



Department of Human Resources  
 311 West Saratoga Street  
 Baltimore MD 21201

Family Investment Administration  
**ACTION TRANSMITTAL**

**Control Number: #10-02 (REVISED)**

**Effective Date: IMMEDIATELY UPON RECEIPT**  
**Issuance Date: September 1, 2009**

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
 DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
 DEPUTY/ASSISTANT DIRECTORS FOR FINANCE  
 LOCAL DEPARTMENT FINANCE OFFICERS/BUSINESS MANAGERS**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR  
 FAMILY INVESTMENT ADMINISTRATION**

**STAFFORD CHIPUNGU, DIRECTOR  
 OFFICE OF BUDGET AND FINANCE**

**RE: CODING FOR BURIAL ASSISTANCE**

**PROGRAM AFFECTED: BURIAL ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**SUMMARY:**

**We were made aware of a correction needed in the CARES procedures for Action Transmittal (AT) 10-02 — Coding for Burial Assistance. The corrected procedures are attached. AT 10-02 Revised replaces AT 10-02.**

Recently we became aware that some case managers incorrectly set up burial assistance cases in CARES. Burial Assistance is a State program and funding comes from State funds. Incorrect case set up causes the assistance to be paid incorrectly from Federal funding.

This Action Transmittal provides the appropriate CARES coding and procedures to use for Burial Assistance.

**ACTION REQUIRED:**

Effective immediately, case managers must follow the attached CARES procedures to ensure the appropriate funding codes are created for Burial Assistance. Once the case has been set up correctly in CARES for burial assistance, CARES generates a sub-code of 0333151 on the CARES 302 report under account number 3003. The 302 report displays the expenditures in the correct State column to be paid out of State funds.

The codes that display on the CARES 302 report are:

<b>Code</b>	<b>Description</b>
3001	Unmatched funds/county supplement
3003	Burial assistance for those customers meeting Family Investment Program requirements (Temporary Cash Assistance manual section 1302)

The following two codes are charged through MD CHESSIE.

2133	Flex Funds for a IV-E Foster Care child
7133	Flex Funds for a Non-IV-E Foster care child

**INQUIRIES:** Please direct Burial Assistance policy inquiries to Marilyn Lorenzo at 410-767-7333 or [mlorenzo@dhr.state.md.us](mailto:mlorenzo@dhr.state.md.us) or Gretchen Simpson at 410-767-7937 or [gsimpson@dhr.state.md.us](mailto:gsimpson@dhr.state.md.us). Please direct finance related questions to Greg Klein at 410-767-7643 or [gklein@dhr.state.md.us](mailto:gklein@dhr.state.md.us).

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

## CARES Procedures

Use the following procedures when processing an emergency assistance case for burial assistance:

- Select either Option **J** or **L** from the **AMEN** screen (J for screening if there is no active assistance unit; L for Add a Program if there is an active assistance unit)
- On the **KIND** screen place a '**Y**' in the **Select** field next to Emergency Assistance and put a '**L**' (Burial Assistance) in the **Type** field
- Complete the **INCH** screen by placing a '**Y**' in the Indicator field. Enter the kind of program and type in the appropriate field. After completing the application date, press **PF20** to print the ARF for the customer to sign.
- Complete the **SCDI** screen.
- Select Option **O** (Interview). Complete the following:
  - On the **STAT** screen for the EA AU, if the AU has several household members only pend (**PN**) the deceased member. All others should be coded as '**NM**' (Non-members)
  - On the **DEM2** for the deceased person enter the date of death and the state in the **Date of Death** field.
  - On the **EAWS** screen enter all applicable information.
  - On the **EMER** screen complete the following:
    - Emergency Type – **BU** (burial assistance)
    - Verification (enter the applicable code)
    - Need Type – **FE** (funeral expense)
    - Cost of Need (enter the amount needed)
    - Verification (enter the applicable code)
  - Complete the **MISC** screen. When the **DONE** screen appears, press **PF20-EDD** to generate a copy of the Eligibility Determination Document. Have the customer sign the EDD.
- Select Option **P**(Processing)
  - Place a '**Y**' in the select field for the current month. Complete the processing for this month. CARES will automatically deny the ongoing month.
  - Narrate your actions
- Select Option **Q** (Finalize) The Select field is pre-filled with a '**Y**'. Press enter.
  - Verify that the information on the **EAFI** screen is correct. Place a '**Y**' in the **BNT Confirmation** field.
  - Change the '**N**' in the **Vendor** field to '**Y**'. Press enter and the **VEND** screen will appear.

- On the **VEND** screen complete the following:
  - In the **Payment Type** field enter **J** (Joint) or **S**(Split/Direct)
  - Enter the Vendor ID number in the **Vendor Number** field. If you do not know the number press **PF16** (PMEN) to access the Vendor File Submenu. Select '**A**' and type in the vendor's name. Press enter. The Vendor Name List appears displaying the vendor's identification number.
- On **ELIG** screen,
  - Place a '**Y**' in the confirmation field to confirm the current month. Press enter.
  - The ongoing month is denied. Place a '**Y**' to confirm.

### **Manual Issuance**

There are three steps in this procedure:

1. Manual Issuance Request – completed by the case manager
2. Manual Issuance Approval – completed by the supervisor
3. Manual Issuance Approval – completed by the finance office

**NOTE:** All three steps in this process must be completed on the same day

- **Case Manager** – From the CARES main Menu select Option **K** (Financial Mgmt Issn)
  - Select Option **M** (Manual Issuance Request). Enter the AU number and the benefit month and year (mm/yy)
  - Review the information for accuracy. If all information is correct, press enter to process the manual issuance request.
- **Supervisor** – From the CARES Main Menu select option **K**
  - Select option **N** (Manual Issuance Approval). Enter the AU number and the benefit month and year (mm/yy)
  - Review the information. If all information is correct, enter a '**Y**' in the **Supervisory Approval** Field and press enter.
- **Fiscal** – An alert is automatically generated informing the Fiscal Office that an EA manual issuance is waiting approval. Since all three issuance steps must be completed the same day, it would be a good idea to contact the fiscal office and let them know that you are waiting on their approval