



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA INFORMATION MEMO

**Control Number #06-16**

**Issuance Date: October 11, 2005**

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR**

**RE: ACTION TRANSMITTALS AND INFORMATION MEMOS ISSUED IN  
2003, 2004 and 2005**

**PROGRAMS AFFECTED: ALL PROGRAMS**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

In the past, the Office of Programs issued a yearly listing of all action transmittals and information memos issued in the prior State fiscal year (SFY). We issued the last list for SFY 2002. We stopped providing the yearly list because we now put all action transmittals and information memos on the DHR FIPNet. The FIPNet lists all the transmittals numerically along with the title. The FIPNet action transmittal list also has a search feature.

Although most case managers have access to the FIPNet, we have heard that it is not readily available to some. To help local departments who do not have access to the FIPNet to find policy information, we have prepared the attached listing of the action transmittals and information memos. The list includes policy information issued during State fiscal years 2003, 2004 and 2005 and includes the number, the originating office, the title, and the programs affected.

### **INQUIRIES**

Please direct questions to Rick McClendon at 410.767-7307.

#### Attachment

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

## ACTION TRANSMITTALS AND INFORMATION MEMOS – SFY 2003

AT #	Issue Date	Topic	Programs
03-01	7/11/02	Households Eligible for Expedited Food Stamps who apply after 15 <sup>th</sup> of the Month	FS
03-02	7/25/02	Application for the Maryland Energy Assistance Program and the Electric Universal Service Program	MEAP and EUSP
03-03	7/25/02	New 60-Month Time Limit Requirement	TCA
03-04	7/26/02	New Work Requirements Procedures for DEAP/TCA Customers	TCA
03-05	8/8/02	Claims Collection Procedures	FS
03-06	8/9/02	Purchase of Child Care Intentional Program Violations	POC
03-07	8/13/02	Action Transmittals and Information Memos for 2002	All Programs
03-08	8/21/02	Overpayment Demand Letter (Notice 18)	TCA & FS
03-09	8/21/02	Overpayment Repayment Agreement (Notice 43)	TCA & FS
03-10	8/27/02	Increase in the Resource Limit for Households with Disable Members	FS
03-11	8/28/02	Supervisory Review System	FS
03-12	8/30/02	Purchase of Child Care Health and Safety Standards Packet	POC
03-13	9/9/02	Food Stamp Mass Change – October 2002	FS
03-14	9/11/02	New DHR/FIA CARES 9701 Application Package (3/02), DHR/FIA CARES 9701A Facts Sheet (03/02) and DHR/FIA CARES 9707 Rights & Responsibilities (Revised 3/02)	All Programs
03-15	9/12/02	Food Stamp Eligibility for Legal Immigrants with A Disability; Review of Legal Immigrant Policy	FS
03-16	9/17/02	Increase In Earned Income Disregard	TCA
03-17	9/23/02	Questions and Answers from June 2002 Quarterly Briefings	FS, TCA, TEMHA, WO
03-18	9/30/02	Lifting of Maryland Primary Care Enrollment Cap	TEMHA
03-19	10/3/02	Applications for SSI and SSDI	TEHMA
03-20	10/9/02	Child Specific Benefit Waiver	TCA
03-21	10/10/02	Food Stamp Disqualified Recipients Reports	FS
03-22	10/21/02	Automatic MPAP Eligibility for QMB Recipients	MA, QMB & MPAP
03-23	10/29/02	Index of Action Transmittals and Information Memos (1996-2002)	All Programs
03-24	11/20/02	Social Security (RSDI) and SSI Cost of Living Increase and Related Increases	CA, FS and MA
03-25	11/21/02	Increase In the Food Stamp Telephone Allowance	FS
03-26	11/23/02	Change In Adverse Action Time for TCA and FS	TCA and FS

