



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

Family Investment Administration

**ACTION TRANSMITTAL**

Control Number: #09-24

Effective Date: February 1, 2009

Issuance Date: February 4, 2009

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR**

**RE: DETERMINING COUNTABLE RESOURCES**

**PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)  
FOOD SUPPLEMENT PROGRAM (FSP)  
REFUGEE CASH ASSISTANCE (RCA)**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**SUMMARY:**

The Family Investment Administration (FIA) is constantly reviewing its policies and procedures to accommodate the needs of customers and to help improve the eligibility determination process. We are aware of various challenges the Local Departments of Social Services (LDSS) face, especially now in this very tough economic time. This change in policy is one of the changes we have made to help improve the process.

**ACTION REQUIRED:**

Effective February 1, 2009, countable resources for Temporary Cash Assistance (TCA) Food Supplement Program (FSP) and Refugee Cash Assistance (RCA) will be limited to the customer's:

1. Cash on hand
2. Checking account
3. Savings account

Exclude all other resources when determining eligibility for TCA, FS or RCA. All other financial eligibility factors remain the same.

**CARES ACTION REQUIRED:**

On the **AST1** screen under Liquid Assets:

- Enter in the '**Type**' field
  - **CA** – cash on hand
  - **CH** – checking account
  - **SV** – savings account
- Enter the dollar amount in the '**Amount**' field
- Enter the verification code in the '**V**' field
- If applicable, enter the account number of the savings or checking account in the '**Acct Num**' field and the name of the institution/bank in the '**Institutional Name**' field.

CARES will not count any other assets for TCA, RCA or FSP, even if entered for the determination of eligibility for other programs.

**INQUIRIES:**

Please direct TCA and RCA policy inquiries to Marilyn Lorenzo at 410-767-7333 or [mlorenzo@dhr.state.md.us](mailto:mlorenzo@dhr.state.md.us), Gretchen Simpson at 410-767-7937 or [gsimpson@dhr.state.md.us](mailto:gsimpson@dhr.state.md.us) or Fatmata Khella at 410-767-7956 or [fkhella@dhr.state.md.us](mailto:fkhella@dhr.state.md.us). You may direct Food Supplement Program policy inquiries to Rick McClendon at 410-767-7307 or [rmcclendon@dhr.state.md.us](mailto:rmcclendon@dhr.state.md.us). Direct all CARES inquiries to Gina Roberts at 410-238-1297 or [groberts@dhr.state.md.us](mailto:groberts@dhr.state.md.us).

cc: DHR Executive Staff  
FIA Management Staff  
Constituent Services  
DHR Help Desk