

Attachment A
General Instructions:

Each State must provide the information indicated below on its TANF program regardless of the funding source -- i.e., no matter whether the State used segregated Federal TANF funds, segregated State TANF funds, or commingled funds to pay for the benefit or service.

If the State elects to report on other benefits or activities provided through other program funding streams, please mention it after the TANF-funded benefits or activities for each item.

1. The State's definition of each work activity.

Please reference the detailed work activity descriptions found in Maryland's Work Verification Plan.

2. A description of the transitional services provided to families no longer receiving assistance due to employment.

Please see Maryland's State TANF Plan for a description of how Medical Assistance coverage is provided as a transitional benefit to certain Temporary Cash Assistance (TCA) leavers. Families are also eligible for child care assistance based on the caretaker relative's income, as long as the family has a child under age thirteen. Many low-income working families are eligible for the Supplemental Nutrition Assistance Program, known in Maryland as the Food Supplement Program (FSP) and formerly known as the Food Stamp Program. Maryland issues five months of transitional FSP benefits to most TANF recipients when their TCA case closes. Transitional FSP eases recipients' transitions from welfare to work and draws additional federal dollars into the State economy. After the transitional FSP period, many families retain their FSP but at a reduced level of benefits. Other low-income families are encouraged to apply for FSP benefits. The Department of Human Resources' Communication Office and Family Investment Administration take advantage of opportunities in the communities to build awareness of the support that medical assistance and FSP can be to low-income families. Maryland and one of its local jurisdictions also provide a State Earned Income Tax Credit (EITC), part of which is refundable. Many former TCA customers are eligible to receive both the state and federal EITC which, when combined with moderate earnings, FSP, child care assistance, medical assistance and child support, can help the family rise above the federal poverty level. Local Departments of Social Services in Maryland are authorized to provide transitional assistance to families on an individual basis. This assistance can be in the form of transportation, clothing, funds for licensing fees or accreditation, tools, and other work supports. Certain local departments also provide job skills enhancement training, mentoring, job shadowing, intensive case management, employer/employee mediation, 24-hour job retention hotlines and counseling to employed low income families.

3. A description of how a State will reduce the amount of assistance payable

to a family when an individual refuses to engage in work without good cause pursuant to 45 CFR 261.14 of this chapter.

Please see Maryland's State TANF Plan for a description of the State sanction policy for non-compliance with work requirements.

4. The average monthly number of payments for child care services made by the State through the use of disregards, by the following types of child care providers:

i. Licensed/regulated in-home child care: 0

ii. Licensed/regulated family child care: 0

iii. Licensed/regulated group home child care: 0

iv. Licensed/regulated center-based child care: 0

v. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a non-relative: 0

vi. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a relative: 0

vii. Legally operating (i.e., no license category available in State or locality) family child care provided by a non-relative: 0

viii. Legally operating (i.e., no license category available in State or locality) family child care provided by a relative: 0

ix. Legally operating (i.e., no license category available in State or locality) group child care provided by a non-relative: 0

x. Legally operating (i.e., no license category available in State or locality) group child care provided by a relative: 0

xi. Legally operated (i.e., no license category available in State or locality) center-based child care. 0

5. If the State has adopted the Family Violence Option and wants Federal recognition of its good cause domestic violence waivers under 45 CFR 260.50-58, then provide (a) a description of the strategies and procedures in place to ensure that victims of domestic violence receive appropriate alternative services and (b) an aggregate figure for the total number of good cause domestic waivers granted.

Beginning on November 1, 1996, applicants and recipients in Maryland were screened for potential family violence. Training is provided to staff statewide to help screen and identify families with a history of family violence. Since victims of family violence generally have been reluctant to reveal their problems in this area, sample screening questions have been provided with ways to rephrase and integrate the questions throughout the interview. Family violence experts are in place in local departments of social services offices statewide. Certain program requirements are waived for these families. In addition, good cause reasons for not meeting program requirements are in place to protect these fragile families. The team of case manager, family violence expert, social worker or counselor determines that the family could participate in a work activity. Families who are victims of

Family Violence and who are working with the family violence expert and the FIP case manager towards resolving the violence issues and removing barriers are served in ways described in Maryland's TANF State Plan. The total number of families served through this option was 535 in FFY 2010.

6. A description of any nonrecurrent, short-term benefits (as defined in 45 CFR 260.31(b)(1)) provided, including:

i. The eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payments;

ii. Any policies that limit such payments to families that are eligible for TANF assistance or that have the effect of delaying or suspending a family's eligibility for assistance;

iii. Any procedures or activities developed under the TANF program to ensure that individuals diverted from assistance receive information about, referrals to, or access to other program benefits (such as Medicaid and food stamps) that might help them make the transition from welfare to work.

