.

Attachments 2

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

## **CARES PROCEDURES:**

### **Application:**

- Enter the current application date in the **CSB Notification Date** field on the Head of Household's Client Demographic 1 (**DEM1**) screen.

### **Active Case – Ongoing month:**

- Select Option **R** (Interim/Hist Change) from the AMEN screen using the AU number.
- Fast path to Vendor Payment (**VEND**) Screen.
- Depress the **PF24** key. An asterisk will display in the '**Del**' indicator field.
- To delete the existing vendor payment information, place a '**Y**' in '**Del**' indicator field and depress the **PF24** key.
- 
- Commit case to CARES.

Attachment 1

Date

Vendor Name  
Address

Dear

The \_\_\_\_\_ Department of Social Services would like to take this opportunity to thank you for all your hard work as a Child Specific Benefit (CSB) Third Party Representative. Your service to this department and the Temporary Cash Assistance (TCA) families who benefited from your participation is greatly appreciated. There have been some recent changes in the CSB provisions that affect your participation. With the agreement of the Joint Committee on Welfare Reform and under terms outlined in the Welfare Innovation Act of 1997, the Department of Human Resources has granted a waiver that allows this department to discontinue the Child Specific benefit requirements.

Secretary Emelda P. Johnson approved a waiver for \_\_\_\_\_ Department of Social Services effective October 1, 2002. As of this date, the department will no longer make CSB payments to third Party representatives. We are asking each CSB participating representative to review the records and determine if you have any undistributed CSB funds for households that you serve. If so, please make arrangements to release the remaining funds directly to the customer as soon as possible. (Local option: you may choose to enter a date such as November 1) If you have problems locating the customer or if you are unable to release the funds for some reason, please call \_\_\_\_\_ at \_\_\_\_\_ to make arrangements for reimbursing the local department.

Once again, thank you for participating in the Child Specific Benefit Program. It has been a pleasure to work with you. If you have questions or concerns, please call \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

Attachment 2

Date

Customer Name  
Customer Address

Dear

There have been some recent policy changes that affect your case. On \_\_\_\_\_, the \_\_\_\_\_ Department of Social Services will stop sending Child Specific Benefit (CSB) payments to your third party representative. As of \_\_\_\_\_, you will receive the CSB money as part of your regular monthly TCA grant.

Please contact your representative \_\_\_\_\_ to find out if there is any money that they owe you. Thank you for helping us complete the CSB process. If you have any questions please call \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,