



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

**Control Number:** FIA/OPRS #99-12

**Effective Date:** Upon Receipt

**Issuance Date:** October 20, 1998

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

**FROM:** ROBERT J. EVERHARD, EXECUTIVE DIRECTOR, FIA *Robert Everhard*

**RE:** ACTION TRANSMITTALS AND INFORMATION MEMOS FOR 1998

**PROGRAM AFFECTED:** ALL PROGRAMS

**ORIGINATING OFFICE:** OFFICE OF POLICY RESEARCH AND SYSTEMS

### SUMMARY

The Office of Policy Research and Systems (OPRS) provides clarification to policy and procedures questions from local departments statewide on a daily basis. When providing that clarification, the caller is usually referred to a specific Action Transmittal (AT) that outlines the policy or procedure in question. Sometimes the caller does not have the AT that has been issued regarding that topic.

The OPRS, therefore, is providing a listing of ATs issued for State Fiscal Year (SFY) 1998 – from July 1, 1997 through June 30, 1998. The attached list includes the AT number, the Office that issued the AT, the AT topic and the program affected. The ATs for SFY 1998 were numbered from 98-01 through 98-54. The programs affected included Temporary Cash Assistance (TCA), Food Stamps (FS), Medical Assistance (MA), Emergency Assistance (EA), Transitional Emergency Medical and Housing Assistance (TEMHA), Purchase of Care (POC) and Child Support (CSEA).

In addition, an AT topical index is currently being compiled at OPRS to assist staff in locating policy and procedure information. We will distribute the index as soon as it is completed.

A TCA Manual is in the early stages of development. Until the TCA manual has been completed and distributed, TCA policy will continue to be disseminated through ATs. We also distribute sections of the revised Food Stamp Manual to local departments through ATs.

A listing of Information Memos (IM) is also being provided. The attached list includes the IM number, the issuing Office, the IM topic and the program affected. The IMs for SFY 1998 were numbered from 98-01 through 98-14. The programs affected include TCA, FS, MA and TEMHA.

### **ACTION REQUIRED**

Please review the attached AT and IM listings and ensure that staff have copies that directly affect the programs they administer in the local department offices. Copies of any AT or IM not received by the local department can be requested as needed.

### **ACTION DUE**

Upon receipt.

### **INQUIRIES**

Please direct questions, comments or requests for ATs or IMs not received to Edna McAbier at (410) 767-8805.

cc: FIA Management Staff  
Constituent Services

## ACTION TRANSMITTALS - SFY 1998

July 1, 1997 – June 30, 1998

AT #	Issued By	Issue Date	Topic	Program(s)
98-01	FIA/OPR	7/11/97	Child and Adult Care Food Program Verification Form Interim Process	TCA, FS
98-02	“	7/18/97	Redeterminations for Customers who lost their SSI Benefits	MA, TCA, FS
98-03	“	7/28/97	Income Exclusion	TCA, FS, MA
98-04	“	8/18/97	Change Reporting Waiver	FS
98-05	“	7/31/97	Obsoletes 95-38 Rev 4/3/95 Nat'l Com Service Trust Act of 1993	TCA, FS, MA
98-05R	“	9/17/97	Obsoletes 98-05	TCA, FS, MA
98-06	“	8/28/97	IPVs Manual Page	FS
98-07	“	8/21/97	FIP Substance Abuse Provisions	TCA, FS, MA
98-08	“	8/28/97	Corrects Page 2 of 97-22 Child Care in Lieu of TCA	FS
98-09	FIA/DMO	8/22/97	SVES	ALL
98-10	FIA/OPR	8/31/97	Obsoletes 97-13 Rev AU Composition	TCA
98-11	“	9/8/97	FS Mass Change	FS
98-12	“	9/9/97	TCA Payment Increases	TCA, FS
98-13	“	10/7/97	NEW HIRE Registry	ALL
98-14	FIA/ASCI	9/29/97	CPRS	ALL
98-15	FIA/OPR	10/3/97	40 Quarters for Immigrants	TCA, FS
98-16	“	9/30/97	SSI Lump Sums in Installments	TCA, FS, MA

