 Department of Human Resources 311 West Saratoga Street Baltimore MD 21201	FIA ACTION TRANSMITTAL
Control Number: FIA/CFR #98-46	Effective Date: Upon Receipt Issuance Date: May 15, 1998

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

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA
 JOSEPH MILLSTONE, DIRECTOR, DHMH/MCPA

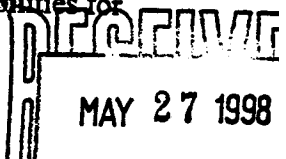
RE: PROCEDURES FOR THE AGREEMENT BETWEEN DHR AND
 THE DEPARTMENT OF PUBLIC SAFETY AND
 CORRECTIONAL SERVICES (DPSCS)

PROGRAMS
AFFECTED: ALL FIA PROGRAMS

ORIGINATING
OFFICE: OFFICE OF POLICY AND RESEARCH

BACKGROUND: In 1993 the Secretary of the Maryland Department of Human Resources (DHR) signed an agreement with the Secretary of the Maryland Department of Public Safety and Correctional Services (DPSCS) to assist inmates who are terminally ill or chronically mentally ill and in need of hospitalization. This agreement called for the departments to create a mechanism for assisting inmates to access the benefits and programs provided by the Family Investment Administration (FIA) through interaction between Local Department of Social Services (LDSS) staff and Division of Correction (DOC) staff prior to their release from incarceration. A workgroup comprised of DHR, DOC, and LDSS staff developed procedures that spelled out eligibility criteria for referral of these inmates. This included responsibilities for the DOC and LDSS staff in carrying out these procedures.

Recent inquiries to the Office of Policy and Research concerning the procedures revealed that although an action transmittal was drafted in 1993, it was never officially printed and released. However, the agreement signed by the secretaries of DHR and DPSCS was effective June 1, 1993 and has not been terminated. It is still binding on our departments to facilitate access to FIA programs and services to this specific population. Although most local departments already function under similar agreements with local jail facilities, the following procedures establish the guidelines and responsibilities for carrying out the statewide agreement between DHR and DPSCS.



ACTION REQUIRED: The agreement between DHR and DPSCS requires the Division of Corrections (DOC) and Local Departments of Social Services (LDSS) to develop and coordinate internal procedures within the following guidelines to facilitate applications for programs and services to inmates who meet established criteria. The Social Security Administration (SSA) currently functions under a provision of federal law that mandates they utilize SSA field staff to file pre-release applications for Supplemental Security Income (SSI) and Food Stamps (FS) for certain residents of public institutions under similar circumstances. While an occasional FS application may be filed, or the inmate may be returning to a household which may qualify them to receive Temporary Cash Assistance (TCA), it is expected that the majority of the applications will be for Transitional Emergency, Medical and Housing Assistance (TEMHA) and Medical Assistance (MA).

Eligibility Criteria – Male and female inmates incarcerated under the care and custody of the Commissioner of Corrections who meet the criteria listed below, shall be identified and screened by DOC staff as potential recipients of services and programs provided by the Family Investment Administration (FIA).

- Inmates shall reside in the state of Maryland upon release;
- Inmates shall be serving a sentence and have a projected release date of at least six weeks in the future;
- Inmates shall not have detainers that would result in incarceration in another jurisdiction; and
- Inmates shall:
 - have an AIDS/HIV+ infection requiring medical treatment; or
 - be terminally ill; or
 - be diagnosed with a chronic mental illness requiring inpatient care upon release.

