

 <b>FAMILY INVESTMENT ADMINISTRATION</b>	<b>CARES BULLETIN</b>
	<b>Effective Date: Immediately</b>
<b>Issuance Date: 11-8-04</b>	<b>Control Number: 05-05</b>

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR , FIA**

**RE: RCA CALCULATIONS FOR UNEARNED INCOME AND  
DEDUCTIONS / EXPENSES**

**PROGRAMS AFFECTED: REFUGEE CASH ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**Summary:**

CARES currently calculates Refugee Cash Assistance unearned income and child care deductions based on frequency factors of 4.3 and 2.15. In order to arrive at the correct calculation, Case Managers complete the calculations off-line prior to entering the information on CARES. CARES has been modified to calculate unearned income and child care deductions based on frequency factors of 4 and 2.

**Action Required:**

Effective November 2004, CARES calculations for RCA unearned income and deductions/expenses will match TCA policy's frequency factors of 4 and 2. Case Managers can enter the data without completing off-line calculations. Information entered prior to November 2004 will need to continue following the old procedures.

If you have any questions regarding this bulletin, please contact Joyce Westbrook at 410-238-1299.

cc: DHR Executive Staff  
FIA Management Staff  
DHR System Support Center