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: INDEX OF ACTION TRANSMITTALS AND INFORMATION MEMOS

PROGRAMS AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

The Family Investment Administration has compiled for your use an Index of Action Transmittals (ATs) and Information Memos (IMs). The attached Index lists ATs and IMs from June 1996 through September 2002 and is in alphabetical order by subject. This handy paper index will be useful in retrieving information on policies to assist you in your work. It will simplify locating an AT or IM on a particular policy and should be a time saver.

To further assist you, you may also reference the automated indexing of transmittals on FIPNET. On the DHRNET website click on FIPNET, then click on Transmittals, and under ATS Search, type in a subject or topic and click the Search key. The index will list the transmittals on the subject you have entered and you may click on Summary or Full for each transmittal.

INQUIRIES: Please direct inquiries to Sandra Dawson at (410) 767-7931 or sdawson@dhr.state.md.us.

Attachment
cc: FIA Management Staff
Constituent Services
DHR Help Desk
FIA Trainers