Division of Correction's Responsibilities – The Division shall establish internal procedures for identifying inmates covered by this agreement and assessing and transmitting information to LDSS. The Division shall:

1. Identify all inmates who appear to meet the established criteria.
2. Complete a needs assessment to determine if inmates are candidates for services.
3. Develop release plans that indicate whether inmates will reside in the community (with family or friends, in a rental situation, etc.) or reside in institutions (hospital, hospice, nursing home, etc.).
4. Make referrals to LDSS between 60 and 45 days prior to the inmates' expected release dates. The referrals will include a release plan, an application for benefits, and all verifications and documentation necessary for LDSS to determine eligibility for benefits. (Inmates to be released to State operated facilities will not be referred to LDSS. Staff at these facilities handles eligibility for MA). Applications for appropriate FIA programs will be handled as follows:

- DOC social work staff will perform a face-to-face interview to determine which FIA programs the inmate may be potentially eligible for and assist the inmate in completing the DHR/FIA application form. This interview shall satisfy the face-to-face interview requirement for the FIA program being applied for. This shall be done within a time frame that allows for forwarding of the application to the LDSS at least forty-five (45) days prior to the inmate's release date. The release date must be written at the top of the application when forwarded to the LDSS.
- DOC will supply the following minimum information:
 - Address and type of living arrangement upon release,
 - Verification of Social Security number,
 - Current or projected income verification. If no income, documentation of how living expenses will be paid,
 - Verification of resources such as bank accounts, life insurance, etc., if applicable,
 - Evaluation of Impairment forms DHR/FIA # 402 and DHMH 4204 *completed* by the DOC medical department to demonstrate the medical problem,
 - Verification that applications for all potential benefits have been made: The Social Security Administration (SSA) currently utilizes SSA field staff to apply for SSI and FS for certain residents of public institutions under similar circumstances. The DOC social worker must contact the SSA representative to obtain verification of the status of these applications if needed, and
 - Additional information as applicable depending on program eligibility requirements, client circumstances, and needs.
- DOC staff shall call the LDSS in the jurisdiction where the customer will be living and alert them that an application for benefits and the information needed to determine eligibility for the specified program is being forwarded. DOC shall provide the name and phone number of the DOC social worker or staff contact person for the specific case to the LDSS at this time.
- DOC staff shall forward the application, all required verifications, and any appropriate documentation and case summary information from the interview to the LDSS for determination of eligibility for the programs requested.
- The information must be forwarded to the LDSS *at least six weeks* before the client is released.

5. Notify the LDSS handling the referrals as soon as certain release dates are set.
6. On the date of release for inmates with community release plans, DOC staff shall give the inmates information about the status of their applications for benefits and instructions to report to the LDSS where the case material has been sent.
7. On the date of release for inmates with release plans to institutions, DOC staff will make arrangements for inmates to be transferred to the institutions. If an application for benefits was forwarded to LDSS, DOC will notify the LDSS when this has been done.

Family Investment Administration Responsibilities – Local Department FIA staff shall:

1. Provide DOC staff with applications and forms necessary to establish eligibility for FIA programs. Local departments may use the DHR/IMA CAF or may develop their own application for use with this population.
2. Upon receipt of application for benefits received from DOC, date stamp the application. The LDSS will maintain a log of incoming DOC applications, case manager assignment, and case dispositions. The release date provided by DOC shall be the filing date for benefits.
3. The application and accompanying documents shall be assigned to an FIA case manager to be reviewed for eligibility processing.
4. If additional information is needed, the FIA case manager shall contact the DOC social worker by phone or FAX to request the additional information. A DHR/FIA #1052 Request for Information is also sent to the inmate c/o the DOC social worker to follow up the informal request.
5. The FIA case manager shall complete a referral to the DHR State Review Team (SRT) for inmates who do not meet the AIDS/HIV+ criteria for FMA. When an SRT referral is needed, write “DOC Request” on the SRT form for expedited SRT processing.
6. Upon notification by DOC that the inmate has been released, the FIA case manager shall initiate appropriate systems (CARES, MMIS II) to make an eligibility determination:
 - Provided all the required documentation and verifications are at the LDSS, the FIA case manager shall make an eligibility decision and send appropriate notices to the applicant within 10 days of the inmate’s release. Send a copy of the eligibility decision to the DOC social worker.
 - If additional information is still needed to process the case, a DHR/FIA 1052 is given/sent to the applicant. Copy DOC regarding outstanding information.

