



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

*Family Investment Administration*  
**INFORMATION MEMO**

Control Number: #11-22

Effective Date: Upon Receipt

Issuance Date: April 7, 2011

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

**FROM: ROSEMARY MALONE, INTERIM EXECUTIVE DIRECTOR, FIA**

**RE: MAILING ADDRESS CHANGE FOR LTC PROCESSOR**

**PROGRAM AFFECTED: MEDICAL ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**SUMMARY:** In January 2010, Action Transmittal 10-17 outlined procedures for submission of the Long Term Care Patient Activity Report (DHMH 257) and the DES 501 for recipients of Community Medical Assistance admitted to a long term care (LTC) facility for less than 30 days or for Medicare co-pay days for recipients of Community Medical Assistance not receiving Waiver services. Currently the forms are mailed to:

LTC Processor  
P.O. Box 13066  
Baltimore, Maryland 21203

**Effectively immediately,** mail all DHMH 257 or DES 501 forms for recipients of Community Medical Assistance admitted to a LTC facility for less than 30 days or for Medicare co-pay days for recipients of Community Medical Assistance not receiving Waiver services to:

LTC Processor  
P.O. Box 9307  
Catonsville, Maryland 21228

**Note:** Procedures for processing the DHMH 257 and DES 501 remain unchanged.

**INQUIRIES:** Please direct all questions to the Bureau of Long-Term Care Eligibility at (410) 455-7517.

cc: DHMH Management Staff  
FIA Management Staff  
Constituent Services  
DHR Systems Support Center