



Department of Human Resources  
311 W. Saratoga St.  
Baltimore, MD. 21201-3521

## FIA ACTION TRANSMITTAL

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

*Charles E. Henry for*  
**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA**

**RE: CORRECTED FIA ACTION TRANSMITTAL**

**PROGRAM AFFECTED: FOOD STAMPS**

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

### BACKGROUND

This Action Transmittal corrects page 2 of Action Transmittal 97-22 Revised (Child Care in Lieu of Temporary Cash Assistance), dated April 21, 1997. It incorrectly states that a family is to be recertified for food stamps for 12 months without a face-to-face interview after the initial 3 month certification period, which would effectively give the family a 15-month certification period. The "in lieu of" procedure for the Medical Assistance extension and Purchase of Care as described in Action Transmittal 97-22 Revised has not changed.

### ACTION REQUIRED

A corrected page 2 of Action Transmittal 97-22 Revised, deleting the incorrect information, is attached. Please remove the old page 2 and replace it with the corrected one. We apologize for any confusion or inconvenience this error may have caused.

#### **REMINDER:**

- ▶ Certification periods are limited to 12 months.
- ▶ For households in which all adult members are elderly or disabled, certification periods may be up to 24 months.
- ▶ At the end of 12 months of a 24-month certification period, complete a mid-point contact by telephone or receipt of a change report form.
- ▶ All households must file a new application and participate in a face-to-face interview prior to recertification.

- Those who are starting a job.
- Those who get employment during the up-front job search.
- Those who can wait on receipt of a pay check if they receive child care assistance and medical assistance.
- Those who are under-employed and would be eligible for a small amount of TCA, but would rather receive one or both of the available options.

The applicant can elect to receive child care, medical assistance, or both. When receiving one or both of the benefits, the family unit will be treated like any other active case for three months. The three months include the month of application and the following two months. After three months, the family unit will be eligible to receive medical assistance benefits for 12 months, unless a change is reported that makes the family ineligible for these extended benefits.

After three months, customers receiving POC must complete an application for a redetermination. If the family is eligible and funds are available, the case is entered into CCAMIS as a Priority 5 (low income working). The customer is counseled, at the redetermination, of their responsibility to pay the assigned co-payment when it is due. The co-payment will be based on family size and income. Once the case is entered into CCAMIS as a Priority 5 the local department will not need to track the cases separately.

#### **PROCEDURES:**

During the initial interview with the customer, when the customer selects either one or both of the benefits, advise the customer to report any changes in the situation within the three month period.

**To receive child care benefits beyond the three month period:**

The customer is to be given or mailed a Purchase of Child Care Application/Redetermination form; and requested to return the form with proof of income no later than the 15th of the 3rd month of certification. The customer must be employed to receive the child care extended benefits. The customer must report income and schedule changes. The customer will be issued new child care vouchers reflecting changes in subsidy and co-payment once information is received.

**To receive extended medical assistance benefits:**

The customer must be employed to receive extended benefits. The family is certified for 12 months. No quarterly reports or income tests are needed. Eligibility ends only if the family moves out of State or the only child moves out of the home.

#### **AIMS PROCEDURES:**