



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

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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, FIA

TERESA KAISER, EXECUTIVE DIRECTOR, CSEA

RE: COMPLETION OF THE "STATE OF BIRTH" FIELD ON CARES

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

BACKGROUND:

The Child Support Enforcement System (CSES) recently received a data reliability audit. The results of the audit showed that CSES did not capture data in a category known as *Paternity Established for Children in the State of Maryland* and did not use the "Place of Birth" field to determine eligibility for this category. If CSES fails to capture accurate information about this category of information, the State of Maryland may suffer financial penalties, in both block grant and child support incentives.

The Child Support Enforcement Administration (CSEA) is drafting policy and procedures to address the issue. In addition, CSEA is asking FIA to address the "State of Birth" information passed to CSES through CARES.

ACTION REQUIRED:

Initially, CSES will run a one-time-only job to populate the "State of Birth" on DEM1 in CARES. "MD" will appear in the "State of Birth" field for all children with active child support cases whose social security number is from 212000000 to 220999999.

After this run, case managers must address the “State of Birth” field on the DEM1 screen for all other children in the assistance unit either during application, redetermination or interim change. Only enter the state where the child was born. Do not enter data in the “City” field. The customer does not need to provide verification of birth. If the caretaker relative, other than the parent, does not know where the child was born, leave the field blank. Document in the CARES narrative the reason the field remains blank.

ACTION DUE: Effective immediately

INQUIRIES: Please direct all policy questions to Gretchen Simpson, (410) 367-7594.

cc: FIA Management Staff
Constituent Services
DHR Help Desk
RESI