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

FROM:     CHARLES E. HENRY, EXECUTIVE DIRECTOR

RE:       NEW INFORMATION TO RETRIEVE THE FOOD STAMP AND TCA
          MANUALS FROM THE FIPNET AND INTERNET

PROGRAM AFFECTED: FOOD STAMPS (FS) AND TEMPORARY CASH
                     ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

Updated Temporary Cash Assistance and Food Stamp policy manuals are now
available on the FIPNet. Now you can access the manuals through the FIPNet as well
as on-line through the DHR website.

The procedure for accessing the FIPNet has not changed. Click on FIPNET on the left
side of the DHRNet contents page, then click on TCA Manual or Food Stamps on the
FIPNet page.

The procedure to access the DHR website is basically the same no matter what search
engine you are using as long as you have internet access on your computer.

1. Enter the following web address in the address line or in the space where the
   screen indicates for you to enter descriptive information for what you are

2. Press the enter key or use the mouse and left click once

3. The DHR Welcome page will be displayed.

4. On the left side of the screen is the menu. Use the mouse and left click once on
   the Table of Contents (TOC). You can also use the up and down arrows on the
   right side of the key board to highlight the topic you wish to select and then press
   enter. The programs and services available through DHR will be listed.
5. Scroll down (you can use the down arrow on the right side of your keyboard) to the Family Investment Administration (FIA) listing.

6. Using the mouse left click once on the FIA listing or press enter. The FIA Welcome page will be displayed. The programs and services provided through FIA are listed on the left side of the screen.

7. Again, left click once or highlight using the arrow keys either the FS or TCA manual listing to access it.

There will be additional policy updates within the next few weeks. Quarterly updates to the manuals on FIPNET and the DHR website are planned to coincide with the quarterly policy briefings.

We also encourage you to explore both the DHR and FIA websites for additional agency information including program information and telephone numbers and e-mail addresses of DHR employees statewide.

**INQUIRIES**

Please direct food stamp questions to Kay Finegan at 410-767-7939 or Marilyn Lorenzo at (410) 767-7333 and TCA questions to Jo-Ann Showalter at 410-767-7956 or Edna McAbier at 410-767-8805.

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