## ACTION TRANSMITTALS AND INFORMATION MEMOS – SFY 2003

AT #	Issue Date	Topic	Programs
03-27	11/22/02	Food Stamp Program Access	FS
03-28	11/26/02	Completion of The State of Birth Field on CARES	TCA
03-29	12/3/02	Transitional Food Stamp Benefits	FS
03-30	12/4/02	Specified Low Income Medicare Beneficiaries (SLMB)	MA
03-31	12/11/02	Temporary Cash Assistance Mass Change – January 2003	TCA
03-32	12/17/02	Adverse Action & Payment for Child Care Providers	POC
03-33	2/7/03	POC Waiting List	POC
03-34	2/17/03	Restoration of Food Stamps to Immigrants	FS
03-35	2/18/03	Expanded Simplified Reporting for Food Stamp Households	FS
03-36	02/27/03	Emergency Medical Services	MA
03-37	4/1/03	Federal Poverty Levels and FIP Schedule Update	TCA
03-38	4/2/03	Processing Overpayment Benefit Error Groups (BEGS) and Waivers for Processing Overpayments	FS
03-39	4/7/03	Questions Regarding DHR form 340 and AT02-78	TCA, TEMHA
03-40	4/15/03	Eliminating the 60-Day Look Back Period for Voluntary Quit	TCA
03-41	4/15/03	Notice of Missed Interview	FS
03-42	4/21/03	Changes to the Disqualification Recipient Subsystem (DRS)	FS
03-43	4/22/03	State Review DHR/FIA 161 Form (Authorization for Release of Information)	MA, TEMHA
03-44	5/6/03	Purchase of Care (POC) Signature Requirements	POC
03-45	5/7/03	Purchase of Care – Child Protective Services	POC
03-46	5/16/03	2003 Waiver of the Able Bodied Adults without Dependents Requirements	FS
03-47	5/17/03	Long Term Care Facility Representing Customers	MA
03-48	5/27/03	Work Requirements for Voluntary Quit and Voluntarily Reducing Work Effort	FS
03-49	6/6/03	Excluded Resources – Individual Development Accounts and Earned Income Tax Credits	FS
03-50	6/6/03	Reporting Requirements	FS
03-51	6/12/03	Verification for the Purchase of Child Care Program	POC
03-52	6/12/03	POC Child Support Tax Intercepts	POC
03-53	6/17/03	Computer Based Training	FS
03-54	6/18/03	Tracking Attendance in TANF Work Activities	TCA
03-55	6/19/03	Excluded Income – Educational Income	FS, TCA, POC, MA, & MCHP

## ACTION TRANSMITTALS AND INFORMATION MEMOS – SFY 2004

AT#	Issue Date	Topic	Programs
04-01	7/1/03	Withdrawing Food Stamp Applications	FS
04-02	7/30/03	Food Stamp Program Cooperation with Fraud Investigations	FS
04-03	8/13/03	Retrieve FIA Forms on the FIPNET and Internet	All Programs
04-04	8/20/03	Food Benefits When the Household Moves to Puerto Rico	FS
04-05	9/2/03	Application for the Maryland Energy Assistance Program (MEAP) and the Electric Universal Service Program (EUSP)	MEAP and EUSP
04-06	9/4/03	Changes to the Maryland Children's Health Program (MCHP and MCHP Premium) Effective Sept. 1, 2003	MCHP
04-07	9/16/03	Food Stamp and Temporary Cash Assistance Mass Change – October 2003	TCA & FS
04-08	9/22/03	Mandatory Standard Utility Allowance (SUA) and Limited Utility Allowance (LUA)	FS
04-09	9/26/03	Confidentiality of Customer Information	FS, TCA, MA & POC
04-10	10/1/03	Food Stamp Eligibility for Qualified Immigrant Children	FS
04-11	9/29/03	Waiver to the Food Stamp Program Due to Hurricane Isabel	FS
04-12	10/20/03	Change in Electronic Benefit Transfer (EBT) Issuance	FS
04-13	11/30/03	Maryland Pharmacy Discount Program and Expedited QMB/SLMB Determinations	MA
04-14	12/12/03	Food Stamp Benefits When the Household Moves From Puerto Rico	FS
04-15	12/19/03	Increase in the Utility and Telephone Allowances	FS
04-16	12/23/03	Excluded Income and Resources	FS, TCA, MA & MCHP
04-17	12/24/03	Tips for Food Stamp Shoppers Fact Sheet	FS
04-18	12/24/03	Social Security (RSDI) and SSI Cost of Living Increase	CA, FS, & MA
04-19	1/6/04	Allowable Medical Expenses	FS
04-20	1/7/04	Purchase of Child Care Support Cooperation	POC
04-21	1/21/04	Purchase of Care (POC) Changes in Customer Co-Payments	POC
04-22	1/9/04	(Revised) TEMHA Payment Freeze for New Applications	TEMHA
04-23	2/6/04	Shelter Deduction When Rent is Paid in Advance	FS
04-24	2/24/04	Aligning Certification/Eligibility Periods	FS
04-25	2/25/04	Expedited Food Stamps	FS

