



Department of Human Resources
311 W. Saratoga St.
Baltimore, MD. 21201-3521

FIA INFORMATION MEMO

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**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

**RE: NEW INFORMATION TO RETRIEVE THE FOOD STAMP AND TCA
MANUALS FROM THE FIPNET AND INTERNET**

**PROGRAM AFFECTED: FOOD STAMPS (FS) AND TEMPORARY CASH
ASSISTANCE (TCA)**

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

Updated Temporary Cash Assistance and Food Stamp policy manuals are now available on the FIPNet. Now you can access the manuals through the FIPNet as well as on-line through the DHR website.

The procedure for accessing the FIPNet has not changed. Click on FIPNET on the left side of the DHRNet contents page, then click on TCA Manual or Food Stamps on the FIPNet page.

The procedure to access the DHR website is basically the same no matter what search engine you are using as long as you have **internet access** on your computer.

1. Enter the following web address in the address line or in the space where the screen indicates for you to enter descriptive information for what you are searching for, **<http://www.dhr.md.state.us>**.
2. Press the enter key or use the mouse and left click once
3. The DHR Welcome page will be displayed.
4. On the left side of the screen is the menu. Use the mouse and left click once on the Table of Contents (TOC). You can also use the up and down arrows on the right side of the key board to highlight the topic you wish to select and then press enter. The programs and services available through DHR will be listed.

5. Scroll down (you can use the down arrow on the right side of your keyboard) to the Family Investment Administration (FIA) listing.
6. Using the mouse left click once on the FIA listing or press enter. The FIA Welcome page will be displayed. The programs and services provided through FIA are listed on the left side of the screen.
7. Again, left click once or highlight using the arrow keys either the FS or TCA manual listing to access it.

There will be additional policy updates within the next few weeks. Quarterly updates to the manuals on FIPNET and the DHR website are planned to coincide with the quarterly policy briefings.

We also encourage you to explore both the DHR and FIA websites for additional agency information including program information and telephone numbers and e-mail addresses of DHR employees statewide.

INQUIRIES

Please direct food stamp questions to Kay Finegan at 410-767-7939 or Marilyn Lorenzo at (410) 767-7333 and TCA questions to Jo-Ann Showalter at 410-767-7956 or Edna McAbier at 410-767-8805.

cc: DHR Executive Staff
FIA Management Staff
Constituent Services
OIM Help Desk
RESI