



Department of Human Resources  
 311 W. Saratoga St.  
 Baltimore, MD. 21201-3521

**FIA ACTION TRANSMITTAL**

**Issuance Date:** April 21, 1997

**Effective Date:** Immediately

**Control Number:** FIA/OPA 97-74 Revised

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

**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA  
 JOSEPH M. MILLSTONE, DIRECTOR, MCPA/DHMH  
 LINDA HEISNER, EXECUTIVE DIRECTOR, CCA**

**RE: OPTION TO TERMINATE TEMPORARY CASH ASSISTANCE FOR  
 CHILD CARE.**

**AFFECTED: PURCHASE OF CARE**

**ORIGINATING OFFICE: OPD/ CHILD CARE ADMINISTRATION**

**BACKGROUND INFORMATION:** This Action Transmittal revises POC information. The process for opting to terminate Temporary Cash Assistance for medical assistance has not changed and is identical to the information in Action Transmittal 97-74 which was effective January 15, 1997.

One goal of the Family Investment Program (FIP) is to help families become independent of Temporary Cash Assistance (TCA). Another goal is to give families the opportunity to use alternatives to TCA whenever possible because every month that a benefit is received counts toward the time limits.

**NEW POLICY:**

Any customer receiving a small cash payment due to earnings can be given the option to have their assistance case closed, so that the 60 cumulative month count is stopped. Medical assistance and child care extensions are available for those needing these services. A "small" benefit is not defined. Any family receiving less than \$20 should be given this opportunity. However, families receiving higher grants may also be candidates for this option.

The customer can elect to receive child care, medical assistance or both. The customer is counseled at the time they make this decision, that they must pay a child care co-payment which will be based on family size and income after TCA is terminated.

**NOTE:** This policy assumes the family has received three months of cash benefits in the last six months. If the family has not received cash benefits in three of the last six months, the case needs to be put into a active no-pay status for one or two months using the procedure outlined in Action Transmittal 97-22.

To receive child care benefits, the customer must:

- Be employed,
- Complete a new Purchase of Care Application/Reconsideration form, and
- Report changes.

The customer will be issued new child care vouchers reflecting the changed subsidy and co-payment.

To receive extended medical assistance benefits:

The customer must be employed to receive the extended benefits. The household is certified for 12 months. No quarterly reports or income tests are needed. Eligibility ends only if the family moves out of state or the only child moves out of the home.

### **ACTION REQUIRED IF THE OPTION IS SELECTED:**

The procedures outlined in this action transmittal are more clear than those outlined in Action Transmittal 97-22. You may use these procedures instead.

### **AIMS PROCEDURES**

- Initiate a Purchase of Care case for the household if child care is needed. See CCAMIS procedures.
- Close the TCA case with a closing code of 229 or enter the \$100 plus the TCA grant for their household size on the AIMS 2/3B.

### **AMF PROCEDURES**

- Complete an AMF 1 or a Services 1 form to take the same case actions on AMF that were taken on AIMS (ie., open, close, suspend).
- Create a P6900T (one-time-only) bucket to indicate that the customer is entitled to a medical assistance extension. The P6900T will close automatically in twelve months on AMF. The appropriate closing code should be entered on AIMS. **Note:** The OTO and close dates should match on AMF and AIMS.
- Complete an 8000 using MA Category 02, Scope 6 and certify for an additional 12 months.

## CARES PROCEDURES

- Select Option R (Interim/Historical Change) from the AMEN with the TCA AU#
- On the ERN1 screen of the employed household member, indicate at there is another job by entering a "Y" in the more jobs field.

Enter a second job of "OPTION" for the employed household member. Enter \$100 more than the TCA grant for their household size as "CA" (Other Countable Cash Only) and a frequency of 'AC'.

Fast path to MISC, confirm eligibility by entering a "Y" in the confirm eligibility field. Proceed to the CAFI screen, the TCA will close with a 301 code. The case will close effective the end of the prospective month. Confirm the closing. Press PF14 while on the CAFI screen and add the following text to the notice "You have elected to receive child care and MA in lieu of TCA benefits." The case will then trickle to an FO2 and reflect a 12 month certification period.

**NOTE:** The MAFI screen for the medical assistance extension (FO2) will not show any income.

As always, clearly narrate all case action by pressing PF21 from the DONE screen.

## CCAMIS PROCEDURES

- At time of recon for child care:
  - CCAMIS will not accept a TCA close date in the future. The recon must be done on the date the TCA case closes.
  - Recon case as usual to a priority 2 (transitional) status by entering:
    - TCA status = "P" for prior
    - The end date of TCA
    - "Yes" for "transitional form completed?"
    - Project Independence = "N"
    - The specific updates to the income worksheet screen, if applicable.
  - Issue voucher which will be at the correct subsidy and priority for continued care. The voucher will have an assigned co-payment based on income guidelines.

Questions may be directed to Yolanda Parker at (410) 767-7259, Patricia Jeffers at (410) 767-7143, Sue Woolford at (410) 767-7190, Phyliss Arrington at (410) 767-7079, or Kay Finegan at (410) 767-7939, Division of Program Policy and Regulation; Pamela Evans at (410) 767-7845 or Anne Webster regarding CCAMIS procedures at (410) 767-7815 of the Child Care Administration; and Christine Gerhardt of DHMH at (410) 767-5406.

cc: FIA Management Staff  
Constituent Services  
DHMH Executive Staff  
CCA Executive Staff  
Help Desk  
CTF