

FAMILY INVESTMENT ADMINISTRATION

Policy Number:	26-19
Policy Title:	Graduation Date Added to E&E Active Client Report
Release Date:	June 29, 2026
Effective Date:	Immediately
Approved By:	Augustin Ntabaganyimana Executive Director Family Investment Administration
Revision Date(s):	N/A
Supersedes:	N/A
Originating Office:	Office of Cash Programs
Required Actions:	None
Key Words:	Graduation date, TCA, 18, 19, Year Olds, School Status
Related Federal Law	None
Related State Laws	Human Services § 5-308, Ann. Code of Md.
COMAR	COMAR 07.03.03.07
State Plan Implications?	No



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**FAMILY INVESTMENT
ADMINISTRATION (FIA)
INFORMATION MEMO**

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

FROM: AUGUSTIN NTABAGANYIMANA, EXECUTIVE DIRECTOR

**RE: GRADUATION DATE ADDED TO E&E ACTIVE CLIENT
REPORT**

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF CASH PROGRAMS

Summary

This Information Memo details the addition of an Expected Date of Graduation field to the Eligibility & Enrollment (E&E) Active Client Report within the Qlik Sense reports. This field is essential for monitoring and documenting the expected graduation date for individuals in Temporary Cash Assistance (TCA) assistance units who are 18 or 19 years old, receive benefits based on their student status, and are not the head of household. Despite their age, these individuals are considered “children” for the purposes of TCA.

Generally, for a child to be included in the TCA assistance unit, they must be either younger than age 18 or younger than age 19 and a full-time student in secondary school or equivalent. Per TCA regulations, 18- and 19-year-old students must be on track to complete their program or graduate by the conclusion of the calendar year they reach age 19.

TCA staff and Work Participation Specialists (WPS) must use the new Graduation Date field on the E&E Active Client Report to proactively track these critical dates. Monitoring the anticipated date of graduation or program completion ensures that qualifying 18- or 19-year-old children maintain their TCA eligibility. It also helps prevent errors and ensure appropriate benefit end dates for these children.

Key Policy Reminders:

See [Section 0307, Age, of the TCA Manual](#) for the full policy.

1. An 18-or 19-year-old child in a TCA unit must be a full-time student in secondary (high) school, a General Education Diploma (GED) program, or an equivalent level of vocational or technical training (such as a certificate program).
2. To qualify for TCA assistance, the child must be expected to graduate or complete the program before the end of the calendar year in which they turn 19.
3. When the child is a full-time secondary school student or equivalent but is **not** expected to graduate within the calendar year in which they turn 19, the child's TCA eligibility ends the last day of the month following the month they turn 19. For example, if the child enrolled in a full-time GED program turns 19 on October 23, 2026, and will complete their GED program in March 2027, the child's TCA eligibility ends on November 30, 2026.
4. When the child is 18 or 19 years old and graduates or leaves school, their TCA eligibility ends the last day of the month following the month they graduated or left school. For example, if a child turns 18 on May 3, 2026, and graduates from high school on June 13, 2026, their TCA eligibility ends on July 31, 2026.

Staff Actions:

Case managers must review and process the "child turning 18" alert in E&E to ensure the information for the child(ren) on the Education Details screen is current. Staff must enter expected graduation dates and update them if the child's circumstances change.

When issuing benefits for children who are 18 years old and full-time students, but who will not graduate prior to the end of the year they turn 19, staff must set an alert.

Resources

[TCA Manual - 0307 Age](#)
[COMAR 07.03.03.07](#)

Inquiries

Please direct policy questions to FIA Policy by completing the FIA Policy Information Request Form. Montgomery County staff may submit their policy questions via email at fia.policy@maryland.gov.

cc: DHS Executive Staff
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