
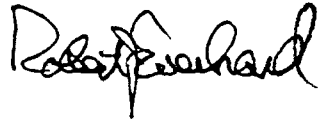


Rosemary Malone

 FAMILY INVESTMENT ADMINISTRATION	FIA INFORMATION MEMO
	Effective Date: Immediately
Issuance Date: February 26, 1999	Control Number: FIA/OPRS#99-31

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

FROM: ROBERT EVERHARD, EXECUTIVE DIRECTOR, FIA



RE: CARES LETTER SUBMENU

PROGRAMS AFFECTED: FOOD STAMPS

ORIGINATING OFFICE: DIVISION OF PROGRAM AND SYSTEMS SUPPORT

Three Food Stamp letters, all related to overpayments, have been added to the LETTER SUBMENU, option "F" off of the CARES MAIN MENU. These letters are:

- 0114 Disqualification Consent Agreement (FS72)
- 0115 Notice to Disqualified Individual (FS 93)
- 0116 Waiver of the Right to Administrative Disqualification Hearing (FS 112)

The appropriate codes have been added to the valid values for the "letter type" field.

Also, letter 0026, Repayment of Food Stamps, (FS 66) has been revised to advise customers that administrative error overpayment BEGs are now subject to involuntary recoupment.

Staff should begin to use these letters immediately, when appropriate. Any remaining stock of the old letters should be destroyed. Thank you for your assistance in this matter. If you have any questions regarding this bulletin, please contact the DHR Help Desk at (410) 767-7002 or 1-800-347-1350.

**cc: DHR Executive Staff
FIA Management Staff
DHR Help Desk
CTF**