




FIA INFORMATION MEMO

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

FROM: NETSANET KIBRET, EXECUTIVE DIRECTOR 

**RE: UPDATES TO THE TCA CONCILIATION AND SANCTION
WORKBOOK AND THE TCA WORK PARTICIPATION WORKBOOK**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

Background

This Information Memo outlines recent changes made to the TCA Conciliation and Sanction Workbook and the TCA Work Participation Workbook. Each workbook had one section updated. Explanations of the updates are provided below.

Both updated workbooks are available on Knowledge Base.

TCA Conciliation and Sanction Workbook

Previous Language	Updated Language
<p>Previously, Section 314(D) of the TCA Conciliation and Sanction Workbook read:</p> <p>“When a customer reapplies for TCA after being sanctioned, the case manager must review the customer’s history during the time the TCA case was closed. If for example, the customer became employed during the time the TCA was closed, consider the sanction cured.”</p>	<p>Section 314(D) of the Workbook is now updated to accurately reflect the policy for curing a sanction using employment held while a TCA case was closed. The section now reads:</p> <p>“When a customer reapplies for TCA and has a preexisting sanction, the case manager must review the customer’s history during the time the TCA case was closed to determine if the sanction has been cured. In making this determination, the following policy must be adhered to:</p> <p>Sanction penalties are not lifted or “cured” until the day after:</p> <ol style="list-style-type: none">1. One day of compliance for the first instance2. 10 days of compliance for the second instance3. 30 days of compliance for the third or subsequent instances <p>Note: Any countable work activity in which the customer participated while the TCA case was closed may be used to cure the TCA sanction based on the above timeframes. See Section 400 of the TCA manual to confirm if an activity is considered countable for the specific household.”</p>

TCA Work Participation Workbook

Previous Language	Updated Language
<p>Previously, Section 104.3(B) of the TCA Work Participation Workbook read:</p> <p>“Participation in job search/job readiness (JBS) and substance abuse treatment (JBT) count for work participation rate purposes, for a maximum of <u>four consecutive weeks</u> and for a maximum of <u>120 hours</u> for a single custodial parent with a child under 1 and 180 hours for all other work eligible participants in the previous 12-month period. (Customer begins a JBS activity in March 2017. The 12-month period ends February 2018.)”</p>	<p>Section 104.3(B) is now updated to accurately reflect that the four consecutive weeks and maximum of 120 hours as referenced applies to a single custodial parent with a child under the age of 6 rather than the age of 1. This section now reads:</p> <p>“Participation in job search/job readiness (JBS) and substance abuse treatment (JBT) count for work participation rate purposes, for a maximum of <u>four consecutive weeks</u> and for a maximum of <u>120 hours</u> for a single custodial parent with a child under 6 and 180 hours for all other work eligible participants in the previous 12-month period. (Customer begins a JBS activity in March 2017. The 12-month period ends February 2018.)”</p>

Inquiries

Please direct policy questions to FIA Policy by completing the [FIA Policy Information Request Form](#) found on Knowledge Base as shown in the screenshot below.

The screenshot shows the DHS Knowledge Base interface. On the left, a navigation menu lists various categories, with 'Family Investment Administration' and 'Contact us with your FIA Program Eligibility Policy Question' highlighted with red circles. The main content area is titled 'Contact us with your FIA Program Eligibility Policy Question' and contains a 'FIA Policy Information Request' form. The form includes instructions: 'Have a FIA policy question? Click on the link to complete a Policy Information Request. Your question will be routed directly to the Bureau of Policy. Questions will be answered within 48 business hours. If a question requires further research you will be notified that there will be a delay and kept apprised of the status. Remember to review the policy manuals, Action Transmittals, and Forms found on Knowledge Base (http://dhs.maryland.gov/family-investment-administration/) prior to submitting a request many times the answer to your question can be found through our online resources. Technical questions regarding CARES functions should be directed to the Bureau of System Development and Management at bsdsm@maryland.gov.' Below the instructions, there is a red asterisk indicating a required field: '* Required' and 'Email address *'. On the right side of the page, there are two contact cards for 'Labelle Hillgrove, FIA, Undersecretary' and 'Yolanda V. Deckery, FIA, Chief of Staff', both with their respective phone numbers and email addresses.

cc: DHS Executive Staff
 FIA Management Staff
 Constituent Services
 DHS Help Desk