- If the requested information is not received within 15 days, (30 days if the applicant has requested additional time because he/she is having difficulty obtaining the required documentation) deny the application using appropriate codes for failure to return required verification. Send appropriate notices to the applicant, copy the DOC social worker.
- Once all required documentation and verifications are submitted, the FIA case manager shall make an eligibility decision and send appropriate notices to the applicant within 10 days of receipt of the information. Send a copy of the eligibility decision to the DOC social worker.

CARES PROCESSING

When referral is received from the Division of Corrections with the application and verification the case manager can:

- Select 'J' from the AMEN screen.
- From the INCH screen select the program that is being requested. If MA only, select 'D' for MA type and S98 for coverage group.
- Select 'O' (Interview) from the AMEN screen.
- On the AREP screen, place 'R1' in the Rep type field and 'OU' in the Relationship field then enter identifying information for the DOC staff contact person.
- On the DEM2 screen, in the Disability/Incapacitation field, enter the appropriate code or 'O' (other).
- In the Source field enter 'MS' (SRT).
- The Disability Begin Date is the current date or month of application. Note: If information is received and placed on the system when the customer is still incarcerated, the incarcerated months will be worker voided during processing.
- Place the appropriate code (not present for interview) in the Voter Registration field.
- Select 'P' (Process Application Months) from the AMEN screen.
- Place 'Y' next to the Month of Application.
- If the customer is still incarcerated, place denial code '572' (Worker Voided) on the STAT screen in the 'AU STATUS REASONS' field.
- Fast Path to DONE and commit.
- Select the ongoing month/first month in the community.
- Check each screen to assure that all verification has been provided.
- At the DONE screen, commit the information.
- Select 'Q' (Finalize Application) from the AMEN screen.
- Select the Month of Application and confirm the denial code '572'.
- On the __FI screen, confirm the benefit and override the notice.
- Confirm the benefit for the first month that the customer will be in the community.
- Verify that the certification period is six months.
- Finalize the case.

CARES PROCESSING CONTINUED

If the customer is also applying for TEMHA, the process can be completed in the same way as explained above except

- On the INCH screen enter GA for Program and enter 'R' for Type.
- On the DEM2 01 screen enter the end date from the medical provided by DOC, complete Voter Reg. Field with the appropriate code.
- On the AREP screen, enter Rep Type as 'N1' enter Relationship as 'OU' then enter the name and address of the DOC contact person.
- On the DEM2 01 screen enter '2' in the TEMHA Type field, enter the 12th month in the End Date field, enter the Date of Application in the IAR Date field and the appropriate code in the Vote Reg. field.
- On the UINC screen enter the appropriate type i.e. 'SI', enter 'P' for Stat Type, use Date of Application for DATE, then Fast Path to DONE.

If the customer is applying for Food Stamps, the process can be completed by the first process explained above except select the options and codes that are specific to Food Stamps.

If the customer needs to be added to an existing case, the process can be completed by selecting "K" (ADD-A-PERSON) from the AMEN screen.

- On the CLRE screen, you put in the demographic information of the person that is being added to the TCA AU.
- On the INCH screen, select "Y" by the AU that you're adding the person to, put in the application date, and hit ENTER.
- Go into "P" (Processing an Application) and select a "Y" for each month.
- Go through the various screens, putting the appropriate codes and their verifications.
- Go to the WORK screen and enter the appropriate exempt reason (i.e. "DI" (Disabled/Long term Incapacity))
- Go to the COMM screen and erase the red asterisk at the "Average Service Hrs/Week" field. Go down to the "Non Participation Rsn" field and place "DK" and verify it with "CS". Place an "N" by the "Plan To Volunteer" field and hit ENTER.
- Go through the remaining screens and go to DONE and enter to commit.
- Go to "Q" (Finalize), to finalize the individual onto the AU.

ACTION DUE DATE: Upon Receipt.

INQUIRIES: May be directed to Phyliss J. Arrington, Office of Policy and Research at (410) 767-7079 or Barbara Boyle Division of Corrections at (410) 764-5119. Systems questions will be answered by the Help Desk at (410) 767-7002 or 1-800-347-1350.

CC: FIA Management Staff Constituent Services SRT Staff
DHR Executive Staff Barbara Boyle, DOC