



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

**FIA ACTION  
TRANSMITTAL**

Control Number:  
00-14 ADDENDUM

Effective Date: October 1, 1999

Issuance Date: May 12, 2000

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

**FROM: ROBERT EVERHARD, EXECUTIVE DIRECTOR, FIA**

**RE: TCA QUALITY CONTROL – CORRECTION TO ERROR DEFINITIONS**

**PROGRAMS  
AFFECTED: TEMPORARY CASH ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF ADMINISTRATIVE SERVICES AND  
CONTINUOUS IMPROVEMENT**

**BACKGROUND:** The chart of error definitions that was attached to AT 00-14 (Temporary Cash Assistance Quality Control) issued in October, 1999 contained an error. Under the error condition of Assistance Unit Composition, the chart stated that a potential error would be cited if the Assistance Unit contained a Kinship Care Child. This is incorrect. Only Subsidized Guardianship children are excluded from being part of an assistance unit. A corrected page of the error condition chart is attached.

**ACTION REQUIRED:** Remove pages 1-2 of the TCA Error Conditions chart and replace with the attached pages.

**INQUIRIES:** Questions or comments should be directed to Kathy Lacey at 410-767-7947 or Ellen Jachman at 410-767-7306.

**CC: DHR Executive Staff  
DHMH Executive Staff  
DHMH Management Staff**

**FIA Management Staff  
FIA Program Analysts  
Constituent Services**

## TCA ERROR CONDITIONS

COMAR CITE	ELIGIBILITY FACTOR	POTENTIAL ERRORS	ACCEPTABLE CASE RECORD VERIFICATION
07.03.03 07.A	CITIZENSHIP	Will cite an error only if alien is ineligible for either state or federal funded benefits. If alien is receiving correct benefit amount from wrong source (state or fed) will cite as additional info only.	SAVE INS Narration
07.B	RESIDENCY	Not a Md. Resident Received benefits from another state in sample month	Rent form or other written verification (Ex: lease) Utility bills, property tax bills, Narration re: T/C to other state to verify case closure
07.C	AGE	Over 18 and not a full time student If 18, must graduate by the end of the calendar year in which they turn 19.	Birth certificate #604 or other school verification Narration
07.D	L/W REL.	No relationship. Will re-verify only if questionable or case record information is unclear/discrepant.	Birth certificate or other documentation Narration
07.E	SSN	Refuse to provide # Refuse to apply for # Note: Verification of SS number for a newborn is not be required until 90 days or the next redet after the child's birth, whichever is later. Will cite as add'l info only.	Dem-1 SVES SS card or other verification Narration
07.G	STRIKERS	Parent in AU on strike	Employer verification Narration
07.H	PPI	Child under 7 does not meet EPSDT requirement Child 7 and over not attending 80% of the time or HS graduate.	#1131 #604 or other school verification NOTE: Current 604 does not verify attendance, only enrollment Form 604A verifies attendance

COMAR CITE	ELIGIBILITY FACTOR	POTENTIAL ERRORS	ACCEPTABLE CASE RECORD VERIFICATION
07.03.03	WORK	<p><u>Full Family Sanction</u> Parent or minor mother head of household refuses to cooperate</p> <p><u>Individual Sanction</u> Minor mother (not head of household) refuses to cooperate Child 16-17 not in school, not in an approved work activity, and refuses to cooperate</p>	<p>TCA Agreement (Assessment) Independence Plan Correspondence from vendor /Work forms Narration WOMIS, WORK Screen/ Contact with vendor</p> <p>NOTE: There is no time frame specified for follow up when a notice of non-compliance is received</p>
08.A	CHILD SUP.	Refuse to cooperate	<p>AP screens CARES alerts Correspondence from Child Support</p>
09	AU COMP.	<p>AU includes Illegal/undocumented alien Step parent with no minor children SSI recipient <b>Subsidized Guardianship child</b> Child who has been absent from AU for 180+ days and not in an FIA approved extension Adult or child no longer in home</p>	<p>#1131 #604 or other school verification #1130 or other AU verification Narration Proof of pregnancy and EDC date</p>
10	FINANCIAL ELIGIBILITY	<p>Gross (at application) or net income exceeds allowable payment amount Countable assets exceed \$2000 Transfer of assets</p>	<p>CAFI ERN1,2 AST1,2,3 UINC MABS MVA records Bank records (only when account is reported or known) Narration</p>