As described in Maryland's TANF State Plan – Maryland provides the following programs for eligible families: Welfare Avoidance Grants (WAG). A local department may offer a WAG to families with children according to criteria described in the local plan approved by the Maryland Department of Human Resources. A WAG is cash assistance in an amount up to three times the TCA grant for that family size, which is paid based on an agreement signed by the applicant or recipient and the local department. Emergency Assistance to Families with Children. Funds are allocated to local departments to meet emergencies for families with children under 21 years old according to local plans. The financial eligibility criteria for this component differ from the other components. The family is needy if they have an emergency situation as defined in the local plan, do not have income or liquid assets to meet that emergency, and the emergency is not the result of quitting a job. Burial Assistance (BA) – This State-funded program pays reasonable funeral expenses for deceased persons. A representative must file on the person's behalf. The program provides assistance for persons who were TANF recipients, foster care children, Medical Assistance nursing home patients and Temporary Disability Assistance Program recipients. The state will not issue BA to reimburse for paid funeral expenses. Disaster Assistance. A disaster may be any natural or man-made event that disrupts the lives of families by destroying or disrupting all or part of their homes, possessions, sources of income, etc. In such a disaster, Maryland will provide "non-recurrent, short term" benefits outlined in 45 CFR 260.31(a)(3)(b)(1) which excludes from the definition of "assistance" benefits designed to deal with a specific crisis situation or episode of need, not intended to meet recurrent or ongoing needs, and will not extend beyond four months. Medical Assistance Outreach. Maryland has instituted an extensive outreach campaign to inform citizens, especially former TCA customers, of their potential eligibility for Medical Assistance. This program pays medical bills of certain needy and low-income individuals. Coverage is automatically granted to persons receiving public assistance such as Supplemental Security Income, Temporary Cash

Assistance and Foster Care. Safe and Stable Families. These programs prevent or reduce out-of-wedlock pregnancies and encourage the formation and maintenance of two parent families, since the ultimate goal of all of them is to provide a safe home for children in a stable, two-parent environment. These are a variety of programs available to families to provide supportive services, including non-recurring short term benefits when appropriate, to promote safety and well-being of children and their families, as well as to promote stability and permanency. This includes families with identified stresses around family life, including disruption of utility service, threat of eviction or foreclosure, homelessness, and other problems that threaten the well-being and stability of the family. These programs help families by providing services such as family preservation, grants for Interagency Family Preservation Services and by providing a wide range of service to the family to maximize the chances the children grow up in safe, stable and loving homes. The programs include, but are not limited to, Families Now, Intensive Family Services, Continuing Protective Services, Services to Families with Children, Kinship Care, Parent Aide Services and those provided through Inter-Agency Agreements such as the Family Recovery Program.

7. A description of the grievance procedures the State has established and is maintaining to resolve displacement complaints, pursuant to section 407(f)(3) of the Social Security Act. This description must include the name of the State agency with the lead responsibility for administering this provision and explanations of how the State has notified the public about these procedures and how an individual can register a complaint.

An employee who feels employment was lost due to displacement may initiate a grievance by presenting: (1) The complaint to the local department in writing not later than 30 days after the: (a) Alleged cause of the complaint, or (b) Employee knew or should have known of the alleged cause of complaint; and (2) Information to the local department in support of the allegation that the employee was displaced. The local department shall: (1) Schedule a conference with the employee, or with the employer and the employee, within 10 days after receipt of the complaint; (2) Within 15 calendar days from the date of the conference with the employee: (a) Determine whether displacement occurred and send written notice to the employee and employer of the local department decision; and (b) Notify the employee and employer in writing that if either disagrees with the decision, either has a right to request a conference before the Welfare Displacement Review Panel which shall be comprised of: (i) Two representatives from the Department of Human Resources (DHR) (ii) One representative from the Department of Labor, Licensing, and Regulation (DLLR), and (iii) Two public representatives appointed by the Secretary of Human Resources. A written request under Subsection G (2) (b) of this regulation shall be filed with the Family Investment Administration not later than 15 days from the date of the local department decision. The Welfare Displacement Review Panel shall: (1) Hold a conference with the employer and the employee within 30 days of receipt of the request; and (2) Within 30 days from the date of the conference; (a) Render a decision upholding, reversing, or modifying the

