



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: 03-21

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS**

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

RE: FOOD STAMP DISQUALIFIED RECIPIENTS REPORT

PROGRAM AFFECTED: FOOD STAMPS

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH, AND SYSTEMS

SUMMARY

An individual's disqualification from the Food Stamp Program (FSP) because of an intentional program violation (IPV) in one state remains in place in any other state for the length of the disqualification. To track disqualified individuals local departments must enter information about the disqualification into the Disqualified Recipient Sub-system (DRS). The DRS is a national database of disqualified individuals. States can retrieve data directly from the DRS database by calling the Voice Response Unit (VRU).

Previously local departments completed the FNS 524 form to register a disqualified individual into the DRS. The Food and Nutrition Service (FNS) has discontinued printing the FNS-524 form. DHR will print a form adapted from the FNS-524. You may continue to use your current supply of FNS-524 forms until they are gone and then begin using the DHR/FIA-962 form. Request the form through the DHR warehouse.

LOCAL DEPARTMENT ACTION

Local departments must use the DRS/VRU to determine:

- ◆ If a disqualification penalty was imposed,
- ◆ The length of the disqualification penalty; and
- ◆ The state that imposed the disqualification penalty. Contact that state to verify the information.

Reminder: The disqualification penalty continues until the penalty period has ended. During this disqualification period, the individual is not eligible for food stamps.

Complete an FNS-524 or the new DHR/FIA-962 form on each disqualified individual. Forward the completed forms to:

DHR
Office of Policy, Research and Systems
311 W Saratoga Street, Room 648
Baltimore, MD 21201
ATT: Sherry Dyson-McCray

Attached is a list of the Local Department contacts and locality codes. The list also includes the name and phone number of the staff person in each local department who has DRS/VRU security access. If the contact person in your local department is unavailable, please contact Sherry Dyson-McCray at 410-767-7035. If any local department would like other individuals to have access to the VRU, please contact Ms. Dyson-McCray at the above number to obtain the appropriate forms. Complete the forms and return them to Ms. Dyson-McCray at DHR.

The listing also contains the codes to be used for # 11 Locality Code on the Disqualified Recipient Form.

PAYMENT ACCURACY

Issuing food stamps to a disqualified individual may cause a FS Quality Control (QC) payment error. When the local department has reason to believe that an individual was disqualified in another state, the local department must access the DRS. Before taking adverse action based on information obtained from DRS, the local department must again contact the DRS/VRU to get details on contacting the state that submitted the data to the DRS, and then contact the state to verify the information.

INQUIRIES

Please direct FS questions to Kay Finegan at 410-767-7939 or Marilyn Lorenzo at 410-767-7333. Direct questions about the DRS or the VRU to Sherry Dyson-McCray at 410-767-7035.

Attachments

cc: FIA Management Staff
Constituent Services
DHR Help Desk
RESI

**DISQUALIFIED RECIPIENT SYSTEM (DRS)
LOCAL DEPARTMENT CONTACTS AND LOCALITY CODES**

The following people are to be contacted by their local department staff only. Anyone having difficulty contacting the contact person for his or her local department should contact Sherry Dyson-McCray at 410-767-7035.

LOCAL DEPARTMENT	LOCALITY CODE	CONTACT PERSON	CONTACT PHONE NUMBER
Allegany	001	Dan Moore	301-784-7056
Anne Arundel	003	Sarah Brice	410-269-4571
Baltimore City	510	Judy Altman	410-361-3372
Baltimore County	005	Carol Tiernan	410-853-3291
Calvert	009	Susan Seufert	410-286-2173
Caroline	011	Judy Nalley	410-479-5928
Carroll	013	Phyllis Seipp	410-386-3371
Cecil	015	Susan Wyatt	410-996-0350
Charles	017	Charles Williams	301-392-6674
Dorchester	019	Linthia Mills	301-901-4133
Frederick	021	Nancy Parker	301-694-2494
Garrett	023	Thomas Rosser	301-533-3081
Harford	025	Janet Ziegenhorn	410-272-9080
Howard	027	Daniel Solee	410-872-4200x383
Kent	029	Lisa Smith	410-810-7621
Montgomery	031	Susan Gordon	240-777-4087
Prince George's	033	Jane Dean	301-209-5025
Queen Anne's	035	Joan Pritchett	410-758-8050
St. Mary's	037	Gail Underwood	240-895-7026
Somerset	039	Victoria Wilson	410-677-4337
Talbot	041	Jackie Veeny	410-822-1617
Washington	043	Jeri Annan	240-420-2280
Wicomico	045	Cindy White	410-543-6900 x309
Worcester	047	Kathy Geiger	410-677-6832