



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA INFORMATION MEMO

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

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

RE: ACTION TRANSMITTALS AND INFORMATION MEMOS FOR 2002

PROGRAMS AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

The Office of Policy Research and Systems (OPRS) answers policy and procedures questions from local departments statewide on a daily basis. When providing clarification, the caller is often referred to a specific Action Transmittal (AT) or Information Memo (IM) that outlines the policy or procedure in question.

The Bureau of Policy and Training developed listings of ATs and IMs issued for State Fiscal Year (SFY) 2002 – from July 1, 2001 through June 30, 2002. The attached list includes the number, the originating office, the topic, and the programs affected. ATs and IMs are numbered consecutively.

The list of ATs and IMs for SFY 2002 is numbered from 02-01 through 02-89. Programs affected include Temporary Cash Assistance (TCA), Food Stamps (FS), Medical Assistance (MA), Emergency Assistance (EA), Transitional Emergency Medical and Housing Assistance (TEMHA), Public Assistance to Adults (PAA), and Purchase of Care (POC).

INQUIRIES

Please direct questions, comments or requests for ATs or IMs not received to Stephanie Adams, Bureau of Policy and Training, at 410.767-8121.

c: FIA Management Staff RESI
Constituent Services CTF
Help Desk

ACTION TRANSMITTALS and INFORMATION MEMOS - SFY 2002

July 1, 2001– June 30, 2002

AT #	Issued By	Issue Date	Topic	Program(s)
02-01	OPRS	7/17/01	AT & IM Listing for SFY 2001	INFO MEMO ALL
02-02	"	7/23/01	Citizenship and Immigrant Status and Sponsored Immigrants	FS
02-03	"	8/8/01	SSA/SSI COLA Lump Sums	ALL
02-04	"	8/10/01	NVRA of 1993 - Reminder	INFO MEMO ALL
02-05	"	8/10/01	Custodial Parents Convicted of a Drug-Related Felony	TCA,FA,MA
02-06	"	8/15/01	Interpretation Services for Non-English Speaking Households	ALL
02-07	"	8/17/01	Customer's Right to Refuse to Work with a Religious Organization	INFO MEMO ALL
02-08	"	8/23/01	Services for Immigrant Survivors of Domestic Violence	TCA, FS, MA
02-09	"	9/11/01	ABAWDS - Final Rule	FS
02-10	"	9/11/01	Verification	FS
02-11	"	9/11/01	Reporting Changes in Unearned Income from a Private Source	FS
02-12	"	9/11/01	Family Sub. Supp. Allowance for Members of Armed Forces	FS
02-13	"	9/12/01	Rent Subsidy	TCA
02-14	"	9/12/01	Treatment of IDA Funds	FS
02-15	"	9/12/01	Failure to Comply with a Requirement of a PA Program	FS
02-16	"	9/12/01	Exclusion of Vehicles	TCA, TEMHA, PAA, FS, MA

02-17	OPRS	9/11/01	Immigrants Victims of Severe Trafficking Treated as Refugees	ALL
02-18	"	9/14/01	Simplified Reporting Requirement	TCA, FS
02-19	"	9/20/01	New Out-of-Home Services Office	INFO MEMO ALL
02-20	"	9/21/01	TCA & FS Mass Change	TCA, FS
02-21	"	10/12/01	Change in Claims/OP Policy	FS
02-22	"	10/15/01	Refugee Employment Services	INFO MEMO RCA
Rev. 02-22	"	11/14/01	Refugee Employment Services	INFO MEMO RCA
02-23	"	10/15/01	Use of CSB 3 rd Party Payments	INFO MEMO TCA
02-24	"	10/31/01	Ensuring Access to TANF Programs by Disabled People	INFO MEMO ALL
02-25	"	10/31/01	Earned Income Change Reporting: Migrants, ABAWDs, New Income	FS
02-26	"	11/17/01	Lump Sum Shortened Period of Eligibility	TCA
02-27	"	11/17/01	Applicants/Recipients Quitting a Job without Good Cause	TCA
02-28	"	11/17/01	Child from a Sanctioned AU Living with Another Caretaker Relative	TCA
02-29	"	11/17/02	Reconciliation of DEAP/TCA Cases on CARES	TCA
02-30	"	11/17/01	Change to Automatic Re-enrollment for HealthChoice Recipients	INFO MEMO MA
02-31	"	11/17/01	Applicants/Recipients Filing for Potential Resources	TCA
02-32	"	11/23/01	POC Changes in Income and Provider Payment Rates	POC
REV 02-32	"	5/22/02	POC Changes in Income and Provider Payment Rates	POC
02-33	"	11/30/01	Certification Periods at Application and Recertification	TCA
02-34	"	11/30/01	RSDI and SSI Cost-of-Living Increase and Related Increases	ALL

