



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number:
#11-21

Effective Date: Upon Receipt
Issuance Date: March 23, 2011

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

FROM: ROSEMARY MALONE, INTERIM EXECUTIVE DIRECTOR
STAFFORD CHIPUNGU, DIRECTOR,
OFFICE OF BUDGET AND FINANCE

RE: NEW INTERIM REIMBURSEMENT ASSISTANCE FORM

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA), TEMPORARY
DISABILITY ASSISTANCE PROGRAM (TDAP), MEDICAL
ASSISTANCE (MA), PUBLIC ASSISTANCE TO ADULTS
(PAA)

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

Since 2001, Maryland has had an agreement with the Social Security Administration (SSA) for Maryland to be reimbursed for assistance paid to long term disabled customers from State General Funds. Long term disabled customers must sign an Interim Assistance Reimbursement form (DHR/FIA 340) and apply for SSI. Parents must apply for SSI and sign the DHR/FIA 340 on behalf of their disabled children.

DHR signed a new IAR agreement with SSA in September, 2010. We revised the DHR/FIA 340 to include information that SSA requested and simplified the language used in the form. We attached a copy of the revised form to the AT. The form and the distribution of it have changed slightly. It is now a three part form rather than four. The white copy with the customer's original signature is maintained in the case file. **DO NOT** retire it. The yellow copy is forwarded to the local department Finance office and the pink copy is given to the customer.

ACTION DUE: Begin using the new form upon receipt. Previous editions are obsolete. The form will be available from the DHR warehouse and on FIPNET under Forms.

INQUIRIES: Please direct all TCA and TDAP inquiries to Marilyn Lorenzo at 410-767-7333 or mlorenzo@dhr.state.md.us or Gretchen Simpson at 410-767-7937 or gsimpson@dhr.state.md.us. Direct all Budget and Management inquiries to Bridgette Palmer at bpalmer@dhr.state.md.us or Dawit Gebregiorgis at dgebregi@dhr.state.md.us or 410-767-7489.

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

How long is this authorization binding on the State and me if I checked the Initial Claim Only block?

This authorization is in effect for you and the state for twelve (12) months. The 12 months begin with the date the state notifies SSA through an electronic system that the state has received the authorization and it ends 12 months later. You and a state representative must sign and date the authorization for the authorization to be valid.

Exceptions apply to this rule. The state must send SSA the authorization within a certain time frame. For a state using an electronic system, SSA must receive the authorization information within 30 calendar days of the state matching your SSI record with your state record. If the information sent by the state is not sent within the 30 calendar days, SSA will not accept the information. SSA will not pay any of your retroactive SSI benefits to the state. SSA will send you any SSI money that may be due you, based on SSA's regular payment rules.

Can the authorization stay effective longer than the 12-month period? Can the authorization end before or after the 12-month period ends?

The authorization can stay effective longer than the 12-month period, if you

- apply for SSI benefits before the state has the authorization form, or
- apply within the 12-month period the authorization is effective, or
- file a valid appeal of SSA's determination on your initial claim.

The period of the authorization can end before the 12-month period ends, or end after the 12-month period ends when any of these actions take place:

- SSA makes the first SSI payment on your initial claim; or
- SSA makes a final determination on your claim; or
- the state and you agree to terminate this authorization.

The authorization period will end with the day of the month any of these actions take place.

How long is this authorization effective for the state and you, if you checked the block called Post-eligibility Payment Only?

This authorization is in effect for you and the state for twelve (12) months. The 12 months begin with the date the state notifies SSA through an electronic system that the state has received the authorization and end 12 months later.

Exceptions apply to this rule. The state must send SSA the authorization within a certain time frame. For a state using an electronic system, SSA must receive the authorization information within 30 calendar days of the state matching your SSI record with your state record. If the information sent by the state is not sent within the 30 calendar days, SSA will not accept the information. SSA will not pay any of your retroactive SSI benefits to the state. SSA will send you any SSI money that may be due you, based on SSA's regular payment rules.

Can the authorization stay effective longer than the 12-month period? Can the authorization end before or after the 12-month period ends?

The authorization can stay effective longer than the 12-month period, if you file a valid appeal. You must file your appeal within the time frames SSA requires.

The period of the authorization can end before the 12-month period ends, or end after the 12-month period ends with the day of the month when any of these actions take place:

- SSA makes the first SSI payment on your post-eligibility case after a period of suspension or termination; or
- SSA makes a final determination on your claim; or
- the state and you agree to terminate this authorization

Does this authorization serve as a protective filing for SSI benefits?

Yes, if you checked the Initial Payment Block, signing this form serves as a signed statement of your intention to claim SSI benefits if you have not filed an SSI application as of the date this authorization is received by the State. Your eligibility for SSI benefits may begin as early as the date you sign this form if you file an application at a Social Security office for SSI benefits within 60 days after that date. This form also serves as a notice from SSA that you have sixty days from the date the State receives this form to file for SSI benefits. However, if you do not file an application for SSI benefits at a Social Security Office within 60 days after that date, then you understand that you cancel your intention to claim SSI benefits and this authorization no longer protects your filing date for SSI.

What rights and appeals are available to you under this authorization?

You can disagree with a decision the state made during the reimbursement process. You will receive a state notice telling you how to appeal the decision. You cannot appeal to SSA if you disagree with any state decision.

Within 10 working days after the state receives the reimbursement money from SSA, the state must send you a notice. The notice will tell you three things: (1) the amount of the payments the state paid you (2) that SSA will send you a letter explaining how SSA will pay the remaining SSI money (if any) due you, and (3) about your right to a hearing with the state if you disagree, including how to request the hearing.

The State cannot be reimbursed for assistance it gave to you if that assistance was financed wholly or partly from Federal dollars.