		CARES BULLETIN
Family Investment Administration	**DHR**	
		Effective Date: IMMEDIATELY
Issuance Date: 2/24/97		**Control Number:** 97-12

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

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: BLOCK GRANT REPORTING AND MOTOR VOTER FIELDS

PROGRAMS AFFECTED: FOOD STAMPS AND TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION

Background:

On February 24, 1997 new fields were added to the STAT, DEM2, and ALAS screens on
CARES in order to meet requirements of Federal Block Grants and Motor Voter regulations.
These fields serve as data collection fields from which mandatory reports will be produced.

Action Required:

Listed below are descriptions of the new fields which must be completed in applicable situations.
The new fields are as follows:

STAT Screen
GD-Part - This field identifies an assistance unit (AU) participating in the grant diversion
program. The valid values for this field are 'Y'-Yes and 'N'-No. The valid value automatically
defaults to 'N' and can be changed to a 'Y'.

DEM2 Screen

<u>Vote-Reg</u> - This field tracks information on individuals and the state's responsibility to offer voter registration materials. The valid values for this field are 'Y'-Yes, 'N'-No, and 'R'-Already registered. This is a mandatory field for all customers age 18 or older and must be updated at each redetermination/recertification.

<u>TLEX-Rsn</u> - This field identifies exemption reasons for customers who are exempt from the federally defined 60 month time limit. This field is to be completed only when the customer is exempt form the time limits. The valid values for this field are:

        AT - Attempted or threatened sexual abuse
        AV - Resides in Alaskan Native Village with 50% unemployment
        IR - Resides on Indian Reservation with 50% unemployment
        MA - Mental Abuse
        ND - Neglect/deprivation of medical care
        NS - CTR non-consensual sex activity
        PI - Physical injury
        SA - Sexual abuse
        SC - Sexual activity involving a dependent child

If the field contains any of the valid values listed above, the benefit month is not counted when calculating the number of months toward the time limit. This field is to be left blank if the customer is not exempt. Cross reference Action Transmittal 97-61 for further clarification.

<u>MPEXE</u> - This field identifies exemption reasons for minor parents not residing with a parent. The valid values for this field are:

        AS - Adult supervised living arrangement
        EM - Emancipated
        NH - No parent to live with
        NP - No living parent
        PE - Living with parent may jeopardize physical/emotional health and safety

This field must be completed if the minor parent is not residing with a parent. If the minor parent is residing with a parent the field is to be left blank.

<u>DMVIOL</u> - This field is used to identify customers who are victims of domestic violence. the valid values for this field are 'Y'-Yes, victim of domestic violence and 'N'-No, domestic violence not reported. This field is to be completed at application and at redetermination. Cross reference Action Transmittal 97-77 for further information.

<u>Parole</u> - This field is used to collect data on the number of customers who are fleeing felons and/or parole violators. The valid values for this field are 'FF'-Fleeing Felon and 'PV'-Parole Violator. This field is to be completed when these situations are reported and is to be left blank if the situation is not applicable. Cross reference Action Transmittal 97-56 for further information.

<u>CDO</u> - This field identifies the number of convicted drug offenders who apply for and/or received assistance prior to discovery of the conviction. The valid values for this are 'Y'-Yes, convicted

drug offender and 'N'-No, not a convicted drug offender. Cross reference Action Transmittal 97-56 for further information.

ALAS Screen

<u>SPP</u> - This is a mandatory field for all TCA and FS legal immigrants which have a citizen code of 'L' Legal Alien. This field is used to identify the number of customers who are participating in TCA or FS programs, but must be paid with state funds. This field is <u>critical</u> to ensure funds are debited from the correct funding source. The valid values for this field are 'Y'-Yes, participating in a state paid program and 'N'-No, Not paid from a state funded program.

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