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| <b>FAMILY<br/>INVESTMENT<br/>ADMINISTRATION</b>  | <b>CARES BULLETIN</b>                  |
|   | <b>Effective Date:     Immediately</b> |
| <b>Issuance Date: November 20, 1996</b>   | <b>Control Number: 97-04</b>           |

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

**FROM:       KEVIN MAHON, EXECUTIVE DIRECTOR, FIA**

**RE:           ADVERSE ACTION PROCEDURES**

**PROGRAMS AFFECTED:       FOOD STAMPS**

**ORIGINATING OFFICE: DIVISION OF PROGRAM & SYSTEMS SUPPORT**

**Background:**

Action Transmittal 97-14 (Released September 4, 1996) notified Local Departments of the new Adverse Action Policy changes effective October 1, 1996. System changes to CARES for implementation of these policy changes were requested and completed for Temporary Cash Assistance cases (non-control) but have not been completed for Food Stamp cases. Food Stamp cases are still using 10 calendar days for adverse action as opposed to the 5 working days outlined in the new policy.

**Action Required:**

Any Food Stamp case change that requires adverse action will continue to use 10 calendar days. Local Department staff should waive adverse action between the system supported 10 calendar days and the 5 working days outlined in AT 97-14. This is accomplished by entering a "Y" in the Waive Adverse Action field on the FSFI screen. Using the PF 21 key enter in a descriptive narrative of the above actions and press enter.

Inquiries may be directed to the DHR Help Desk at 767-7002 or 1-800-DHR-1350.

KM/ps/map

cc:   DHR Executive Staff  
      IMA Management Staff  
      Help Desk  
      CTF