## ACTION TRANSMITTALS AND INFORMATION MEMOS – SFY 2004

AT#	Issue Date	Topic	Programs
<b>04-26</b>	3/2/04	TEMHA Program Integrity Actions	TEMHA
<b>04-27</b>	3/9/04	2004 Federal Poverty Levels and FIP Schedule Update	TCA
<b>04-28 Revised</b>	5/14/04	Failure to Comply with Temporary Cash Assistance or Unemployment Insurance Work Requirements	FS
<b>04-29</b>	3/17/04	The Earned Income Tax Credit Campaign and Financial Literacy	All Programs
<b>04-30</b>	3/26/04	Loss of Cecil County Waiver to the Work Requirement for Able – Bodied Adults Without Dependents (ABAWD)	FS
<b>04-31 Revised</b>	3/26/04	TEMHA Payment Freeze for New Applications Lifted	TEMHA
<b>04-32</b>	4/19/04	Welfare Avoidance Grants (WAGS)	TCA
<b>04-33</b>	4/12/04	Medicare Pharmacy Discount Program	MA
<b>04-34</b>	4/30/04	The New SAVE Verification System	All Programs
<b>04-35</b>	5/3/04	Residents of Certain Institutions	FS
<b>04-36</b>	5/15/04	Medicare Prescription Drug Card Program (obsolete-See 05-04)	FS
<b>04-37</b>	6/8/04	Work Requirements – Reduction in Work Effort	FS
<b>04-38</b>	7/1/04	Exclusion of Income Tax Refunds as Income or a Resource	TCA
<b>04-39</b>	7/6/04	Waiver Case Redeterminations	MA
<b>04-40</b>	7/13/04	Changes to the Maryland Children’s Health Program (MCHP and MCHP Premium ) Effective July 1, 2004	MCHP

