



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: # 10-18

Effective Date: UPON RECEIPT

Issuance Date: January 5, 2010

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS
LOCAL HEALTH DEPARTMENT ELIGIBILITY STAFF
COOPERATIVE REIMBURSEMENT AGENCY ADMINISTRATORS
DIRECTORS/ASSISTANT DIRECTORS, LOCAL CHILD SUPPORT
OFFICES
PROJECT MANAGER, PRIVATIZED CHILD SUPPORT OFFICES**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA
JOSEPH A. JACKINS, JR, EXECUTIVE DIRECTOR, CSEA
DEBBIE RUPPERT, EXECUTIVE DIRECTOR, DHMH/OES**

RE: CHILD SUPPORT REFERRALS

**PROGRAM AFFECTED: MEDICAL ASSISTANCE FOR FAMILIES AND CHILDREN
(FAC)**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

BACKGROUND:

In 2007, the General Assembly passed legislation expanding Medical Assistance (MA) eligibility to more low income families with dependent children. As a result, more parents began to apply for MA. The expansion increased the number of automated referrals to the Child Support Enforcement Administration (CSEA) through the Client Automated Resource and Eligibility System (CARES) system for children with non-custodial parents (NCPs).

A modification in the procedures for child support referrals of new Families and Children (FAC) "Medical Assistance-only" (MA only) cases was instituted on March 20, 2009. This action transmittal clarifies the changes to the automatic system referral process from CARES to the Child Support Enforcement System (CSES). The automatic system referral for Temporary Cash Assistance (TCA) customers and cases referred from the Department of Juvenile Services (DJS) remains the same. The automated system referral for FAC – MA only cases was blocked on March 20, 2009.

Previously, CARES identified cases with a non-custodial parent (NCP) based on the coding in the **Parental Status** field on the CARES **DEM1** screen of the minor child. When there was a NCP, the case manager completed the absent parent referral screens. Effective with the March 20, 2009 migration, new CARES programming eliminates the transmission of automatic system referrals to CSES for MA only cases. It is now the responsibility of the custodial parent to initiate cooperative action with CSEA to obtain medical support from an NCP for Medical Assistance only cases.

Despite the elimination of the automated system referrals, CSEA staff will continue to notify case managers to close a Medical Assistance case when a recipient fails to cooperate with a request for child support enforcement or with a referral generated by another benefit program in an associated case. Case managers will continue to close cases based on a notice of non-cooperation from CSEA. It is a federal requirement that MA customers cooperate with CSEA to establish a medical support order for an NCP.

ACTION REQUIRED:

When an applicant with a NCP applies for FAC MA **only**, on CARES:

1. During the interview process (CARES Option O):
 - Enter “A” in the Parental Status field on the DEM1 screen.
 - On the Absent Parent Identification screen (APID), enter “**MA ONLY**” in the Absent Parent **Name** field for each absent parent.
DO NOT ENTER “UNKNOWN”
2. Select PF4 to bypass the remaining absent parent referral screens and complete the interview process (Option O).
3. When approving the MA FAC application, select PF13 on the MAFI screen and add the following text to the approval notice: “**To apply for child support or receive an application, please contact CSEA Customer Care Center at 1-800-332-6347.**”
4. **When the customer has information about one or more NCPs, the case manager should complete the CARES Absent Parent Screens completely.**

INQUIRIES:

Please direct Medical Assistance policy questions to the DHMH Division of Eligibility Policy and MCHP at 410-767-1463 or 1-800-492-5231 (select option 2 and request extension 1463), Child Support questions to Judy Angell at 410-767-7403 and CARES questions to Fern Hill at 410-767-7064.

cc: Stacy Rodgers
FIA Management Staff
Constituent Services

DHR HELP Desk
CSEA Management Team