



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA INFORMATION MEMO

Control Number: 02-38

Effective Date: Upon Receipt

Issuance Date: December 14, 2001

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

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

RE: CHANGE REPORTING REQUIREMENTS

PROGRAM AFFECTED: MEDICAL ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY RESEARCH AND SYSTEMS

SUMMARY:

Beginning October 1, 2001 Maryland implemented new Simplified Reporting for Food Stamps (FS) and Temporary Cash Assistance (TCA). Action Transmittal 02-18 provided local departments with the new simplified reporting policy and procedures for FS and TCA cases with earnings. This Information Memo is a **reminder** that the reporting requirements for Medical Assistance (MA) remain unchanged. The MA program **is not subject** to the simplified reporting policy and procedures.

Recipient Responsibility

A recipient or his representative is required to notify the local department of social services within 10 working days of changes affecting the eligibility of a member of the assistance unit. This means any change that affects any MA assistance unit member, in particular changes in assistance unit size or the customer's address.

Case Manager Responsibility

The case manager must take the appropriate action on all reported changes.

INQUIRIES:

Please direct Medical Assistance questions to Cynthia Davis at 410-767-7495.

c: DHR Executive Staff
FIA Management Staff

Constituent Services
Help Desk