local department decision, (b) Notify the employee, the employer, and the local department, in writing, of the panel's decision, (c) Give to each employee and employer written notification that if either disagrees with the Welfare Displacement Review Panel's decision, each has a right to request a fair hearing in the same manner that a recipient would request a fair hearing under COMAR 07.03.11. Office of Administrative Hearings (OAH). (1) The OAH shall conduct the hearing in accordance with State Government Article, Title 10, Subtitle 2, Annotated Code of Maryland, COMAR 28.02.01. (2) Notice of the hearing shall be sent to the parties at least 15 days before the hearing and shall advise the parties of the right to be represented by a lawyer or other person at the hearing. (3) A party may examine the Department's record for the purpose of discovering information pertinent to the appeal, if information the Department is required to keep confidential is protected. (4) A hearing is open to the public. (5) The employee bears the burden of proof. (6) The administrative law judge shall: (a) Determine whether displacement occurred; (b) Issue the final administrative decision not later than 90 days after the date of the request for the hearing; and (c) Send a copy of the decision to the parties and to the local department. (7) The decision of the administrative law judge is: (a) Binding on the local department; and (b) Subject to review by the circuit court. Upon final finding of displacement in the grievance process, the local department may: (1) End the subsidy in the case of subsidized employment; and (2) Remove the participant from work experience, on-the-job training, or community service.

8. A summary of State programs and activities directed at the third and fourth statutory purposes of TANF (as specified at 45 CFR 260.20(c) and (d) of this chapter).

a. Summarize below, the State programs and activities directed at preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3):

Please see Maryland's State TANF Plan for a description of the broad array of services to families and children that are reasonably calculated to accomplish the third and fourth purposes of the TANF law.

b. Summarize below, the State programs and activities directed at encouraging the formation and maintenance of two-parent families (TANF purpose 4):

Please see Maryland's State TANF Plan for a description of the broad array of services to families and children that are reasonably calculated to accomplish the third and fourth purposes of the TANF law.

9. An estimate of the total number of individuals who have participated in subsidized employment under §261.30(b) or (c) of this chapter. 1,284

Attachment B 0
Grantee Information

State MARYLAND

Fiscal Year 2010

Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

Temporary Cash Assistance – Special Populations

2. Description of the Major Program Benefits, Services, and Activities:

19 Year Old Full-time Students: This program serves families in which the only minor child in the household is 19 years old and is a full-time student in a secondary school or an equivalent program and expected to graduate in the year the child turns 19. The month the child turns 19 through the month of graduation will be totally state funded. The child's eligibility ends the month after the month of graduation. This customer group is not subject to 24 and 60-month time limits. **Legal Immigrants:** This program serves pregnant women and cohabiting spouses/expectant fathers who are legal immigrant (admitted to the country after August 22, 1996) who are not eligible under federal law but otherwise meet all other TCA eligibility requirements and have no minor children in the home. Adults not eligible under federal law are not included in the assistance unit. These households receive similar benefits and support services as those available to federal TCA families. This customer group is not subject to 24 and 60-month time limits. **Hardship Exemptions:** This group is comprised of adult parents in families that are determined to be exempt for reason of hardship by local departments, meet all other TCA technical and financial eligibility requirements but are not eligible under federal law because of the 20% hardship exemption limit. Maryland did not place any families in this category during Federal Fiscal Year (FFY) 2010.

3. Purpose(s) of Benefit or Service Program:

In general, this program provides assistance to needy families who have been designated as special populations within the State's Temporary Cash Assistance program. **19 Year Old Full-time Students:** The purpose of this program is to acknowledge the efforts of the children who are making a concerted effort to obtain a high school diploma or certificate from an equivalent program and to provide benefits to the family that would otherwise stop when the child turned 19. This program reinforces the value of education to the family and especially to the child. These families are not subject to the 60 month time limit. **Legal Immigrants:** The purpose of this program is to provide TCA benefits to a population who would otherwise not be eligible for TANF benefits. As a result, these households are provided with the support services that help move the family to independence after

the baby is born. Able bodied adults must meet a State work requirement as a condition of eligibility. This can be English as a Second Language, GED or other work activities that lead to permanent employment. Hardship Exemptions: The purpose of this program is to provide cash and medical benefits to a population who would otherwise not be eligible for TCA. It is Maryland's philosophy that TCA should not be terminated solely based on an arbitrary time limit.

