



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA INFORMATION MEMO

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS/CASE MANAGERS/APPEALS  
COORDINATORS**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA  
CHARLES E. LEHMAN, EXECUTIVE DIRECTOR, DHMH/OOEP**

**RE: PREPARATION FOR HEARINGS**

**PROGRAM AFFECTED: ALL PROGRAMS**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

### **SUMMARY:**

Recently, some local departments advised us they have had difficulty with administrative hearings that involve the Temporary Disability Assistance Program (TDAP) and State Review Decisions (SRT). To attempt to resolve the issues the local departments are requesting that SRT come to the hearing or be available for a telephone conference.

To assist local departments, a workgroup from the Department of Health and Mental Hygiene (DHMH) and DHR provided a step-by-step guide on how to prepare for an administrative hearing. Following the administrative hearing procedures provided in the guide will keep local department reliance on SRT participation with administrative hearings to a minimum. Although the focus is on TDAP hearings, hearing preparation and presentation are the same for all programs.

Even though the administrative hearing process is informal, it is still a legal process with decisions that are legally binding on the customer and the local department.

In addition to these procedures, the Office of Planning issued a hearing handbook in 2004. The handbook is available on the DHRNet under Employee Resources, Manuals, by clicking on Programs Hearings and Appeals Desk Reference Guide. Please call Roxanne Scott in the Office of Planning at 410-767-8967, if you would like a printed copy of the handbook.

Local departments are reminded to provide SRT with all available customer medical and mental health information. SRT will decide the impact the information has on the disability decision.

**INQUIRIES:**

Please direct TCA inquiries to Marilyn Lorenzo at 410-767-7333. Food Stamp inquiries should be directed to Kay Finegan at 410-767-7939. Medical Assistance inquiries should be directed to the DHMH Eligibility Policy at 410-767-1463 and TDAP inquiries should be directed to Cynthia Carpenter at 410-767-7495. Purchase of Care inquiries should be directed to Betsy Blair at 410-767-7845.

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