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: STATE REVIEW TEAM (SRT) REFERRAL BATCH SHEET

PROGRAM AFFECTED: Temporary Disability Assistance Program (TDAP)
Medical Assistance

ORIGINATING OFFICE: BUREAU OF MEDICAL ASSISTANCE OPERATIONS/DHR

SUMMARY: The State Review Team (SRT) receives hundreds of referral packets from
the local departments weekly; the Referral Batch Sheet will assure uniformity and
benefit both the SRT and the local department.

The SRT Referral Batch Sheet becomes a reliable tool for tracking the status of
referrals between the LDSS and SRT by providing a written record of the date
information is submitted to SRT and received, by SRT.

The SRT Referral Batch Sheet will help to ensure accountability by both the local
department and SRT during the referral process. The form will also ensure consistency
in the flow of work.

ACTION REQUIRED: Complete the SRT batch sheet daily for referrals to the SRT.
Follow the instructions on the back of the form. Retain a copy of the SRT batch sheet
in the local department.

ACTION DUE: Immediately, upon receipt.

INQUIRIES: Direct all inquiries to Rose Fragua, at 410-767-8910, email:
rfragua@dhr.state.md.us or Valarie Johnson, at 410-767-8905, email:
 vjohnson@dhr.state.md.us.

Attachment

cc: DHR Executive Staff
    FIA Management Staff
    Constituent Services