4. Program Type. (Check one)

TANF State

5. Description of Work Activities (Complete only if this program is a separate State program):

19 Year Old Full-time Students: The work activity is secondary education. Legal Immigrants: These households are subject to a work requirement similar to that expected of TANF funded TCA customers as defined in the TANF Annual Report Section 1. Hardship Exemptions: This customer group is subject to the same requirements as TANF funded TCA customers as defined in the TANF Annual Report Section 1.

6. Total State Expenditures for the Program for the Fiscal Year: \$53,106

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$53,106

8. Total Number of Families Served under the Program with MOE Funds: 16

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

19 Year Old Full-time Students: Families in which the only minor child in the household is a full time student in a secondary school or an equivalent program and expected to graduate in the year the child turns 19. These families must meet all other financial and non-financial TCA eligibility requirements. Legal Immigrants: Households consisting of a pregnant legal immigrant woman and cohabiting spouse/expectant father one or both of whom are not eligible under federal law. These households must meet all other financial and non-financial TCA eligibility requirements. Hardship Exemptions: Families must meet all TCA financial and non-financial eligibility criteria. Families are placed in this category only if Maryland exceeds its 20% hardship limit for TANF funded households.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B 1
Grantee Information

<u>State</u> MARYLAND	<u>Fiscal Year</u> 2010
-----------------------	-------------------------

Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Temporary Cash Assistance – Earned Income Families</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> This program serves families with at least one assistance unit member who is employed, has countable earned income and receives Maryland’s 40 percent earned income disregard. Once there are no employed assistance unit members with countable income and the 40 percent disregard applied, the family will be moved back into federally funded TCA.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The purpose of this program is to provide benefits and support services to our lowest-income working families. State law exempts this customer group from 24 or 60-month time limits. This customer group remains a segregated state-funded program.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$6,388,629</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$6,388,629</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 870</p> <p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> There must be an employed adult in the TCA assistance unit. These families are subject to all other TCA requirements (with the exception of the 24-month or 60-month time limits).</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u></p>

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B 2
Grantee Information

<u>State</u> MARYLAND	<u>Fiscal Year</u> 2010
-----------------------	-------------------------

Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> EIC Refund Program</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> The Income Tax – Earned Income Credit (EIC) Refunds (1998 Md. Laws, Chapter 5) provides a state earned income credit that is refundable to eligible low-income taxpayers. A further tax credit is available to low income families in Montgomery County, Maryland due to a local EIC, administered by the State Comptroller’s Office and authorized by the Maryland General Assembly (SB 240, 2000 session). In addition, EIC Support Services include, but are not limited to, volunteer tax preparation, a public awareness campaign, and a 24-Hour hot line. The State claims MOE on the refundable EIC paid to families with children.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The purpose is to increase the income levels in low-income families and end dependence of low-income, needy parents on government benefits by promoting job preparation, work and marriage.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$158,747,766</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$123,641,864</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 155,654</p>
<p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u></p>

“Eligible low income taxpayer” means an individual, or an individual and individual’s spouse if taxes are filed jointly, whose federal adjusted gross income does not exceed the applicable poverty income level. In addition to this income standard, MOE cannot be claimed for the subset of refundable EITC recipients who do not have dependent children. The “applicable poverty income level” is defined as the amount specified in the poverty income standards that correspond to the number of exemptions to which the taxpayer is entitled to claim. Poverty income standard means the most recent poverty income guidelines published by HHS, as of July 1 in the taxable year.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B 3
Grantee Information

<u>State</u> MARYLAND	<u>Fiscal Year</u> 2010
-----------------------	-------------------------

Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Kinship Care Services and Administration</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Kinship Care is an umbrella term for certain non-IV-E eligible child welfare services to relative caregivers, including services to Formal and Informal Kinship Care cases. This program provides benefits and or services to help support children who reside outside of their own home. For children who come to the attention of the child welfare system, Kinship Care creates another placement option for a child who may not be able to continue living at home with his or her parents. Kinship Care offers services to support the needs of the children and relative caregivers along with providing assistance for crisis circumstances confronting the biological parent who are unable to care for their children. Services may be provided to children who live with their non-parent relatives through an informal arrangement made within the family. Non-assistance services and non-recurring short term payments for emergencies are available to Formal and Informal Kinship Care families as well to the families receiving assistance. Both the child and the relative caregivers receive kinship care support services through local departments of social services and the Kinship Care Resource Center funded by the Department of Human Resources and the Brookdale Foundation.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The purpose of the program is to serve non-IV-E eligible non-parent caretaker relatives of needy Children in Need of Assistance (CINA) so that the children may live with them. The purpose of the additional services is to provide both the child and relative caregivers supportive services to stabilize the family and resolve issues that arise when children are removed from their own homes and parents. The services also assist the relative caregivers in adjusting to having children in their homes when they have not had the responsibility of the care of children for some time.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p>

