



Department of Human Resources  
 311 West Saratoga Street  
 Baltimore MD 21201

Family Investment Administration  
**ACTION TRANSMITTAL**

Control Number: 05-33 Revised

Effective Date: Upon Receipt

Issuance Date:

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

**FROM: KEVIN MCGUIRE, EXECUTIVE DIRECTOR, FIA  
 JOSEPH E. DAVIS, DIRECTOR, DHMH/OOEP**

**RE: APPLICATIONS FOR PRISON INMATES PRIOR TO RELEASE**

**PROGRAMS AFFECTED: ALL FIA PROGRAMS**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**SUMMARY:** This revision adds procedures for the local departments and CARES procedures to help assure that eligibility will begin on the date the customer is released from incarceration. The liaison lists have also been updated.

In 1993, the Secretaries of DHR and the Maryland Department of Public Safety and Correctional Services (DPSCS) signed an agreement to assist certain inmates in filling out applications for FIA benefits and programs. This process will be initiated through interaction between Local Department of Social Services (LDSS) staff and Department of Public Safety and Correctional Services (DPSCS) staff prior to the inmates' release from incarceration. In 1998, FIA issued an action transmittal (FIA/OPR #98-46) that outlined the responsibilities for the two departments in serving this population, as well as procedures for processing these applications.

FIA, DHMH, DPSCS and local administrators recently held a series of meetings to review concerns about the procedures. As a result of those meetings, some changes have been made to the policy, and the Secretaries of the respective departments signed a new agreement. This action transmittal provides the guidelines and responsibilities for DPSCS, DHR, and LDSS staff in processing applications for FIA benefits. While it is expected that the majority of the applications will be for expedited Medical Assistance

(MA), an inmate may also qualify for the Temporary Disability Assistance Program (TDAP), Temporary Cash Assistance (TCA) or Food Stamps (FS).

**Eligibility Criteria** - To be eligible, an inmate must:

- Reside in the state of Maryland upon release;
- Be serving a sentence and have a projected release date of at least six weeks in the future;
- Have no detainers that would result in incarceration in another jurisdiction;
- Be terminally ill; or
- Be diagnosed with a chronic physical or mental illness requiring treatment upon release.

**ACTION REQUIRED:**

**A. Department of Public Safety and Correctional Services Responsibilities**

The Department has established procedures for identifying inmates covered by this agreement and assessing and transmitting information to the LDSS Inmate Liaison (See Attachment A).

**Department of Public Safety and Correctional Services staff:**

1. Identifies all inmates who appear to meet the established criteria.
2. Completes a needs assessment to determine if inmate is a candidate for services.
3. Develops a release plan that indicates whether the inmate will reside in the community (with family or friends, in a rental situation, etc.) or reside in an institution (hospital, hospice, nursing home, etc.).
4. Makes a referral to LDSS 60 days prior to the inmates' expected release dates. The referrals must include a release plan, an application for benefits, and all verifications and documentation necessary for LDSS to determine eligibility for benefits. (Inmates to be released to state operated facilities will not be referred to LDSS). Staff at these facilities handles eligibility for MA). Applications for appropriate FIA programs are handled as follows:
  - DPSCS staff conducts a face-to-face interview to determine which FIA programs the inmate may be potentially eligible for and assists the inmate in completing the DHR/FIA application form. **This interview satisfies the face-to-face interview requirement for the medical assistance program only.** This is done within a time frame that allows the application to be forwarded to the LDSS at least 60 days prior to the inmate's release date. It also allows ample time for an SRT determination to be made. The anticipated release date must be written at the top of the application when forwarded to the LDSS Inmate Liaison.

