



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: FIA/OPRS 99-16

Effective Date: December 1, 1998

Issuance Date: November 1, 1998

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

Charles E. Henry for
FROM: ROBERT EVERHARD, EXECUTIVE DIRECTOR, FIA

RE: OBSOLETE FORMS

PROGRAM AFFECTED: ALL

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

FIA has eliminated more than 60 forms since June of 1997. Several factors contributed to this reduction. The CARES system captures much of the information that was addressed via FIA forms. We were able to eliminate most AIMS forms when CARES implementation was completed. The Welfare Innovations Act of 1997 gave us the flexibility to focus on customer independence needs and eliminate unnecessary paper work. Although many discontinued forms were addressed in prior action transmittals, we developed an obsolete forms report to ensure that local offices have the most current information.

ACTION REQUIRED

Please discontinue using those forms listed on the attached report. Future forms reports will include the edition date for each obsolete form. This information is not available for the current report because the forms listed on the report have already been removed from stock. We are planning to release an active forms list in January and will continue to update forms information on a regular basis.

INQUIRIES

Please direct questions or concerns to Jo-Ann Showalter at (410) 767-7956.

cc: FIA Management Staff
Constituent Services

FAMILY INVESTMENT ADMINISTRATION

OBSOLETE FORMS REPORT – 10/98

- 1.DHR/FIA AIMS 2-Transaction Types, AAPB, ACHG, ARES-PA
- 2.DHR/FIA AIMS 2.3 A-Transaction Types ASUS, ACLO, APND, ADNB
- 3.DHR/FIA AIMS 3-Transaction Types AAPB, ACHG, ARES-Food Stamps
- 4.DHR/FIA OIM 2/3 B PEND
- 5.DHR/FIA Aims-3X- Transaction Type Food Stamps
- 6.DHR/FIA/FS-16-Request for Replacement of Food Coupons Books, Mailed and not Received by Household
- 7.DHR/FIA AIMS 102-Comprehensive Program Review
- 8.DHR/FIA 103C Page 1-Supervisory Review System
- 9.DHR/FIA 103C Page 2-Supervisory Review System
- 10.DHR/FIA 128-Supervisory Review System for MA
- 11 DHR/FIA 132-Name Addition/Deletion
- 12.DHR/FIA AIMS 151-Disposition of Returned/Undelivered ATD/Food Coupons
- 13.DHR/FIA 170-Caseworker Monthly Productivity (PA, FS)
- 14.DHR/FIA 171-Monthly Productivity Report (MA)
- 15.DHR/FIA 230-Agreement to Sell Real Property
- 16.DHR/FIA 314-Photo ID Program Referral Form
- 17.DHR/FIA 327-Service and Job Referral Form
- 18.DHR/FIA 379-Citizenship/Aliengage Declaration
- 19.DHR/FIA 402-Determination of Disability *
- 20.DHR/FIA DEAP 428-Disability Entitlement Advocacy Program
- 21.DHR/FIA 430 -DEAP Checklist & Referral
- 22.DHR/FIA 469-Combined Application
- 23.DHR/FIA 469B-Addendum-Application/Reconsideration for Child Care
- 24.DHR/FIA 469A-Combined Application Workbook
- 25.DHR/FIA PI 470 Page1-Project Independence Agreement Part 1 Assessment
- 26.DHR/FIA PI 470 Page 2-Project Independence Agreement Part 2 Development Plan
- 27.DHR/FIA PI 476-PI Client Intake Form
- 28.DHR/FIA PI 480 Community Service Report Form
- 29.DHR/FIA 486-AMF Reports Packing List
- 30.DHR/FIA 487-Bonus Check Register Packing
- 31.DHR/FIA 489-Quality Control Error Form Follow-Up &Corrective Action
- 32.DHR/FIA 493A-Workfare Activity Record Card (GPA-E Workfare)
- 33.DHR/FIA 493D-GPA-E Workfare Request Form
- 34.DHR/FIA PI 497-PI Client Information
- 35.DHR/FIA531 A&S Application for Emergency Assistance
- 36.DHR/FIA 689-Choosing Your FS Head of Household
- 37.DHR/FIA 691-Worksheet to Determine Countable Food Stamps
- 38.DHR/FIA 730I-Notice of Intended Action
- 39.DHR/FIA 730-Notice of Decision

- 40.DHR/FIA 730H-Notice of Intended Action
- 41.DHR/FIA 783-Reminder to Recipients of General Public Assistance (GPA)
- 42.DHR/FIA PI 873-Appointment Letter
- 43.DHR/FIA 874-Second Appointment Letter
- 44.DHR/FIA PI 876-Retention Letter (Exempts Only)
- 45.DHR/FIA PI 878-Letter Monthly Contact
- 46.DHR/FIA PI 890-Referral/Participation Letter(Missed Appointment)
- 47.DHR/FIA 909B-Notice of Potential Non-Coop
- 48.DHR/FIA 1126-Housing, Health and Education, Rights and Responsibilities
- 49.DHR/FIA 1127-Client Declaration of Health/Education Special Needs
- 50.DHR/FIA 1129-Education Sickness slip
- 51.DHR/FIA 1132-Notice-Change is Coming In the AFDC Program
- 52.DHR/FIA 1133-Research Consent Form
- 53.DHR/FIA 1134 PPI- Case Transfer
- 54.DHR/FIA 1135 PPI -Client Letter
- 55.DHR/FIA 1136 PPI-Follow-Up Letter
- 56.DHR/FIA 1137 PPI-Request for Service
- 57.DHR/FIA 1138 PPI-Planning Guide/Guide for AFDC Recipients
- 58.DHR/FIA 1158D-Application for the Pregnant Women and Children/kids Count Programs
- 59.DHR/FIA FSIP 1170-Project Recall-Screening/Documentation
- 60.DHR/FIA FSIP 1171 Project Recall-Contact Letter
- 61.DHR/FIA FSIP 1173-Project Recall-Referral Form
- 62.DHR/FIA FSIP 1174-Project Recall-Referral Control Sheet
- 63.DHR/FIA FSIP 1175-Project Recall-Daily Worksheet
- 64.DHR/FIA FSIP 1175B-Weekly Worksheet Page 1
- 65.DHR/FIA FSIP 1175B-Weekly Worksheet Page 2
- 66.DHR/FIA MCCA 1482-History and Physical Examination Record

* DHR/FIA 402 A-Medical Evaluation Form and 402B-Medical Report remain on the active list.