

 <b>FAMILY INVESTMENT ADMINISTRATION</b>	<b>CARES BULLETIN</b>
	Effective Date: IMMEDIATELY
Issuance Date: 11/3/97	Control Number: 98-04

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

**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA**

**RE: INVALID DISTRICT OFFICE CODES**

**PROGRAMS AFFECTED: FOOD STAMPS/PUBLIC ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF POLICY AND RESEARCH/DIVISION OF  
PROGRAM AND SYSTEMS SUPPORT**

**Summary**

EBT has rejected several cases from receiving food stamp benefits and Public Assistance due to invalid District Office Codes (153-Children's Help Center, 165- Center Point, 411- Holly Center and 412- Finance Center). Because individuals in state institutions are not eligible for food stamps/public assistance, EBT does not recognize the DO code associated with the institution. When the head of household is transferred to a state institution district office, any assistance units (with or without other members) follow the new district office and as a result do not have access to their food stamp/public assistance benefits.

**Action Required:**

If a person is transferred to a state institution, local offices need to remove that person from any currently active food stamp/public assistance unit with adequate adverse action time given. Most importantly, if a facility/institution takes an application, they must first clear all systems and notify the local office which maintained the food stamp/public assistance unit so that action can be taken on the case. The case may have to be transferred back to the local office before the facility/institution completes the application.

Thank you for your assistance in this matter. If you have any questions regarding this matter, please contact Margaret Lacey at (410) 767-5531.

Cc: FIA Management Staff  
Help Desk  
EBT