- DPSCS supplies the following minimum information:
    - ✓ Address and type of living arrangement upon release,
    - ✓ Verification of Social Security number,
    - ✓ Current or projected income verification. If no income, documentation of how living expenses will be paid,
    - ✓ Verification of resources such as bank accounts, life insurance, etc., if applicable,
    - ✓ Evaluation of Impairment forms DHR/FIA 402B and DHMH 4204 **completed by the DPSCS medical department** to demonstrate the medical problem,
    - ✓ Signature of customer or representative on DHR/FIA 161, Authorization to Release Information, **including name and telephone number of medical provider** completing medical documentation (402B and 4204).
    - ✓ Verification that application for all potential benefits has been made.
  - DPSCS staff contacts SSA and obtains verification of the status of SSDI/SSI applications if needed,
  - DPSCS staff calls the LDSS Inmate Liaison in the jurisdiction where the customer will be living and alerts them that an application for benefits and the information needed to determine eligibility for the specified program is being forwarded. DPSCS provides the name and phone number of the DPSCS Inmate Liaison (See Attachment B) assigned to the specific case at this time. DPSCS staff forwards the application, all required verifications, and any appropriate documentation and case summary information from the interview to the appropriate LDSS Inmate Liaison.
  - The information **must be forwarded to the LDSS at least 60 days** before the inmate is released (See Attachment C).
5. Notifies the LDSS Inmate Liaison by phone as soon as a release date is set.
  6. On the date of release for inmates with community release plans, gives the inmates information about the status of their applications for benefits and the address of the LDSS where the case material has been sent. For applications **other than MA**, informs the inmate that he/she must contact the local department to complete the application and **fulfill the face-to-face-requirement**.
  7. On the date of release for inmates with release plans to state institutions, make arrangements for the inmate to be transferred to the institution. If an application for benefits was forwarded to LDSS, notifies the LDSS Inmate Liaison that the inmate was transferred and when this was done.

## **B. Family Investment Administration Responsibilities**

FIA Central provides DPSCS with DHR/FIA applications and forms necessary to establish eligibility for FIA programs.

### **Local Department FIA staff:**

1. Upon receipt of an application from DPSCS, the LDSS Inmate Liaison date stamps the application to register the application date. The LDSS Inmate Liaison maintains a log of incoming DPSCS applications, case manager assignment, and case dispositions. The release date provided by DPSCS is the date the customer is eligible to receive benefits.
2. The LDSS Inmate Liaison assigns the application and accompanying documents to an FIA case manager to review the case for eligibility processing and pend on CARES.
3. The FIA case manager completes a referral to the DHR State Review Team (SRT). Write "**DPSCS Request**" on the SRT form for expedited SRT processing. SRT completes these referrals and returns them to the LDSS Inmate Liaison.
4. If additional information is needed, the LDSS Inmate Liaison contacts the DPSCS Liaison (See Attachment B) by phone or fax to request the additional information. Contact the regional supervisor in the areas that do not have a DPSCS Liaison listed. Also, send a DHR/FIA 1052 Request for Information to the inmate c/o the DPSCS Liaison to follow up the informal request. Set an alert to follow up by the 15<sup>th</sup> day.
5. If the requested information is not received within 15 days, (30 days if the DPSCS Liaison has requested additional time because he/she is having difficulty obtaining the required documentation), send second notice (1052) requesting outstanding verifications. Allow 10 days for verifications to be returned. If verifications are not returned, deny the application using appropriate denial code for failure to return required verification. Send appropriate notices to the inmate c/o the DPSCS Liaison.
6. Upon notification by the DPSCS that the inmate has been released, the FIA case manager provided all the required documentation and verifications are at the LDSS, makes an eligibility decision and sends appropriate notices to the inmate c/o the DPSCS Liaison.
  - If application was denied for failure to provide requested verifications, the LDSS Liaison contacts the DPSCS Liaison by phone or fax requesting the outstanding verifications. Also send a DHR/FIA 1052 requesting outstanding verifications.
  - If the customer is determined eligible, the DSS case manager must fax information to the DHMH Division of Recipient Eligibility Programs (DREP) on the day of the inmate's discharge, so that DREP may activate the case on MMIS.

- In the upper left corner of the C-TAD, write “DPSCS REQUEST” in bold lettering. This identifies the customer as a pre-release inmate and alerts DREP to process the C-TAD immediately.
- On the C-TAD, enter in the eligibility begin date field, the first day of the month (Example: 05/01/05) in which the customer became eligible for community medical assistance.

**Remember:** This population is eligible to receive community medical assistance in the month of release if they meet medical assistance eligibility requirements.