02-35	"	12/7/01	2001 1 st , 2 nd and 3 rd Quarterly Briefing Q and A	INFO MEMO FS
02-36	"	12/19/01	New MA Waiver Unit Office	INFO MEMO MA
02-37	"	11/7/01	Maryland Primary Care Enrollment CAP	INFO MEMO TEMHA
02-38	"	12/14/01	Change Reporting Requirements	INFO MEMO MA
02-39	"	12/14/01	Social Security Disability/SSI Benefits	ALL
02-40	"	12/12/01	Absence of Household Members Due To Military Obligations	INFO MEMO TCA, FS, MA
02-41	"	12/12/01	Additional Excluded Unearned Income	TCA, MA
02-42	"	12/26/01	POC Case Transfer Policy	POC
02-43	"	12/27/01	New Baltimore County Long Term Care District Office	INFO MEMO MA
02-44	"	1/28/02	TCA 60-Month Time Limit Reports	INFO MEMO TCA
02-45	"	2/1/02	September 2001 Quarterly Briefing Q and As	INFO MEMO ALL
02-46	"	2/2/02	CARES 2002 Prod Oper Schedule	INFO MEMO ALL
02-47	"	2/3/02	Conciliation and Sanction Policy & Procedures Updated Guide	TCA, FS, MA
02-48	"	2/18/02	Clarification of Fleeing Felon and Parole Violators Policy	TCA,FS
02-49	CCA	2/27/02	POC Income Calculations	POC
02-50	OPRS	3/5/02	Counting Income and Resources of an ABAWD	FS
02-51	"	3/12/02	Application Processing - Scheduling Interviews	FS
02-52	"	3/13/02	2002 Federal Poverty Levels and FIP Schedule Update	TCA
02-53	"	3/14/02	60-Month Time Limits Compliance for Customers from Out of State	TCA
02-54	"	3/15/02	Simplified Redet Process for Combined QMB/SLMB and FS HH	MA, FS

02-55	"	3/22/02	Narration Guide	ALL
02-56	OPRS	3/25/02	CSB Child L/W Another CTR	TCA
02-57	"	3/25/02	Removal Expiration Dates Cert Letters/Victims Severe Trafficking	INFO MEMO ALL
02-58	"	3/26/02	Military Reenlistment Bonuses	TCA, FS, MA
02-59	"	3/27/02	New Medical Assistance Waiver Unit Office	INFO MEMO MA
02-60	"	3/28/02	BCDSS New SSI Unit Office	INFO MEMO SSI MA
02-61	"	4/3/02	Verification of Work Activities and Attendance	TCA
02-62	"	4/9/02	Uncapped Shelter Deduction	INFO MEMO FS
02-63	"	4/9/02	Child Support Collections	INFO MEMO ALL
02-64	"	4/15/02	Procedures to Retrieve FS & TCA Manuals from the Internet	INFO MEMO TCA, FS
02-65	"	4/15/02	Indigent Immigrants	INFO MEMO FS
02-66	"	4/25/02	MMIS II Interface for Med Claim # Alpha CARES UINC Screen	MA
02-67	"	5/15/02	Denying Applications and Delays in Application Processing	FS
02-68	"	5/2/02	Prorating Utility Allowance when HH member is Ineligible	FS
02-69	"	5/3/02	Income-Producing Property	TCA, MA
02-70	CCA/ OCCS	5/4/02	POC Contact List	POC
02-71	OPRS	5/10/02	Waiver of ABAWD Requirements	FS
02-72	"	5/11/02	Medical Expense Deduction	FS
02-73	"	5/11/02	Changes in Substance Abuse, Etc.	TCA, FS
02-74	"	5/1/02	Request for Contact - IPV	FS

02-75	"	5/14/02	Excluded Resources Retirement/Pension Plans	INFO MEMO ALL
02-76	"	5/15/02	Address Change for INS	INFO MEMO TCA, FS
02-77	OCI	5/22/02	Computer Based Enhancements	All Programs Except POC
02-78	"	5/24/02	Revised Authorization for IAR (DHR/FIA Form 340)	TCA, TEMHA
02-79	OPRS	5/29/02	Time Limit for Quitting a Job W/O Good Cause for TCA Applicants	TCA
02-80	"	5/30/02	Primary Preventive Initiative (PPI) Preschool Health and School Allowances	TCA
02-81	CCA	06/08/02	Signatures on Purchase OF Child Care Vouchers	POC
02-82	OPRS	6/13/02	Questions and Answers From March Quarterly Briefing	All Programs
02-83	"	Upon Receipt	Applications for SSI and SSDI	TEMHA
02-84	"	06/14/02	Elimination Of Simplified Reporting For TCA	TCA
02-85	"	6/14/02	Increase In Eligibility Standards For RMA	RMA
02-86	"	6/24/02	Supervisory Review System	ALL
02-87	"	06/27/02	SSI/SSDI Application Requirement For DEAP/TCA	TCA
02-88	BAS	06/19/02	State Review Team DHR/FIA 161 Form (Authorization For Release of Information)	MA & TEMHA
02-89	OPRS	07/05/02	Updated State-Funded TCA Chart	TCA