



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA INFORMATION MEMO

**Control Number:**

03-23

**Effective Date: Immediately**

**Issuance Date: October 11, 2002**

**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: INDEX OF ACTION TRANSMITTALS AND INFORMATION MEMOS**

**PROGRAMS AFFECTED: ALL PROGRAMS**

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

### **SUMMARY:**

The Family Investment Administration has compiled for your use an Index of Action Transmittals (ATs) and Information Memos (IMs). The attached Index lists ATs and IMs from June 1996 through September 2002 and is in alphabetical order by subject. This handy paper index will be useful in retrieving information on policies to assist you in your work. It will simplify locating an AT or IM on a particular policy and should be a time saver.

To further assist you, you may also reference the automated indexing of transmittals on FIPNET. On the DHRNET website click on [FIPNET](#), then click on [Transmittals](#), and under [ATS Search](#), type in a subject or topic and click the [Search](#) key. The index will list the transmittals on the subject you have entered and you may click on [Summary](#) or [Full](#) for each transmittal.

**INQUIRIES:** Please direct inquiries to Sandra Dawson at (410) 767-7931 or [sdawson@dhr.state.md.us](mailto:sdawson@dhr.state.md.us).

### Attachment

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