

 FAMILY INVESTMENT ADMINISTRATION	FIA INFORMATION MEMO
	Effective Date: Immediately
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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

FROM: KEVIN MCGUIRE, EXECUTIVE DIRECTOR, FIA

RE: CHANGE OF ADDRESS NOTIFICATION

PROGRAMS AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: OFFICE OF PROGRAMS

Whenever mail generated out of CARES is sent to a customer who has moved, and the customer has changed his/her address with the post office, a Form 3547 is sent to DHR's Central Distribution Center (CDC [mailroom]). This form is informational only in its purpose. The Form 3547 is subsequently sent to the district office that serves the customer.

The purpose of sending this form to the district office is to notify the DO that the customer's address has changed and that it should be changed in CARES. Although the form states "fee due \$.70," this does not mean that there is any postage due from the district office. The fee is handled by the various accounts that DHR maintains with the Post Office.

This form should be treated as any other change report form. Verify the information as required by current policy and update the case in CARES.

The Form 3547 is not to be returned to CDC. The local department may either place the form in the case record or discard it after the customer's address has been verified and changed.

Please direct questions to Gerald Conaway, FIA, at (410) 767-7546.

**CC: FIA Management Staff
Constituent Services
DHR Help Desk
DHMH Executive Staff
DHMH Management Staff**