



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: 04-31 Revised

Effective Date: April 1, 2004

Issuance Date: March 26, 2004

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

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

RE: TEMHA PAYMENT FREEZE FOR NEW APPLICATIONS LIFTED

**PROGRAM AFFECTED: TRANSITIONAL, EMERGENCY, MEDICAL, AND
HOUSING ASSISTANCE (TEMHA)**

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

NOTE: THIS TRANSMITTAL DOES NOT AFFECT:

- **CURRENT TEMHA RECIPIENTS**
- **CURRENT TEMHA RECIPIENTS WHOSE CASES ARE CLOSED IN ERROR AND REOPENED**

The Secretary has determined that the TEMHA program will resume cash payments to new applicants beginning in April, ending a three-month suspension. Applicants approved during the suspension will begin receiving \$185 a month, beginning April 1, 2004.

ACTION REQUIRED:

Effective immediately:

Place pending TEMHA applications that meet the eligibility requirements for months prior to April in active/no-pay status and approve for the ongoing month. Be sure to process associated food stamp and medical assistance applications in accordance with current eligibility policies and procedures. Central FIA staff will process the cases now in "active, no pay" status for an April TEMHA payment. There is no change to the way case managers handle customers who are actively receiving TEMHA. Case managers will continue to follow all TEMHA procedures for determining disability, including payment for medical examinations.

CARES PROCEDURES

Important: It is essential that Options O (Interview), P (Process) and Q (Finalize) be completed in their entirety).

Use the following procedures for all TEMHA applications that are currently in a pending status and will be eligible to receive benefits beginning in April 2004:

➤ **Select Option “O” (Interview)**

- Complete all mandatory data elements and verification fields.
- On the **DEM1** screen type “**Budget**” in the **Hospital** field (this is needed for reporting purposes).
- On the **Dem2** screen, enter the customer’s appropriate disability code in the **Disab/Incap** field.
- If the customer is benefit eligible:
 - Enter **N** in the **SW Coop** field
 - Enter **Y** in the **Treatmt Part** field, and
 - Enter appropriate verification codes.
- Commit the interview.

➤ **Select Option “P” (Process Application Months)**

For all application months prior to April 2004:

- Place a “**Y**” in the **Select** field (each month must be selected and processed separately).
- On the **DEM2** screen for each application month prior to April 2004:
 - Enter **A** (Alcoholism) in the **Disab/Incap** field – regardless of what the actual medical condition is.
 - Enter **N** in the **SW Coop** field,
 - Enter **N** in the **Treatmt Part** field, and
 - Enter **OT** in the **V** field.
- On the **CARE** screen:
 - Enter **185** in the **Monthly Child Support Payment Amt** field, and
 - Enter **OT** in the **V** field.
- Commit the data for each processing month.

For the benefit month of April 2004, review the following Screens:

- **DEM1** Screen - to make certain that “**Budget**” is in the **Hospital** field.
- **DEM2** Screen to make certain that:
 - the **Disab/Incap** field is coded with the customer’s actual disability,
 - **N** is in the **SW Coop Field**,
 - **Y** is in the **Treatmt Part** field, and
 - **185** is not appearing in the **Monthly Child Support Payment Amt** field.

Note: Eligible TEMHA applicants will only receive benefits beginning with the month of April. However, if they meet the requirements, process their eligibility for food stamp and Medical Assistance benefits from the date of application.

➤ **Select Option “Q” (Finalize Application)**

- The “**Select**” field is pre-filled with a “Y.” Press enter to proceed to the **ELIG** screen.
- Review the Financial Eligibility screens (**CAFI**) to ensure that each month prior to the ongoing month of April is showing zero payment in the **Benefit Amount** field.
- Enter **Y** in the **Notice Override** field for each benefit month prior to April 2004. **REMEMBER TO SEND THE MANUAL LETTER TO ADDRESS THE MONTHS THAT THE APPLICATION WILL BE IN A NO-PAY STATUS**
- For the benefit month of April 2004, make certain that the **Benefit Amount** field is displaying **185**.
- **DO NOT** override the notice
- Enter a **Y** in the **Finalize Application** field to commit the data.

INQUIRIES

Please direct policy questions to Rick McClendon (410) 767-8513. Please direct any CARES related questions to Kim Butler at (410) 767-7546.

cc: FIA Management Staff
Constituent Services
Help Desk