

DEPARTMENT OF HUMAN RESOURCES INCOME MAINTENANCE ADMINISTRATION 311 W. Saratoga Street Baltimore, Maryland 21201	IMA ACTION TRANSMITTAL
	EFFECTIVE DATE: August 1, 1995
ISSUANCE DATE: July 31, 1995	CONTROL NUMBER: IMA OPA #96-03

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR INCOME MAINTENANCE  
INCOME MAINTENANCE SUPERVISORS ELIGIBILITY STAFF

FROM: *Katherine L. Cook* KATHERINE L. COOK, ACTING EXECUTIVE DIRECTOR  
INCOME MAINTENANCE ADMINISTRATION

RE: AIMS OTO DATA ENTERED ON SATURDAY

PROGRAMS AFFECTED: AFDC, AFDC-UP, GPA-PW, FS

ORIGINATING OFFICE: OPA/CARES USER SUPPORT

BACKGROUND:

Local Departments of Social Services staff working on weekends are completing OTO issuance (AIPO, AIPI, AIFO, and AIFI) transactions. Data entry operators are then processing these OTOs on the weekends. Usually, only one benefit or check is issued. However, this can generate two benefit issuances and an overpayment.

ACTION REQUIRED:

OTO transactions may be processed until cut off on Friday. Staff working on the weekend may complete the OTO documents for data entry on the next regular work day. Do not data enter OTO's on holidays or weekends. Regular transactions may still be processed.

If you have any questions or concerns, please contact Tim Gordon at (410) 767-7133.

KC/tgah

cc: DHR Executive Staff  
IMA Management Staff  
OPA Staff  
OIM Staff