


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**

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

**RE: BLOCK GRANT REPORTING REQUIREMENTS:
STUDENT/EDUCATION DATA FIELDS**

PROGRAMS AFFECTED: ALL

ORIGINATING OFFICE: DIVISION OF PROGRAM AND SYSTEMS SUPPORT

Background:

The Federal Government requires all states that receive Block Grant funding to report specific information to them. They will impose sanctions if this information is not reported correctly. A review of CARES assistance units reveals that the educational demographic fields are not being completed correctly for many customers.

Action Required:

Below are guidelines to be followed when processing a case:

- Only pre-school children should have 'NO' in their student status field on the DEM2 screen.
- Any person (adult or child), formerly in school but not currently attending, should have 'FS' (Former Student) in their student status field.
- Any person (adult or child), currently attending school, should have 'FT' (Full-Time), 'PT' (Part-Time), 'HT' (Half-Time), or 'JC' (Job Corps) in their student status field on the DEM2 screen regardless of what type of assistance they are receiving or applying for.

- On the ALAS screen, the case manager must enter the correct educational status (if student status is 'FS', the case manager must enter the last type of education customer received):
 - 'EL' - Elementary Education (1st through 6th grades)
 - 'SE' - Secondary Education (7th through 12th grades)
 - 'HU' - Higher Education - Graduate or Undergraduate
 - 'JT' - JTPA Job Training
 - 'OJ' - On the Job Training/Education
 - 'OT' - Other Job Training Program
 - 'PS' - Post Secondary Education
 - 'VO' - Vocational

- The highest grade completed must be entered on the ALAS screen.

- For some MA programs, the case manager may have to enter ALAS to make the screen appear.

Case managers must obtain this information from the customer at application and redetermination. Make appropriate adjustments to these fields when the customer reports interim changes.

Supervisors should include this as a part of the Supervisory Review process.

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

KM/jw

cc: DHR Executive Staff
FIA Management Staff
OIM Help Desk
CTF