

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*
KEVIN MAHON, EXECUTIVE DIRECTOR, FIA
Joseph Davis
JOSEPH DAVIS, DIRECTOR, DHMH, MCOA**

RE: PHARMACY ASSISTANCE PROCESSING

PROGRAM AFFECTED: TEMHA

ORIGINATING OFFICE: OFFICE OF POLICY AND RESEARCH

Background

This CARES Special Procedure has been developed in response to requests from local departments on how to correctly process Pharmacy Assistance when approving and closing TEMHA cases. TEMHA recipients are currently enrolled in Maryland Pharmacy Assistance by forwarding a completed 8000 to DHMH.

Action Required

The process for enrolling has been streamlined. Case managers should now print the ADDR screen on CARES when approving a TEMHA case. This screen print should be sent to the address listed below for Maryland Pharmacy Assistance enrollment. Please keep in mind that TEMHA cancels (not expirations) should also be reported by sending the ADDR screen print. The Maryland Pharmacy Assistance Program has no other way of knowing of TEMHA cancels. Indicate on the ADDR screen print whether the case is intended for enrollment or cancellation of Pharmacy Assistance. This procedure will be in effect until this process can be automated.

Maryland Pharmacy Assistance Program
P.O. Box 386
Baltimore, MD 21203-0386

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Thank you for your patience and assistance in this matter. If you have any questions regarding this memo, please contact the DHR Help Desk at (410) 767-7002 or 1-800-347-2350.

cc: **FIA Management Staff**
CTF
DHMH/MCOA
DHMH/MPAP