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| http://dhrnet.dhr/directory/logos/DHS_Primary_Logo_Color_Web.png Department of Human Services311 West Saratoga StreetBaltimore MD 21201 | **FIA INFORMATION MEMO** |
| **Control Number: 18- 13** | **Effective Date: Immediately** |
| **Issuance Date: January 18, 2018** |

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES**

**DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT**

**FAMILY INVESTMENT SUPERVISORS**

**FROM: NICHOLETTE SMITH-BLIGEN, EXECUTIVE DIRECTOR**

**RE: FIA QUARTERLY BRIEFINGS**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

The Family Investment Administration (FIA) will conduct regional, in-person Quarterly Briefing Sessions for Local Department of Social Services (LDSS) District Managers, Assistant District Managers, Supervisors, Assistant Supervisors, and LDSS Trainers. The purpose of these sessions is to review Action Transmittals, Information Memos, Policy and Training Alerts issued during the previous quarter. In addition, these sessions will provide the ability to share LDSS-relevant FIA updates.

The first Quarterly Briefing Session is scheduled for January 22, 2018. Sessions will continue through early February. The tables below detail the region designation and the Quarterly Briefing Session dates.

Table 1- Local Department of Social Services Region Designation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REGION** | **Region 1** | **Region 2** | **Region 3** | **Region 4** | **Region 5** | **Region 6** |
| **LDSS’s** | Anne Arundel | Howard | Allegany | Calvert | Cecil | Caroline |
| Baltimore City | Montgomery | Carroll | Charles | Harford | Dorchester |
| Baltimore County | Prince George’s | Frederick | St. Mary’s | Kent | Somerset |
|  |  | Garrett |  | Queen Anne’s | Wicomico |
|  |  | Washington |  | Talbot | Worcester |

Table 2- Quarterly Briefing Dates and Locations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | REGION | LOCATION | Session I | Session II |
| Monday, January 22, 2018 | Region 2 | Prince George’s County LDSS | 10 am- 12 pm | 1 pm – 3 pm |
| Thursday, January 25, 2018 | Region 3 | Carroll County LDSS | 10 am- 12 pm | 1 pm – 3 pm |
| Friday, January 26, 2018 | Region 3 | Carroll County LDSS | 10 am- 12 pm | 1 pm – 3 pm |
| Monday, January 29, 2018 | Region 2 | Prince George’s County LDSS | 10 am- 12 pm | 1 pm – 3 pm |
| Monday, February 5, 2018 | Region 4 | Charles County LDSS | 10 am- 12 pm | 1 pm – 3 pm |
| Wednesday, February 8, 2018 | Region 6 | Dorchester County LDSS | 10 am- 12 pm | 1 pm – 3 pm |
| Monday, February 12, 2018 | Region 1 | Baltimore City LDSS | 10 am- 12 pm | 1 pm – 3 pm |
| Tuesday, February 13, 2018 | Region 1 | Baltimore City LDSS | 10 am- 12 pm | 1 pm – 3 pm |
| Wednesday, February 14, 2018 | Region 5 | Harford Community College | 10 am- 12 pm | 1 pm – 3 pm |
| Thursday, February 15, 2018 | Region 5 | Harford Community College | 10 am- 12 pm | 1 pm – 3 pm |

The 2018 Quarterly Briefings are tentatively set for the following months:

* 2nd Quarterly Briefing: June 2018
* 3rd Quarterly Briefing: August 2018
* 4th Quarterly Briefing: October 2018

Registration links with site details for each regional Quarterly Briefing was forwarded to the LDSS training coordinators on January 18, 2018. Additionally, the PowerPoint presentation and a “Frequently Asked Questions” document will be posted to The HUB two weeks after the completion of regional tour.

**Inclement Weather Policy**: Please pay attention to the school cancellations in the county where the briefing is scheduled. If school is delayed, closed, or if the State of Maryland offices are on liberal leave or closed, the briefing will be cancelled. The briefing will **not** be rescheduled. All briefing materials and LDSS questions and FIA answers will be accessible on The HUB.

**INQUIRIES**

If you have any questions, please email fia.policy@maryland.gov.

cc DHS Executive Staff

FIA Management Staff

Constituent Services

DHS Help Desk