**ACTION TRANSMITTALS AND INFORMATION MEMOS – SFY 2005**

<b>AT#</b>	<b>Issue Date</b>	<b>Topic</b>	<b>Programs</b>
05-01	8/4/04	Application Processing – Verification	FS
05-02	8/24/04	Aged and Abandoned EBT Benefits	FS, TCA, RCA, TDAP
05-03	8/26/04	Application Processing –Delays in Processing	FS
05-04	8/26/04	Medicare –Approved Prescription Drug Card – Revision (Replaces 04-36)	FS
05-05	8/27/04	Application for MEAP and EUSP	MEAP and EUSP
05-06	9/1/04	Intentional Program Violation Policy	FS
05-07	9/16/04	Food Stamp and Temporary Cash Assistance Mass Changes – October 2004	FS, TCA
05-08	9/24/04	Fair Labor Standards Act (FLSA) and Work Activity Guidelines (Obsoletes 98-18)	TCA
05-09	9/30/04	Application Processing – Expedited Service	FS
05-10	10/1/04	Temporary Disability Assistance Program (TDAP)	TEMHA
05-11	10/21/04	Implementation of QMB/SLMB Mail-In Application	MA
05-12	10/26/04	Children with Disabilities in Voluntary Placement	MA
05-13	11/11/04	Authorized Representative	REM
05-14	11/22/04	Increase in Utility Allowances	FS
05-15	12/2/04	Out of State Contacts for Information on Customers Who Move From Another State (Obsoletes 02-53)	TCA
05-16	12/2/04	Eligibility for Family Members of Victims of Severe Trafficking in Persons	FS, TCA, RCA, MA
05-17	3/28/05	Revised-Coding Primary Language in CARES and How to Ask for an Interpreter Brochure	All Programs
05-18	12/2/04	Disability Entitlement Advocacy Program (DEAP) Referral Batch Sheet	TDAP TCA, PAA and FC
05-19	12/3/04	Social Security (RSDI) SSI Cost-of-Living Increase and Related Increases	Cash Asst., FS & MA
05-20	1/7/05	Child Support Requirements for Refugees and Asylees	TCA, POC & MA
05-21	1/8/04	Waiver Case Redeterminations	MA
05-22	1/8/04	Updated Food Stamp Change Reporting Guide	All Programs
05-23	1/26/05	Time Frame for Establishing a Claim and Calculating a Claim with an Associated TCA Payment	FS
05-24	2/1/05	Child Support Calculations	POC
05-25	2/8/05	Informal Child Care Updates (Supercedes 00-09)	POC

**ACTION TRANSMITTALS AND INFORMATION MEMOS – SFY 2005**

<b>At#</b>	<b>Issue Date</b>	<b>Topic</b>	<b>Programs</b>
<b>05-26</b>	2/16/05	New Requirements for SVES System Request	All Programs
<b>05-27</b>	2/28/05	Electronic Medical Report Form DHR/FIA 402B	TCA, TDAP, PAA & MA
<b>05-28</b>	3/8/05	Clarification of Policy for Failure to Comply With Temporary Cash Assistance or Unemployment Insurance Work Requirements	FS
<b>05-29</b>	3/15/05	Frequently Asked TDAP Questions	TDAP, MA & FS
<b>05-30</b>	3/15/05	Voluntary Quit / Reduction of Work Hours	TCA
<b>05-31</b>	3/28/05	Waivers to the Work Requirement for Able-Bodied Adults Without Dependents (ABAWDS)	FS
<b>05-32</b>	3/29/05	Excluded Income-Military Combat Pay/Hostile Fire Pay	FS, TCA & MA/MCHP
<b>05-33 Revised</b>	6/9/05	Application for Prison Inmates Prior to Release	All FIA Programs
<b>05-34</b>	4/7/05	Computer Based Training	FS
<b>05-35</b>	4/19/05	Income Excluded by Federal Law-Disaster Relief Employment Funded Under National Emergency Grants	FS, TCA, TDAP, MA & MCHP
<b>05-36</b>	4/19/05	CIS Alert Identifying Runaway/Missing Children In Out-Of-Home Placements	All Programs
<b>05-37</b>	5/2/05	Purchase of Child Care Wait List Reopen	POC
<b>05-38</b>	5/2/05	Citizenship and Immigration Status Reminder	FS
<b>05-39</b>	5/2/05	Homeless Households	FS
<b>05-40</b>	5/16/05	Group Living Arrangements	FS
<b>05-41</b>	5/16/05	Maryland Children's Health Program (MCHP) Non-Associated AU Transfers To Local Health Departments	MCHP
<b>05-42</b>	5/18/05	POC Child Support Tax Intercepts and Arrearages	POC
<b>05-43</b>	5/19/05	POC Address Verification	POC
<b>05-44</b>	5/20/05	POC Voucher Expiration, Invoice Submission Payment Irregularities, Absences and Priority 2 Definition	POC
<b>05-45</b>	6/16/05	TDAP Type 2 Redeterminations	TDAP
<b>05-46</b>	6/17/05	Maryland Children's Health Program (MCHP) Non-Associated AU Transfers To Local Health Departments	MCHP
<b>05-47</b>	6/30/05	Mexico's <i>Matricula Consular</i> Identification Card	All Programs