



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 02-33

Effective Date: January 1, 2002

Issuance Date: November 30, 2001

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

**FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR, FIA  
JOSEPH DAVIS, EXECUTIVE DIRECTOR, OOE, DHMH**

**RE: CERTIFICATION PERIODS AT APPLICATION AND RECERTIFICATION**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS**

### **SUMMARY:**

This is one of several action transmittals for Temporary Cash Assistance (TCA) that is being issued as the result of the adoption of new Family Investment Program (FIP) Code of Maryland Regulations (COMAR 07.03.03.01 through .26). Prior FIP regulations were repealed and new FIP regulations were adopted in November 2001.

Former guidelines for eligibility determination were defined and specific. At application and recertification, local departments certified:

- Child-only cases for one year
- Households with an active independence plan annually; and
- Other cases based on the family circumstances, in accordance with local plans.

### **ACTION REQUIRED:**

This action transmittal gives local departments the flexibility to determine certification periods for their TCA cases as long as the certification periods **do not exceed 12 months**. Case managers, in accordance with their local department management plans, have the option to certify for shorter periods to accommodate individual TCA assistance

unit situations.

**ACTION DUE:**

This policy is effective on January 1, 2002 for all applications and recertifications on or after this date.

**CASE NARRATION:**

Case managers must narrate all case activities carefully. Narration must be clear, concise, and complete according to the action taken by the case manager. Good narration also supports the local department decision in the event of a fair hearing or selection of the case for Quality Control review.

**RIGHT TO APPEAL**

As a reminder, local departments shall advise households of their right to appeal a local department decision and the procedures for requesting a fair hearing. Local departments must also advise households of any legal services that might be available to them during a fair hearing. Customers may call the Legal Aid's toll-free number, 1.800.999.8904 for assistance.

**INQUIRIES**

Please direct policy questions to Edna McAbier, Bureau of Policy and Training, at 410.767.8805 or email at [emcabier@dhr.state.md.us](mailto:emcabier@dhr.state.md.us).

c: FIA Management Staff  
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