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: ELIMINATING THE 60-DAY LOOK BACK PERIOD FOR VOLUNTARY QUIT

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

Action Transmittals #’s 02-27 and 02-79 address policy concerning TCA customers who voluntarily quit a job without good cause. Both transmittals state that TCA adults and children age 16 and older (not including minor parents) cannot voluntarily quit a job without good cause. AT# 02-79 implemented a look back period of 60 days when an applicant quit a job without good cause. In an effort to simplify work requirement policy, FIA has made both 02-27 and 02-79 obsolete.

ACTION REQUIRED:

When a TCA applicant quits a job without good cause, the case manager will no longer apply the 60-day look back rule. Under the revised policy TCA adults and children age 16 and older not enrolled in school must comply with all work activities, including going to work and remaining employed once they have found a job. When an applicant or recipient voluntarily quits a job without good cause, the case manager shall consider the behavior as non-compliant with work activities and take the appropriate action.

- If an applicant who is a mandatory participant in work activities quits a job without good cause, that person must participate in a work activity immediately to prevent a sanction. Failure to participate may result in denied benefits.
- At application or reapplication, always review any prior case information for possible unsatisfied sanctions. If a customer has not cured a prior sanction, follow the
appropriate conciliation and sanction procedures.

- When an adult cures a sanction, reopen the case. When a child cures a sanction, restore the child’s need.

- Reopen or restore benefits as follows:
  - **First instance** – Immediately upon complying with the work requirement
  - **Second instance** – After 10 calendar days of complying with the work requirement
  - **Third instance** – After 30 days of complying with the work requirement; See action transmittal # 02-47 for additional sanction and conciliation information

**REMARK**

A primary program goal is to empower customers as they work to achieve independence and realize personal responsibility through full employment. Our objective is to **encourage** customers to be responsible for their actions. The local departments have the flexibility to structure work activities that discourage non-compliant behavior and help customers develop better work habits.

**NARRATION**

Case managers must narrate all case activity clearly and concisely. Remember to record the sanction instance and the one-time-only conciliation period. Good narration also supports the local department decision in the event of a fair hearing or Quality Control review.

**EFFECTIVE DATE**

April 1, 2003

**INQUIRIES**

Please direct policy questions to Gretchen Simpson, Bureau of Policy and Training at 410.767.7937 or e-mail gsimpson@dhr.state.md.us.

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