

Rosemary Malone

DEPARTMENT OF HUMAN RESOURCES INCOME MAINTENANCE ADMINISTRATION 311 W. Saratoga Street timore, Maryland 21201	IMA ACTION TRANSMITTAL
ISSUANCE DATE: NOVEMBER 13, 1995	EFFECTIVE DATE: NOVEMBER 6, 1995
	CONTROL NUMBER: IMA/PI 96-18

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
ASSISTANT DIRECTORS FOR INCOME MAINTENANCE  
ASSISTANT DIRECTORS FOR SERVICE  
INCOME MAINTENANCE SUPERVISORS  
INCOME MAINTENANCE ELIGIBILITY STAFF  
PURCHASE OF CHILD CARE STAFF

FROM: KATHERINE L. COOK, ACTING EXECUTIVE DIRECTOR, IMA  
CHARLENE GALLION, EXECUTIVE DIRECTOR, OPIM  
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA

RE: IDENTIFYING AND SERVING POC SELF INITIATED CLIENTS  
AND AFDC RECIPIENTS WORKING AND EXEMPT

**PROGRAMS**

AFFECTED: AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)  
PURCHASE OF CHILD CARE (POC)

**ORIGINATING  
OFFICE:**

OFFICE OF PROJECT INDEPENDENCE MANAGEMENT (OPIM)

**SUMMARY:**

This Action Transmittal outlines procedures for identifying and serving AFDC clients in need of Purchase of Child Day Care (POC) services who are POC self initiated or working and exempt from PI participation.

**BACKGROUND:**

Effective October 1, 1995, the Purchase of Care Program (POC) began operating with new regulations which require an AFDC recipient to participate in Project Independence (PI), obtain an Employability Development Plan (EDP), or be working and exempt from PI participation in order to receive POC services. Clients not participating in PI, not working and exempt from PI, or not in an activity that meets the established PI criteria for an approved EDP will not be eligible for POC services. The attached Project Independence Program Information Summary (PIP) sets forth procedures to be followed in identifying and serving self initiated POC clients and AFDC clients who are working and exempt from PI participation. Listed below are the requirements of the IM Worker in serving those clients.

**ACTION REQUIRED:**

1. The AFDC IM Worker will be responsible for referring all POC Self Initiated clients to the ICM for an initial assessment and completion of an EDP and enrollment into PI whenever possible. The EDP can be locally designed or State authorized, i.e. DHR/IMA/PI 470 Part I - II. In CARES counties the EDP is generated on the PIBP screen at the local DSS and the PIED screen at the SDA. Either of the aforementioned documentation of the EDP is acceptable. The attached PIP spells out the action which must be taken by the ICM.
2. The AFDC IM Worker will be responsible for completing and updating at each IM reconsideration, the Client Information Form (DHR/IMA/PI 497) for those clients identified as working and exempt.

**ACTION DUE:**

Immediately.

Please direct any inquiries to Phyliss Arrington at (410) 767-7079.


Attachment


c: DHR Executive Staff  
IMA Management Staff  
CCA Management Staff  
Arnold Dixon



**Issue Number:** 8-95

**Date:** October 5, 1995

**Approved By:**   
Charlene Gallion, Executive Director  
Office of Project Independence Management

  
Linda Heisner, Executive Director  
Child Care Administration

**Originating Agency:** Department of Human Resources

**Agencies Affected:** All Local Partners in the PI Program

**Topic:** Procedures for Identifying and Serving POC Self Initiated Clients and AFDC Recipients Working and Exempt

**References:** POC Restructuring Procedures and COMAR 07.04.06A(3)(a-f)

**Background Information:** Effective October 1, 1995, the Purchase of Child Day Care Program (POC) underwent a major restructuring of its regulations. Project Independence (PI) participants enrolled in public school, training or job search activity, or working remain a priority for POC funding and will continue to be served as established by local procedures. Individuals who are not enrolled in PI but who receive AFDC, in order to receive POC services, must participate in Project Independence (PI) or obtain an Employability Development Plan (EDP), or be working and exempt from PI participation. These regulations will directly impact AFDC recipients who meet certain criteria to be considered self initiated for PI participation. The following procedures are to be implemented to identify and serve POC self initiated clients and those who are working and exempt.

1. Individuals who apply for POC services will be screened at application and redetermination by the POC worker to determine if they meet the POC criteria for **self initiated** or if they are **working and exempt**.
2. Local POC programs have been directed to forward a listing of all AFDC self-initiated clients receiving POC to the local ICM.
3. The POC Worker will direct the **self initiated** client at the time of initial inquiry or with the recon notification letter, to contact the client's AFDC worker for a referral to the ICM to obtain an EDP and to be enrolled into PI when possible. AFDC recipients who are **self-initiated** must complete an EDP to be eligible for Purchase of Care (POC) services. The client must bring a copy of an approved EDP to the POC Worker. Either the DHR/TMA/PI 470 Part I - II, or in CARES counties the PIBP or PIED screen is acceptable documentation of an approved EDP.
4. AFDC clients who are identified at application or reconsideration for POC services as **working and exempt** from PI will be referred to the DSS IM Worker for a copy of the DHR/TMA/PI 497 with the exempt box checked to return to the POC Worker. AFDC recipients who are **working and exempt** from PI must complete a DHR/TMA/PI 497 to update their exempt status at each IM recon. In order to receive POC services they must provide the most recent copy of the DHR/TMA/PI 497 at each POC recon.
5. The EDP may be completed by either the Local Department of Social Services (LDSS) Intensive Case Manager (ICM) and/or the Service Delivery Area (SDA) Counselor, depending on local procedure, and the AFDC client to determine if the client's activity meets the criteria for an activity leading to employment as established by current PI regulations.
6. All eligible clients will be given a copy of the PI Brochure "The Road to Success" and encouraged to enroll in PI. If after completing the EDP the **self initiated** PI exempt recipient chooses not to participate in PI, and requests child care for that approved activity, POC must be provided.
7. The ICM will refer the client to the SDA using current local procedures, for the completion of the EDP and enrollment into PI. If the activity meets approved PI criteria for an activity leading to employment, the client must be given a copy of the approved EDP. Approved activities are limited to education and training. POC services will not be approved for job search activities for self-initiated clients unless the client is enrolled in PI. A copy of the EDP will be given to the client to return to the POC Worker. The EDP must reflect the client's current activity.

8. For those **self initiated** PI exempt clients who choose not to enroll in PI, the POC Worker will track their satisfactory progress in the self-initiated activity based on PI criteria. They will require at each POC recon verification that the client is currently:

- a. enrolled at least half time, according to the criteria established by the institution;
- b. in attendance for at least 75% of the scheduled program;
- c. making satisfactory progress;
- d. expected to complete a course of study or training within the time frame established by the institution; and
- e. the course of study is consistent with the EDP.

9. If a client changes the activity, a revised EDP must be obtained.

**Action to  
Be Taken:**

Effective with receipt of this Information Memorandum, Local Departments of Social Services and Local Service Delivery Areas are required to coordinate local operations to the adhere to the above procedures set forth for serving AFDC clients identified by POC as Self Initiated or working and exempt. If additional clarification is required, please contact your appropriate Program Administrator.

**Contact  
Person(s):**

Ken Holliday (410) 767-8188  
John Huegelmeyer (410) 767-8193  
Irene Stiebing (410) 767-7845  
Phyliss Arrington (410) 767-7079