



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA INFORMATION MEMO

Control Number: 03-10

Issuance Date: August 27, 2002

**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: SUPERVISORY REVIEW SYSTEM**

**PROGRAM AFFECTED: FOOD STAMPS (FS)**

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

**SUMMARY:**

The Family Investment Administration recognized the need for additional CARES functionality to support the supervisory review of Expedited Food Stamp cases. A software modification will be implemented on August 23, 2002 to allow the review of an expedited FS case, in suspended 'S' status. Currently, this case must be manually added to the SRS sample list.

**REMINDER:**

CARES is designed to determine whether the reviewer is in the same district office as the review. If the review is not in the same DO but is in the same local department, the reviewer must have a universal access user ID. Access to SRS is granted only by completion of the #672 security form and forwarding it to OIM for an updated user profile.

**INQUIRIES:**

Please direct inquiries to Emma Tisdale-Clary at (410) 238-1298.

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