



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: #01-15

Effective Date: Upon Receipt

Issuance Date: October 16, 2000

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

**FROM:** *Charles E. Henry*  
CHARLES E. HENRY, ACTING EXECUTIVE DIRECTOR,  
FAMILY INVESTMENT ADMINISTRATION

*Linda Heisner*  
LINDA HEISNER, EXECUTIVE DIRECTOR  
CHILD CARE ADMINISTRATION

**RE:** PURCHASE of CHILD CARE CASE TRANSFER POLICY

**PROGRAM AFFECTED:** PURCHASE OF CHILD CARE

**ORIGINATING OFFICE:** CHILD CARE ADMINISTRATION  
OFFICE OF PROGRAM DEVELOPMENT

**SUMMARY:** The procedures for transferring cases within the CARES system for FIA programs was outlined in Action Transmittal 00-34 and-34 Addendum. This action transmittal aligns POC's case transfer process with the FIA process to the extent possible.

### ACTION REQUIRED:

POC staff will use the existing FI clearinghouse workers as a contact when a case is transferring between jurisdictions. A customer's new address must be entered into CCAMIS prior to transfer.

A copy of the paper record must follow the CCAMIS transfer, with the Case Record Transfer Form attached to the front of the record, within five working days. The copy of the case record is sent to the new jurisdiction by certified mail.

The original local department of social services shall maintain all purchase of care documents for the period in which the customer received service. If documents are requested by the new jurisdiction, copies may be sent.

All outgoing and incoming transfers must be reviewed to determine the following:

- 1) The next redetermination date.
- 2) Whether the case was closed or was pending closure prior to transfer.
- 3) Whether the last voucher was expired or is still being paid.
- 4) The length of the customer's activity.

When a customer does not notify the current jurisdiction and arrives at the new jurisdiction requesting services, the new jurisdiction must notify the current jurisdiction. The two clearinghouse staff will coordinate the case transfer using the regulation and policy guidelines below.

**POLICY GUIDELINES (COMAR 07.04.06.06F(1) & (2))**

- A. If a customer receiving POC moves from one jurisdiction to another and the new jurisdiction has child care funds available:
  1. The customer must apply for POC in that jurisdiction. Once the eligibility is determined, a new voucher can be issued.
  2. The original local department must expire the voucher and close the case after issuing a 5-day adverse action notice.
- B. If the new local department does not have available funds to pay for the family's child care services then:
  1. The new jurisdiction shall place the customer on the waiting list.
  2. The original jurisdiction shall issue a new voucher and continue paying until the next reconsideration.
  3. If the customer, who has moved to the new jurisdiction, chooses a provider in the new jurisdiction, the original local department shall expire the current voucher and reissue a voucher for the remainder of the certification period.
  4. At least 45 days prior to the redetermination date, the original jurisdiction shall notify the customer that their voucher will expire, their case will be closed and they should apply for service in their jurisdiction of residence.

5. The original jurisdiction shall give a 5-day adverse action notice of service termination to the customer and the provider.
6. For the period prior to redetermination, the original jurisdiction is responsible for issuing new vouchers resulting from a change in circumstances. The voucher expiration date must be the same as the redetermination date.

**INQUIRIES:** Please direct policy inquiries to: Linda Zang 410-767-7813 or e-mail her at [lzang@dhr.state.md.us](mailto:lzang@dhr.state.md.us).

cc: DHR Executive Staff  
FIA Management Staff  
CCA Management Staff  
CCA Office of Program Development Staff  
Constituent Services  
OIM Help Desk