

 <p>Department of Human Resources 311 W. Saratoga St. Baltimore, MD. 21201-3521</p>	<p>CARES BULLETIN</p>
<p>Issuance Date: 12/13/96</p>	<p>Effective Date: UPON RECEIPT</p>
	<p>Control Number: 97-05</p>

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

Charles E. Henry for
FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: FOOD STAMP LETTERS

PROGRAMS AFFECTED: FOOD STAMPS

ORIGINATING OFFICE: OPA/ DIVISION OF PROGRAM AND SYSTEMS SUPPORT

BACKGROUND INFORMATION:

The Clients' Automated Resource and Eligibility System (CARES) does not automatically send Food Stamp Repayment letters to customers that have been overpaid in Food Stamp benefits. Maryland has previously been cited by the United States Department of Agriculture Food and Consumer Service for failing to actively pursue repayment of these benefits. To more effectively track and collect these overpaid benefits, Food Stamp demand letters have been loaded into (CARES).

ACTION REQUIRED:

The following Food Stamp demand letter have been loaded into the (CARES) letter submenu: the FS-67 which is letter #0027 entitled the Food Stamp Repayment agreement, the FS-68 which is letter #0028 entitled the Debt Repayment letter and the FS-69 which is letter #0029 which is entitled the Unresolved Debt letter.

The portion of (CARES) Alert #96-5 which indicated that the Local departments have the option to use manual letters or system generated is retracted. All staff are now required to use the system generated Food Stamp letters so that tracking will be possible.

EFFECTIVE DATE: Immediately

Please direct questions to the DHR Help Desk at (410) 767-7002 or 1-800-347-1350 or Ruth Waugh at (410) 767-7926.

KM/ymp

**cc: FIA Management Staff
Constituent Services**