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

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 paperwork. 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  

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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)
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/Alienage 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/FIA 531 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 7301-Notice of Intended Action
39. DHR/FIA 7302-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 PI 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 Sickslip
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.