TO:       DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
          DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
          FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF  
FROM:     ROSEMARY MALONE, INTERIM EXECUTIVE DIRECTOR, FIA  
RE:       MAILING ADDRESS CHANGE FOR LTC PROCESSOR  
PROGRAM AFFECTED:  MEDICAL ASSISTANCE  
ORIGINATING OFFICE:  OFFICE OF PROGRAMS  

SUMMARY:   In January 2010, Action Transmittal 10-17 outlined procedures for submission of the Long Term Care Patient Activity Report (DHMH 257) and the DES 501 for recipients of Community Medical Assistance admitted to a long term care (LTC) facility for less than 30 days or for Medicare co-pay days for recipients of Community Medical Assistance not receiving Waiver services. Currently the forms are mailed to:  

          LTC Processor  
          P.O. Box 13066  
          Baltimore, Maryland 21203  

Effectively immediately, mail all DHMH 257 or DES 501 forms for recipients of Community Medical Assistance admitted to a LTC facility for less than 30 days or for Medicare co-pay days for recipients of Community Medical Assistance not receiving Waiver services to:  

          LTC Processor  
          P.O. Box 9307  
          Catonsville, Maryland 21228  

Note:   Procedures for processing the DHMH 257 and DES 501 remain unchanged.  

INQUIRIES:   Please direct all questions to the Bureau of Long-Term Care Eligibility at (410) 455-7517.  

cc:   DHMH Management Staff  
      FIA Management Staff  
      Constituent Services  
      DHR Systems Support Center