98-17	“	10/17/98	Replaces 97-49 REV Certification Periods	FS
98-18	“	11/5/97	Fair Labor Stds Act & Work Act Guidelines	TCA
98-19	“	11/10/97	SSNs	FS
98-20	“	11/27/97	Replaces 97-41 Immigrants	FS
98-21	“	12/12/97	Exempt to NOAA – Incorrect Address	FS
98-22	“	11/1/97	POC – Qualified Aliens	POC
98-23	FIA/OPA	11/1/97	CS Arrangements/Payment Deductions	POC
98-24	“	12/17/97	1998 Benefit Schedule & Cut-off Dates	TCS, FS
98-25	“	12/19/97	SSA COLA Increases	TCA, FS, MA
98-26	“	12/30/97	Worker Displacement/Grievance Procedures	TCA
98-27	“	1/5/98	Work Activity Liability Issues	TCA
98-28	“	1/6/98	MA-LTC Resources/Allowances Increases	MA
98-29	“	1/12/98	Dental Services for TCA Customers	TCA
98-30	“	12/30/97	Replaces 97-77 1/31/97 Family Violence Screening	TCA
98-31	“	1/13/98	Aged Benefits on EBT	TCA, FS
98-32	OPD/CCA	12/14/97	ADA Payment to Children w/Disabilities	POC
98-33	“	2/9/98	Obsoletes 98-05 National Com Service Trust Act of 1993	TCA, FS, MA
98-34	“	2/12/98	Quarters of Coverage (QCHS) History	TCA, FS
98-35	“	2/19/98	ABAWDs New Waiver	FS
98-36	OPD/CCA	11/1/97	Health and Safety Standards	POC

## INFORMATION MEMOS - SFY 1998

July 1, 1997 - June 30, 1998

IM #	Issued By	Issue Date	Topic	Program(s)
98-01	OAS/CI	8/26/97	Voluntary Request to Close Case Form	ALL
98-01R	"	9/05/97	Revised to include Form #	ALL
98-02	"	8/22/97	FIA Expectations in Managing the Workload	ALL
98-03	"	9/05/97	National Voter Registration Act	ALL
98-04	OPR	12/12/97	CARES/IEVS Matching Alert Notices	ALL
98-05	"	12/12/97	DHR/IEVS IRS Unearned Income Summary Info Screen Mods	ALL
98-06	OWO	2/06/98	(10/1/96 - 9/30/98) Final Stats on TANF Work Results	Work Programs
98-07	OAS/CI	1/00/98	Emergency Issuances During Conversion and Transfer of Cases to Balt City	ALL
98-08	"	1/22/98	Notice to SSI Recipients	FS & MA
98-09	OPR	3/17/98	1998 Federal Poverty Levels	TCA & MA
98-10	OPR & CSEA	3/27/98	MABS Log-On Procedures	ALL
98-11	OPR	4/22/98	TEMHA Grant Increases	TEMHA
98-12	CI	4/29/98	IRS Disclosure Awareness Program	TCA, FS, MA, DEAP
98-13	OPR	5/1/98	PCMI Name Change	TEMHA
98-14	"	5/15/98	Discontinuing the PPI 1126	TCA

98-37	“	3/11/98	IPVs to OAH	TCA
98-38	“	3/12/98	Higher Education as Work Requirements	TCA
98-39	“	3/17/98	Legal Immigrants	TCA
98-40	“	3/24/98	Addendum – Supplement to 98-07 FIP Substance Abuse Treat Provision	TCA
98-41	“	3/23/98	Obsoletes 96-01 7/24/95 Claim Management	FS
98-42	“	3/20/98	Refer to 98-20 Immigrants-New Interpret on 5-Year Ban	FS
98-43	“	3/24/98	Revised Manual Sections	FS
98-44	“	4/7/98	NEW HIRE Registry System	ALL
98-45	“	4/8/98	Expedited Naturalization	TCA, FS
98-46	“	5/15/98	Agreement between DHR and DPSCS for Processing FIA Program Applications	ALL
98-47	OPD/CCA	5/18/98	Availability of Health forms for Reg. CC and Educational Brochures	POC
98-48	OPR	5/27/98	Affidavits of Support on Behalf of Immigrants	TCA, FS
98-49	“	5/29/98	Cancellation of MA During 6-month Prd due to Death or Out-of-State Residency	MA
98-50	“	6/15/98	Interpretation Services for Non-English Speaking Households	ALL
98-51	OPD/CCA	7/1/98	Payment Irregularities	POC
98-52	OPR	6/29/98	Revised Manual Sections	FS
98-53	“	7/6/98	FIP Q & As	TCA,FS,MA
98-54	OPR	7/10/98	Denial of Assistance for Certain Drug- Related Offenses	TCA,FS,EA