- Update the narration on CARES, indicating the actual date the inmate was released.
- The next day, the MA card will be issued and the provider can check the Eligibility Verification System (EVS) to verify the person’s eligibility.

### **State Review Team Responsibilities**

- The State Review Team supervisor will review the referral packet to ensure that it contains the DHR/FIA 707, 402B, 4204, DHR/FIA 161 and the expected release date. Failure to submit these documents will result in the referral packet being returned to the LDSS.
- The State Review Team supervisor has 30 days from the date the referral is received at SRT to render a disability decision. If additional medical documentation is required the decision may take up to 60 days. The LDSS Inmate Liaison must ensure all medical documentation is provided with the referral packet to expedite the process.
- The State Review Team supervisor will give priority to the DPSCS referrals and will return the disability decision to the LDSS as expeditiously as possible.

**Due to changes in Social Security’s disability listings, ALL 402B medical forms must be referred to the SRT for a disability determination.**

### **CARES PROCEDURES**

When a DPSCS application is received in the local department, case managers must remember to take the following actions when processing an application:

- Follow normal application screening procedures (OPTION J from AMEN)
- In Interview (OPTION O), on the ADDR screen, enter a “Y” in the Authorized Rep field.

- On the AREP screen enter R1 in the Rep Type field, and OU in the Relationship field. Then enter identifying information for the DPSCS contact person.
- If a customer is incarcerated during any processing month (Option P) enter “JL” in the Living Arrgmt field on the DEM1 screen in order to deny assistance for that month with the appropriate code.
- In the month the customer has been determined eligible for community medical assistance, enter “AH” in the living arrangement field on the DEM1 screen.
- On the DEM2 screen, enter the appropriate disability type or “Other” in the Disab/Incap field.
- Also on the DEM2 screen, enter an Approval Source code that is acceptable for the program of assistance that an application has been filed. The Disability Begin Date will be the current date or the date of application.
- Finalize the application (OPTION Q) according to normal procedures.
- Remove the DPSCS AREP from the AREP screen after overnight batch.

**ACTION DUE DATE:** Upon Receipt

**INQUIRIES:** May be directed to Rose Fraqua, (SRT) at (410) 767-8901, Fern Parson, (CARES) at (410) 767-7064, Dorothy Strawsburg, (DPSCS) at (410) 585-3371, Medical Assistance Policy Division (DHMH) at (410) 767-1463, or Deborah Weathers, (Policy, DHR), at (410) 767-7994. Refer systems questions to the Help Desk at (410) 767-7002 or 1-800-347-1350.

## ATTACHMENT A

**Local Department Inmate Liaison List**

COUNTY	LIAISON	TELEPHONE NUMBER	FAX
ALLEGANY	Deb Foote	(301) 784-7070	(301) 784-7222
ANNE ARUNDEL	Mazie Johnson	(410) 269-4605	(410) 974-8566
BALTIMORE CO	Catonsville Sunday Mbagwu	(410) 853-3460	(410) 853-3456
	Essex/Dundalk Paige Vance	(410) 853-3813	(410) 853-3850
	Reisterstown Hazel Whittenburg	(410) 853-3007	(410) 853-3069
	Towson Sandra Pigott	(410) 853-3352	(410) 853-3310
BALTIMORE CITY	Primary Lana Howell	(443) 423-6124	(443) 423-6103
	Backup Elaine Modlin	(443) 423-6087	(443) 423-6101
CALVERT	James Olsen	(410) 286-2184	(410) 286-7428
CAROLINE	Rayshelle Robinson	(410) 819-4467	(410) 819-4504
CARROLL	Phyllis Seipp	(410) 386-3371	(410) 386-3428
CECIL	Barbara Helsel	(410) 996-0335	(410) 996-036
CHARLES	Larriette Neal	(301) 392-6663	(301) 870-3958
DORCHESTER	Sharlene Harris	(410) 901-4206	(410) 901-2927
FREDERICK	Denise Mayer	(301) 694-4571	(301) 631-2663
GARRETT	Tom Rosser	(301) 533-3081	(301) 334-5449
HARFORD	Carol Clark	(410) 836-4764	(410) 836-4917
HOWARD	Primary Hakim Olajide	(410) 872-4200 ext. 325	(410) 872-4222
	Backup Louise Andrews	(410) 872-4200 ext. 318	
KENT	Lisa Smith	(410) 810-7621	(410) 778-9694
MONTGOMERY	Kathy Barrett	(240) 777-3850	(240) 777-1342
PRINCE GEORGE'S	Teresa Harris	(301) 909-7020	(301) 909-7001
QUEEN ANNE'S	Beatrice Brown	(410) 758-8047	(410) 758-8111
SOMERSET	Terry Jackson	(410) 677-4380	(410) 677-4300
ST. MARY'S	Melissa Perley	(240) 895-7049	(410) 895-7099
TALBOT	Martin Payne	(410) 820-6657	(410) 820-7067
WASHINGTON	Sharon Shafer	(240) 420-2320	(240) 420-2299
WICOMICO	Chris Bishop	(410) 543-6858	(410) 341-7953
WORCESTER	Germaine Garner	(410) 677-6881	(410) 677-6812

