

 FAMILY INVESTMENT ADMINISTRATION	CARES BULLETIN
	Effective Date: IMMEDIATELY
Issuance Date: 12/11/97	Control Number: 98-07

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

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

**RE: 1998 MASS DISTRICT OFFICE CASELOAD REASSIGNMENT
SCHEDULE**

PROGRAMS AFFECTED: ALL

ORIGINATING OFFICE: OFFICE OF POLICY AND RESEARCH

The Office of Information Management (OIM) will run the Mass District caseload reassignment on the third processing weekend of each month. Local departments must submit all caseload reassignment requests using form (DHR/CARES 9400.26) by close of business on the second Friday of the month. Any caseload reassignment forms received after the second Friday of the month, will not be entered until the following month. OIM will run the caseload reassignment on the third processing weekend of each month. Caseload reassignment requires a substantial amount of processing time. Therefore, the reassignment must be run on a weekend. The system will be unavailable during this period of time. Please address all caseload reassignment forms to:

**Ruth Waugh
Maryland Department of Human Resources
Division of Program and Systems Support, 6th Floor
311 W. Saratoga Street
Baltimore, Maryland 21201**

CARES Bulletin Control Number

Page 2

The 1998, Mass District Office, Caseload Reassignment Schedule is attached. Please refer to CARES Bulletin 96-54 for the procedures necessary to complete the DHR/CARES 9400.26.

If you have any additional questions, please contact Sue Woolford at (410) 767-8592.

Attachment

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

**1998 Mass District Office
Caseload Reassignment Schedule**

**Closing Date To Submit
DHR/CARES 9400.26 To DPSS**

Friday, January 9, 1998	
Friday, February 13, 1998	
Friday, March 13, 1998	
Friday, April 10, 1998	
Friday, May 8, 1998	
Friday, June 12, 1998	
Friday, July 10, 1998	
Friday, August 14, 1998	
Friday, September 11, 1998	
Friday, October 9, 1998	
Friday, November 13, 1998	
Friday, December 11, 1998	

Weekend Caseload Reassignment

Mass District Office Run	
Friday, January 16, 1998	
Friday, February 20, 1998	
Friday, March 20, 1998	
Friday, April 17, 1998	
Friday, May 15, 1998	
Friday, June 19, 1998	
Friday, July 17, 1998	
Friday, August 21, 1998	
Friday, September 18, 1998	
Friday, October 16, 1998	
Friday, November 20, 1998	
Friday, December 18, 1998	