

 <b>FAMILY INVESTMENT ADMINISTRATION</b>	<b>CARES BULLETIN</b>
	Effective Date: Immediately
Issuance Date: November 5, 1997	Control Number: 98-08

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

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

**RE: CARES LOGOFF PROCEDURE**

**PROGRAMS AFFECTED: ALL PROGRAMS**

**ORIGINATING OFFICE: DIVISION OF PROGRAM AND SYSTEMS SUPPORT**

**Background:**

When leaving at the end of the day it is necessary to logoff of the system. If the system is not properly closed you cannot logon at a later time because the system thinks you are already logged on.

**Action Required:**

When logging off of the CARES system, clear the screen and type CESF LOGOFF.

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.

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