



**FAMILY  
INVESTMENT  
ADMINISTRATION**

## **INFORMATION MEMO**

**Issuance Date: July 6, 2004**

**Effective Date: Immediate**

**Control Number: 04-39**

**TO: DIRECTORS, LOCAL DEPARTMENT OF SOCIAL SERVICES  
DEPUTY/ ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF  
LOCAL HEALTH DEPARTMENT STAFF**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR  
JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, DHMH/OOE**

**RE: WAIVER CASE REDETERMINATIONS**

**PROGRAM AFFECTED: MA WAIVER**

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

### **SUMMARY:**

Recently DHR became aware of an issue with regard to associated H-track waiver redeterminations. The redetermination information packet (9702) for these waiver cases are not being forwarded to the Division of Eligibility Waiver Services in a timely manner. The Waiver Division is responsible for all eligibility, interim change and maintenance decisions with regard to all H-track Waiver AUs. If a waiver recipient in the H-track is included on an active associated AU at the LDSS (i.e. Food Stamps, TCA, FAC MA etc) or LHD (i.e. MCHP) the following instructions will ensure that H-track AU's are redetermined timely. This process is necessary to ensure that the MA waiver case is properly evaluated using manual processing, as all eligibility for waiver recipients is completed off-line. CARES is the mechanism used once eligibility has been determined to deliver the Waiver Medical Assistance benefits.

### **ACTION REQUIRED**

When the H-track Waiver redetermination packet is received at the LDSS/LHD, the case manager should immediately forward it to the following address:

Division of Eligibility Waiver Services  
6 St Paul Street Suite 400  
Baltimore, Maryland 21401

Remember, the LDSS/LHD that is responsible for the associated AUs (TCA, FS, FAC MA), will remain the office of record for the entire case.

Please direct questions concerning Waiver cases to Cathy Sturgill at 410-238-1247 or email [csturgil@dhr.state.md.us](mailto:csturgil@dhr.state.md.us). Direct all CARES inquiries to Gina Roberts at (410) 238-1297.

cc: FIA Management Staff  
Constituent Services  
DHR System Support Center

