


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

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

RE: AUTOMATIC SCHEDULING OF REDETERMINATIONS

PROGRAMS AFFECTED: ALL FAMILY INVESTMENT PROGRAMS

ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION

Background:

On the first calendar day of the month, CARES automatically identifies all cases that will expire two months after the current month. An example: On January 1, 1997, CARES identified all cases due to expire by 3/31/97.

In order for redeterminations to be in the automatic CARES rescheduling process, a case that will expire after two months must be on the system at month begin (first day of the month). For example, a case on CARES as of 1/1/97 and due to expire on 3/31/97 will be in the automatic rescheduling process. A case on CARES as of 1/4/97 will not be in the automatic rescheduling process. Attached is a chart with the critical dates in the redetermination process for 1997.

The following is an explanation of the critical dates in the redetermination process:

- **REDET END -** last month of eligibility
- **MONTH BEGIN -** first calendar day. During month begin processing, all AUs that have a redet ending in three months from the month begin date are identified.
- **80TH DAY -** the system automatically schedules all face-to face redetermination appointments on this day. CARES starts appointments on the 10th of the month, two months prior to the end date. If the 10th falls on a weekend or holiday, then it will schedule for the next business day. This is approximately 80 days before the last day of the redet month. The worker has 15 days to review the schedule and make any needed changes.
- **66TH DAY -** the system will generate a warning alert to all workers who have had automatically scheduled redetermination appointments.
- **65TH DAY -** the system sends out appointment notices for all face-to-face redeterminations.
- **16TH DAY -** the system sends a warning alert to all workers for any AU (either appointment or mail-in) that has a redetermination due that month and for which no redetermination has been initiated.
- **15TH DAY -** the system sends a closing notice to all AUs for any redetermination that has not been initiated. Alerts are also generated to the worker.
- **MONTH END-** the day month end processing run - usually the last working day of the month. CARES will automatically close any AU due for a redetermination that has not had one initiated. The system will automatically close any Food Stamp AU that has not completed the redetermination process.

No action required by local departments.

Thank you for your assistance in this matter. If you have any questions regarding this memo, please contact the DHR Help Desk at (410) 767-7002 or 1-800-347-1350.

KM/bt

cc: DHR Executive Staff
FIA Management Staff
Help Desk
CTF

Critical Dates In The Redetermination Process

CRITICAL DATES	MONTH/YEAR											
	01\97	02\97	03\97	04\97	05\97	06\97	07\97	08\97	09\97	10\97	11\97	12\97
REDET END	01\97	02\97	03\97	04\97	05\97	06\97	07\97	08\97	09\97	10\97	11\97	12\97
BEGIN MONTH	11\01	12\01	01\01	02\01	03\01	04\01	05\01	06\01	07\01	08\01	09\01	10\01
DAY 80	11\13	12\11	01\11	02\10	03\13	04\11	05\13	06\13	07\11	08\13	09\10	10\11
DAY 66	11\27	12\26	01\23	02\24	03\27	04\25	05\27	06\26	07\25	08\27	09\24	10\25
DAY 65	11\28	12\24	01\24	02\25	03\28	04\24	05\28	06\27	07\28	08\28	09\25	10\26
DAY 16	01\16	02\13	03\14	04\15	05\15	06\13	07\16	08\14	09\15	10\16	11\13	12\14
DAY 15	01\17	02\14	03\17	04\16	05\16	06\16	07\17	08\15	09\16	10\17	11\14	12\15
MONTH END	01\31	02\28	03\31	04\30	05\30	06\30	07\31	08\29	09\30	10\31	11\28	12\29

NOTE: The 80th, 66th, and 16th days have been adjusted to the next business day if they fall on a holiday or weekend.