



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

Family Investment Administration  
**ACTION TRANSMITTAL**

Control Number: #03-26

Effective Date: January 1, 2003

Issuance Date: November 23, 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: CHANGE IN ADVERSE ACTION TIME FOR TCA AND FS**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE AND FOOD STAMPS**

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

**SUMMARY:**

In 1995 Maryland began the process of welfare reform under a federally approved demonstration waiver. This demonstration waiver allowed us to use a five working day adverse action period for Temporary Cash Assistance and food stamps. We have lost the federal authority to continue to use a five working day adverse action period.

Adverse action is any action that reduces, suspends or terminates a customer's TCA or FS benefits. This AT describes only changes for providing customers with **timely notice** prior to taking an adverse action. Please refer to the TCA manual Chapter XIV, Section 1 and FS Manual Section 430 for further clarification of adverse action policy. Both manuals are accessible online from the DHR website ([www.dhr.state.md.us](http://www.dhr.state.md.us)) or the Family Investment Program (FIPNET) website on the Intranet.

**ACTION REQUIRED:**

Adverse action time for TCA and FS **increases from 5 working days to 10 calendar days effective January 1, 2003**. That means there must be at least 10 calendar days beginning the day after the notice is **mailed** to the customer to the date the adverse action becomes effective.

**Examples**

The case manager mails an adverse action notice on January 15, 2003. The 10-day adverse action period begins on the 16<sup>th</sup> and ends at the close of business on January 25. The adverse action affects eligibility February 1, 2003.

**JANUARY 2003**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15 Adverse Action processed in CARES and mailed	16 Adverse Action period begins	17	18
19	20 Holiday	21	22	23	24	25 Adverse Action period ends
26	27	28	29	30	31	Feb.1 Adverse Action is effective

The case manager mails an adverse action notice to a customer on January 24. The adverse action time period begins on the 25 and ends on February 3. The adverse action effects eligibility March 1.

**JANUARY 2003**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19	20 Holiday	21	22	23	24 Adverse Action is Processed in CARES and mailed	25 Adverse Action period begins
26	27	28	29	30	31	

**February 2003**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						February 1
2	3 Adverse Action period ends at close of business	The adverse action affects March eligibility.				

## **Payment Accuracy**

The increase in adverse action time for timely notice is effective January 1, 2003. CARES accounts for weekends and holidays in determining correct adverse action time. Case managers must take appropriate action on changes to ensure that adverse action is effective in the appropriate month.

## **INQUIRIES:**

Please refer Food Stamp policy questions to Marilyn Lorenzo at 410-767-7333 or Kay Finegan at 410-767-7939. Direct Temporary Cash Assistance policy questions to Jo-Ann Showalter at 410-767-7956.

c: FIA Management Staff  
Constituent Services  
DHR Help Desk  
RESI