



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: #03-40

Effective Date: 4/1/03

Issuance Date: April 15, 2003

**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: ELIMINATING THE 60-DAY LOOK BACK PERIOD FOR VOLUNTARY
QUIT**

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

Action Transmittals #'s 02-27 and 02-79 address policy concerning TCA customers who voluntarily quit a job without good cause. Both transmittals state that TCA adults and children age 16 and older (not including minor parents) cannot voluntarily quit a job without good cause. AT# 02-79 implemented a look back period of 60 days when an applicant quit a job without good cause. In an effort to simplify work requirement policy, FIA has made both 02-27 and 02-79 obsolete.

ACTION REQUIRED:

When a TCA applicant quits a job without good cause, the case manager will no longer apply the 60-day look back rule. Under the revised policy TCA adults and children age 16 and older not enrolled in school must comply with **all work activities**, including going to work and remaining employed once they have found a job. When an applicant or recipient voluntarily quits a job without good cause, the case manager shall consider the behavior as non-compliant with work activities and take the appropriate action.

- If an applicant who is a mandatory participant in work activities quits a job without good cause, that person must participate in a work activity immediately to prevent a sanction. Failure to participate may result in denied benefits.
- At application or reapplication, always review any prior case information for possible unsatisfied sanctions. If a customer has not cured a prior sanction, follow the

appropriate conciliation and sanction procedures.

- When an adult cures a sanction, reopen the case. When a child cures a sanction, restore the child's need.
- Reopen or restore benefits as follows:
 - ✓ **First instance** – Immediately upon complying with the work requirement
 - ✓ **Second instance** – After 10 calendar days of complying with the work requirement
 - ✓ **Third instance** – After 30 days of complying with the work requirement; See action transmittal # 02-47 for additional sanction and conciliation information

REMINDER

A primary program goal is to empower customers as they work to achieve independence and realize personal responsibility through full employment. Our objective is to **encourage** customers to be responsible for their actions. The local departments have the flexibility to structure work activities that discourage non-compliant behavior and help customers develop better work habits.

NARRATION

Case managers must narrate all case activity clearly and concisely. Remember to record the sanction instance and the **one-time-only** conciliation period. Good narration also supports the local department decision in the event of a fair hearing or Quality Control review.

EFFECTIVE DATE

April 1, 2003

INQUIRIES

Please direct policy questions to Gretchen Simpson, Bureau of Policy and Training at 410.767.7937 or e-mail gsimpson@dhr.state.md.us.

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