


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

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

RE: MULTIPLE VENDORS

**PROGRAMS AFFECTED: FAMILY INVESTMENT PROGRAM (FIP)
WELFARE AVOIDANCE GRANT (WAG)**

ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION

Background:

Under WAG policy, money can be paid to more than one vendor. CARES will not issue payment to more than one vendor under the same AU number.

Action Required:

When approving a WAG and payment is to be made to more than one vendor, the case manager must create a separate AU for each vendor.

- Select Option 'L' (Add A Program) from the AMEN using the pending TCA AU number. The same customer household information and application date should be used for each AU.
- Enter 'IF' (Individual Family Grant) for program and 'R' (Regular) for type on the INCH screen for each AU needed.
- Interview (Option 'O' from the AMEN) and process (Option 'P') all AUs at the same time.
- Inquire on vendor information to ensure the vendor is known to CARES. From the CARES MAIN MENU select option 'P' (Vendor Files). From the PMEN, select option A (Vendor Name List) and press enter.
 - Enter the first letter of the vendor's first name and press enter. (Inquire on the first letter of the vendor's last name if a match is not found using the first name.)
 - A listing of all vendors whose name begins with that letter will be provided.

- The Vendor ID will be listed for each vendor. If further information on the vendor is needed for verification purposes, enter a 'Y' in the Sel (Select) field next to the vendor's name and press enter.
- If a vendor is not known to CARES, submit an "Add a Vendor" form to the local fiscal office. The vendor's name, address, tax ID or Social Security number will be needed.
- Finalize (Option 'Q') each individual AU making sure to enter 'Y' for vendor on the CAFI screen and 'S' (split/direct) for payment type on the VEND screen.
- Enter a different vendor's ID for each AU and then the payment amount.

The case manager must inform the vendor that this check is forthcoming since the check issued does not identify the customer/account number. However, the vendor will receive a computer generated report a few days after receipt of the check verifying when a check was issued, the amount of payment, and for whom the payment was made.

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/jw

cc: DHR Executive Staff
IMA Management Staff
Help Desk
CTF