



**Department of Human Services**  
 311 West Saratoga Street  
 Baltimore MD 21201

**FIA INFORMATION MEMO**

**Control Number: # 23-24**

**Effective Date: UPON RECEIPT**

**Issuance Date: June 16, 2023**

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

**FROM: LA SHERRA AYALA, EXECUTIVE DIRECTOR**

**RE: RESCINDING AND REVISING AT 23-16**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**SUMMARY:**

After feedback from concerned Local Department of Social Services staff, the Family Investment Administration (FIA) is rescinding Action Transmittal 23-16. The AT was issued on April 19, 2023, to provide standard operating procedures and train staff on the referral process for supporting victims of sexual harassment, sexual assault, domestic violence, stalking, and survivors of domestic violence.

The AT is being rescinded as FIA works with the Social Services Administration and Local Department of Social Services to develop a more streamlined process - one that takes into consideration staffing constraints and capacity within our local offices. A revised AT will be issued in the near future. In the meantime, case managers are advised to continue to use the existing processes for supporting sexual and domestic violence victims.

**INQUIRIES:**

Please direct policy questions to FIA Policy by completing the [FIA Policy Information Request Form](#) found on Knowledge Base or via email at [fia.policy@maryland.gov](mailto:fia.policy@maryland.gov) for Montgomery County only. For systems questions, please email [fia.bsdm@maryland.gov](mailto:fia.bsdm@maryland.gov).

cc: DHS Executive Staff  
FIA Management Staff  
Constituent Services  
DHS Help Desk  
Office of Administrative Hearings