Updated May 4, 2005

ATTACHMENT B

**Department of Public Safety and Correctional Services Inmate Liaison List**

FACILITIES	CONTACT	TELEPHONE NUMBER
<b>BALTIMORE</b>	Regional Supervisor Jennifer Sears	(410) 878-4165
MD. Reception and Diagnostic Center (MRDCC)	Janet Washington-Rice	(410) 878-4157
Baltimore City Detention Center/ Women's Detention Center (BC/DC/WC)	Harry Conyers Gladys Agwu Donna Dyson Anna Falcon Annette Geiger Lisa Venable	(410) 209-4148 (410) 209-4206/4208 (410) 209-4051 (410) 209-4050 (410) 209-4048 (410) 209-4049
Metropolitan Transition Center (MTC)	Waynyell Jackson Margherita McMullen Victoria Good	(410) 230-1485 (410) 837-2135 x2788 (410) 230-1503
Home Detention Center (HDC)		
Baltimore Pre-Release Unit (BPRU)		
Baltimore City Correctional Center (BCCC)		
MD. Correctional Adjustment Center (MCAC)		
<b>JESSUP</b>	Regional Supervisor Shirley Price	(410) 540-6755
MD. Correctional Institution-Jessup (MCI-J)	Barbara Potts, Supervisor	(410) 540-6714
MD. Correctional Institution-Women (MCI-W)	Pam Norbeck, Supervisor Michael Ruckle Monique Wilson	(410) 379-3893 (410) 379-3896 (410) 379-3895
Baltimore Pre-Release Unit-Women (BPRU-W)		
MD. House of Correction (MHC)	Hannah Gould, Supervisor	(410) 540-6452
MD. House of Correction – Annex (MHC-X)	Debra Williams	(410) 540-6320

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**Department of Public Safety and Correctional Services Inmate Liaison List**

Brockbridge Correctional Facility (BCF)		
Jessup Pre-Release Unit (JPRU)		
Southern MD. Pre-Release Unit (SMPRU)		
Herman L. Toulson Correctional Boot Camp (TBC)	Lauri Day	(410) 799-0059 x 330
Central Laundry Pre-Release Facility (CLF)		
<b>EASTERN</b>	Regional Supervisor Marie Carter	(410) 845-4117
Eastern Correctional Institution (ECI)	Rose Beteck Sylvia Bratten David Parsons	(410) 845-4214 (410) 845-4000 x 6347 (410) 845-4000 x 6350
Eastern Correctional Institution–Annex (ECI-X)	Nancy Lynch	(410) 845-4000 x 5580
Popular Hill Pre-Release Unit (PHPRU)		
Eastern Pre-Release Unit (EPRU)		
<b>WESTERN</b>	Regional Supervisor Bill Taylor	(301) 729-7170
Western Correctional Institution (WCI)	Anita Hartman-Rozas Jack Parsons Clint Lepley Nicholas Bambacus	(301) 729-7246 (301) 729-7221 (301) 729-7201 (301) 729-7211
<b>HAGERSTOWN</b>	Regional Supervisor Mary Ann Ford	(240) 420-1538
MD. Correctional Training Center (MCTC)	Robin Secrist Keri Hendershot-Weymire-	(240) 420-1537 (240) 420-1536
Herman E. Donnelson/ Emergency Housing Unit (HED/EHU)		
MD. Correctional Institution-Hagerstown (MCI-H)	Minerva Rosenthal	(240) 420-2296
Roxbury Correctional Institution (RCI)	Marilyn Crawford Minerva Rosenthal	(240) 420-3264 (240) 420-3263

