



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: #11-28

Effective Date: UPON RECEIPT

Issuance Date: May 20, 2011

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

**FROM: ROSEMARY MALONE, INTERIM EXECUTIVE DIRECTOR, FIA
ROLF GRAFWALLNER, ASSISTANT STATE SUPERINTENDENT,
DECD, MSDE**

RE: NEW MEDICAL REPORT FORM DHR/FIA 500

**PROGRAMS AFFECTED: FOOD SUPPLEMENT PROGRAM (FSP), TEMPORARY
CASH ASSISTANCE (TCA), REFUGEE CASH
ASSISTANCE (RCA) AND TEMPORARY DISABILITY
ASSISTANCE PROGRAM (TDAP), CHILD CARE
SUBSIDY, (CCS) PUBLIC ASSISTANCE TO ADULTS
(PAA)**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

Background:

Action Transmittal 11-13 outlined the referral procedures for applicants and recipients filing for disability in an Aged, Blind or Disabled Medical Assistance coverage group. It also eliminated the DHR/FIA Medical Report form (402 B) for **Medical Assistance and State Review Team referrals only**. Family Investment Administration (FIA) programs and the Child Care Subsidy program use the 402B to determine a customer's disability and the need to apply for Supplemental Security Income (SSI) or the customer's ability to participate in work activities.

A new medical report form has been created. The new form incorporates all information case managers need when determining disability for TCA, RCA, TDAP, CCS and PAA applicants or recipients. The DHR/FIA 500 combines several forms and obsoletes the need to use the DHR/FIA 402B, the DHR/FIA 402W and the Physician's Report of Eye Examination, the DHR/FIA 701 for FIA programs.

ACTION DUE:

The LDSS may begin to use the new DHR/FIA 500 form immediately upon receipt from the DHR warehouse. Issuance and use of the new form does not change any existing Program policy or CARES procedures. The new DHR/FIA 500 Medical Report Form will also be available under FORMS on FIPNET.

As a reminder: Continue to follow SRT requirements for MA as provided in Action Transmittal 11-13 issued December 13, 2010, when referring a customer to SRT. LDSS case managers must submit the following forms in order to make a referral for SRT disability determination.

SRT Referral Packet:

- DHR/FIA 700 Customer Declaration of Disability
- DHR/FIA 827 Authorization to Release Information
- DHR/FIA 3368 Disability Report
- OES 06 Substantial Gainful Activity (SGA) Worksheet
- DHR/FIA 707 Disability or Blindness Determination

INQUIRIES:

Direct FSP questions to Rick McClendon at 410-767-7307 or rmcclend@dhr.state.md.us and TCA ,TDAP and RCA questions to Marilyn Lorenzo at 410-767-7333 or mlorenzo@dhr.state.md.us or to Gretchen Simpson at 410-767-7937 or gsimpson@dhr.state.md.us. PAA and RMA questions should be directed to Deborah Weathers at 410-767-7994 or dweather@dhr.state.md.us. SRT questions should be directed to Cynthia Carpenter at 410-767-8910 or ccarpent@dhr.state.md.us. Child Care Subsidy questions should be directed to Myra White-Gray @ 410-767-7863 or myrawhite-gray@msde.stat.md.us.

cc: DHR Executive Staff
FIA Management Staff
Constituent Services
Policy and Training Staff
MSDE-DECD