



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

Family Investment Administration  
**ACTION TRANSMITTAL**

Control Number: #11-09

Effective Date: IMMEDIATELY

Issuance Date: OCTOBER 7, 2010

**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: NEW CODES TO TRACK WORK CONCILIATION AND SANCTION FOR  
MINORS**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**SUMMARY:**

In June 2010, CARES and WORKS 2.0 system updates were migrated to track and monitor the conciliation and sanction process for non-compliance with the Temporary Cash Assistance (TCA) work program requirements. Action Transmittal 10-37 outlined the new process for tracking and monitoring the conciliation process and instances of non-compliance between CARES and WORKS 2.0.

The WORKS 2.0 system captures **only** customers who are considered federally mandated to participate in a work activity. Minors who are children in the TCA assistance unit (AU) are not federally mandated for the work program and are not tracked in the WORKS 2.0 system. However, according to state mandates minors must comply with work and education requirements and are therefore subject to conciliation and sanction when they do not comply.

Because there is no conciliation and sanction tracking for minors who are children in the TCA AU in WORKS 2.0, case managers must use a workaround to track the number of instances of non-compliance in CARES. This AT gives new codes to use in CARES, to track instances of non-compliance when a non parent minor or a minor parent who is a child in the TCA AU has accrued an instance of non-compliance.

As stated in AT 10-37, **please do not use** the old tracking codes GU, CZ or VI to track instances of non-compliance for anyone in the TCA AU, including minors who are children in the AU.

## **REQUIRED ACTION:**

When a non parent minor child age 16 or 17 or a minor parent who is a child in the TCA AU fails to comply with the work requirements, apply conciliation and sanction. For the first instance of non-compliance send a notice of non-compliance (developed by the local department) to the parent of the minor. **(For more specific policy on work requirements for minors go to Section 401 in the TCA manual and Section 103.8 of the WORKBOOK).**

To track the number of instances of non-compliance for the minor in CARES:

1. Go to the **Place of Birth** field on the minor's **DEM1** screen and enter:
  - a. **N1** for the first instance of non-compliance
  - b. **N2** for the second instance of non-compliance
  - c. **N3** for the third and subsequent instance of non-compliance
2. If the child fails to return to the work activity apply an individual sanction by removing the needs of the child.
3. When a minor who is sanctioned begins to comply, the following sanction cure periods apply before the sanction can be removed:
  - a. first instance of non-compliance, 1 day of compliance
  - b. second instance of non-compliance, 10 calendar days, during which the customer must comply for all available activity days and the benefit starts the day after the 10th day
  - c. third or subsequent instance of non-compliance, 30 calendar days during which the customer must comply for all available activity days and the benefit starts the day after the 30th day

**ACTION DUE:** Immediately

## **INQUIRIES:**

Please direct TCA policy questions to Marilyn Lorenzo at 410-767-7333 or [mlorenzo@dhr.state.md.us](mailto:mlorenzo@dhr.state.md.us) or Gretchen Simpson at 410-767-7937 or [gsimpson@dhr.state.md.us](mailto:gsimpson@dhr.state.md.us).

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