



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

Family Investment Administration  
**ACTION TRANSMITTAL**

Control Number: 08-17

Effective Date: IMMEDIATELY

Issuance Date: DECEMBER 4, 2007

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

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

**RE: STATE REVIEW TEAM (SRT) REFERRAL BATCH SHEET**

**PROGRAM AFFECTED: Temporary Disability Assistance Program (TDAP)  
Medical Assistance**

**ORIGINATING OFFICE: BUREAU OF MEDICAL ASSISTANCE OPERATIONS/DHR**

**SUMMARY:** The State Review Team (SRT) receives hundreds of referral packets from the local departments weekly; the Referral Batch Sheet will assure uniformity and benefit both the SRT and the local department.

The SRT Referral Batch Sheet becomes a reliable tool for tracking the status of referrals between the LDSS and SRT by providing a written record of the date information is submitted to SRT and received, by SRT.

The SRT Referral Batch Sheet will help to ensure accountability by both the local department and SRT during the referral process. The form will also ensure consistency in the flow of work.

**ACTION REQUIRED:** Complete the SRT batch sheet daily for referrals to the SRT. Follow the instructions on the back of the form. Retain a copy of the SRT batch sheet in the local department.

**ACTION DUE:** Immediately, upon receipt.

**INQUIRIES:** Direct all inquiries to Rose Fragua, at 410-767-8910, email: [rfragua@dhr.state.md.us](mailto:rfragua@dhr.state.md.us) or Valarie Johnson, at 410-767-8905, email: [vjohnson@dhr.state.md.us](mailto:vjohnson@dhr.state.md.us).

Attachment

cc: DHR Executive Staff  
Constituent Services

FIA Management Staff