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

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA

RE: RCA CALCULATIONS FOR UNEARNED INCOME AND
    DEDUCTIONS / EXPENSES

PROGRAMS AFFECTED: REFUGEE CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF PROGRAMS

Summary:
CARES currently calculates Refugee Cash Assistance unearned income and child
    care deductions based on frequency factors of 4.3 and 2.15. In order to arrive at the
correct calculation, Case Managers complete the calculations off-line prior to
entering the information on CARES. CARES has been modified to calculate
    unearned income and child care deductions based on frequency factors of 4 and 2.

Action Required:
Effective November 2004, CARES calculations for RCA unearned income and
deductions/expenses will match TCA policy’s frequency factors of 4 and 2. Case
Managers can enter the data without completing off-line calculations. Information
entered prior to November 2004 will need to continue following the old procedures.

If you have any questions regarding this bulletin, please contact Joyce Westbrook at
410-238-1299.

cc: DHR Executive Staff
    FIA Management Staff
    DHR System Support Center