



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: 00-34 Addendum

Effective Date: April 1, 2000

Issuance Date: February 23, 2000

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

FROM: ROBERT J. EVERHARD, EXECUTIVE DIRECTOR

RE: CASE TRANSFER PROCESS

PROGRAM AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: FAMILY INVESTMENT AFFILIATE

On January 20, 2000, FIA issued Action Transmittal 00-34 outlining the procedures for transferring case records between jurisdictions. The transmittal states that staff must attach a Case Transfer Form to the front of the paper record. The AT does not include a copy of this form.

Please accept our apology for any inconvenience this oversight may have caused. We have attached a copy of the Case Transfer Form to this addendum. Effective April 1, local offices may order additional forms from the DHR warehouse.

INQUIRIES

Please call Jo-Ann Showalter at 410.767.7956 if you have any questions concerning this matter.

cc: FIA Management Staff
Constituent Services
OIM Help Desk
CIS Testing Facility

CASE RECORD TRANSFER

DATE

TO:
(Local DSS)

FROM:
(Local DSS)

**Sending Clearing House Worker
Phone No.**

CUSTOMER NAME

CLIENT ID

REDET END DATE

APPOINTMENT SCHEDULED DATE

NEW ADDRESS

NOTES:

Enclosed you will find the case record for this customer or family who has relocated to your jurisdiction, this case has been electronically transferred to your county on CARES. If you have any questions or required additional information, contact the clearing house worker indicated above.