**LOCAL DEPARTMENT OF SOCIAL SERVICES**

<p>Allegany County DSS P.O. Box 1420 Cumberland, MD. 21502-1420 (301) 784-7000</p>	<p>Towson District c/o Sandra Pigott Drumcastle Center 6401 York Road Baltimore, MD. 21212 (410) 853-3352</p>	<p>Frederick County DSS P.O. Box 237 Frederick, MD. 21705 (301) 694-4555</p>	<p>Queen Anne's County DSS 125 Comet Drive Centreville, MD. 21617 (410) 758-8000</p>
<p>Anne Arundel County DSS 80 West Street Annapolis, MD. 21401 (410) 269-4500</p>	<p>Calvert County DSS 200 Duke Street Prince Frederick, MD. 20678 (410) 286-2100</p>	<p>Garrett County DSS 12578 Garrett Highway Oakland, MD. 21550 (301) 533-3000</p>	<p>Saint Mary's County DSS P.O. Box 509 Leonardtown, MD. 20650 (240) 895-7000</p>
<p>Baltimore City DSS Central Medical Assistance c/o Lana Howell 2000 N. Broadway Baltimore, MD. 21213 (443) 423-6124</p>	<p>Caroline County DSS P.O. Box 100 Denton, MD. 21629 (410) 819-4500</p>	<p>Harford County DSS 2 S. Bond Street Bel Air, MD. 21014 (410) 836-4764</p>	<p>Somerset County DSS P.O. Box 369 Princess Anne, MD. 21853 (410) 677-4200</p>
<p><b>Baltimore County DSS</b> Catonsville District c/o Sunday Mbagwu 910 Frederick Road Baltimore, MD. 21228 (410) 853- 3460</p>	<p>Carroll County DSS 10 Distillery Drive Suite 10 Westminster, MD. 21157 (410) 386-3300</p>	<p>Howard County DSS 7121 Columbia Gateway Drive Columbia, MD. 21046 (410) 872- 4200</p>	<p>Talbot County DSS P.O. Box 1479 Easton, Maryland 21601 (410) 822-1612</p>
<p>Essex District c/o Paige Vance 439 Eastern Avenue Baltimore, MD. 21221 (410) 853-3813</p>	<p>Cecil County DSS P.O. Box 1160 Elkton, MD. 21922 (410) 996-0100</p>	<p>Kent County DSS P.O. Box 670 Chestertown, MD. 21620 (410) 819-7600</p>	<p>Washington County DSS 122 N. Potomac Street Hagerstown, MD. 21741 (240) 420-2100</p>
<p>Reistertown District c/o Hazel Whittenburg 130 Chartley Drive Reistertown, MD. 21136 (410) 853-3007</p>	<p>Charles County DSS P.O. Box 1010 LaPlata, MD. 20646 (301) 392-6400</p>	<p>Montgomery County DHHS 401 Hungerford Road 5<sup>th</sup> Floor Rockville, MD. 20850 (240) 777-1245</p>	<p>Wicomico County DSS 201 Baptist Street Suite 27 Salisbury, MD. 21801 (410) 543-6900</p>
	<p>Dorchester County DSS P.O. Box 217 Cambridge, MD. 21613-0217 (410) 901-4100</p>	<p>Prince George's County DSS 805 Bright Seat Road Landover, MD. 20875 (301) 909-7000</p>	<p>Worcester County DSS P.O. Box 39 299 Commerce Street Snow Hill, MD. 21863 (410) 677-6800</p>