6. Total State Expenditures for the Program for the Fiscal Year: \$9,884,763

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$3,685,139

8. Total Number of Families Served under the Program with MOE Funds: 891

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Relative caregivers in this program are local department-approved foster parents or guardians of the kin child. The families' income must be within 300 percent of poverty to receive additional services.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B 4
Grantee Information

<u>State</u> MARYLAND	<u>Fiscal Year</u> 2010
-----------------------	-------------------------

Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Temporary Cash Assistance</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> This program serves families in need of temporary financial assistance by providing cash benefits. Families participating in this program receive assistance payments funded in part by TANF and in part by State Maintenance of Effort funds. The assistance payments are time limited and based on compliance with established eligibility requirements. Also included in this category are expenses for TANF eligibility workers and supervisors directly involved in providing services to recipient families, as well as expenses related to the local administration of the TCA program.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> To provide assistance to needy families.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$11,739,617</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$11,739,617</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 27,505</p> <p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> These families must meet all financial and non-financial requirements for the cash assistance program. The recipients must be needy families who agree to participate in the activities stated in their individualized Independence Plan.</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable</u></p>

under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B 5
Grantee Information

<u>State</u> MARYLAND	<u>Fiscal Year</u> 2010
-----------------------	-------------------------

Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Non-assistance services to TCA Recipients, including the Approved Cost Allocation Table</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Several non-assistance services and administrative expenses are included in this category of MOE eligible expenses. Services in the following areas are claimed as MOE expenditures: work activities, transportation to activities for TANF and MOE assistance recipients, activities related to the formation of two parent families and expenses for automated systems. The approved cost allocation formula charges expenses to appropriate program funding for staff responsible for administering Maryland's Family Investment Program.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> These funds allow the Department of Human Resources to accomplish its mission to aggressively pursue opportunities to assist people in economic need, increase prevention efforts and protect vulnerable children and adults.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$8,613,430</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$8,613,430</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 27,505</p>
<p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> Eligibility for TCA</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable</u></p>

under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B 6
Grantee Information

<u>State</u> MARYLAND	<u>Fiscal Year</u> 2010
-----------------------	-------------------------

Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Child Care Funds</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> State funds expended in accordance with Child Care Development Fund (CCDF) regulations are claimed as TANF Maintenance of Effort expenditures. Also designated as "Child Care Funds" for MOE are county funds awarded to eligible families so they may purchase child care.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> This program seeks to end dependence of needy parents by promoting job preparation, work and marriage.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$23,301,408</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$23,301,408</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 18,642</p>
<p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> These families must meet all financial and non-financial requirements of the State's Purchase of Care program.</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u> <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u> \$0</p>

Attachment B 7
Grantee Information

<u>State</u> MARYLAND	<u>Fiscal Year</u> 2010
-----------------------	-------------------------

Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Prevention of Out of Wedlock Pregnancies and Two Parent Family Formation and Maintenance</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> MOE eligible programs from the Department's Social Services Administration (SSA) comprise this project area. The Social Services Administration has several programs that serve needy families in the context of family preservation. Individual components of this program category include: Families Now, Intensive Family Services, Continuing Protective Services, Services to Families with Children, and Parent Aide Services. Description of these programs and services can be found in the Maryland TANF State Plan.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> These programs and services target adults and children in two parent families, single parent families and families in the process of reconciling in order to become two parent families.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$1,103,668</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$1,103,668</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 3,165</p>
<p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> The programs serve families and individuals with incomes that do not exceed 300% of the federal poverty level.</p>

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B 9
Grantee Information

<u>State</u> MARYLAND	<u>Fiscal Year</u> 2010
-----------------------	-------------------------

Program Information

<p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p>
<p><u>1. Name of Benefit or Service Program:</u> Emergency Assistance: Electric Universal Service Program</p>
<p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> The Electric Universal Service Program is a grant program to help low-income Maryland residents afford electric service and to have safe and reliable power. The program makes one-time payments that are applied to past due balances, current balances or weatherization services.</p>
<p><u>3. Purpose(s) of Benefit or Service Program:</u> The program targets the elderly, working poor, disabled and families with children and provides affordable electric services. As with Emergency Assistance under Maryland's IV-A Plan prior to PRWORA, benefits include one-time grants for bill payment assistance and arrearage retirement. The portion of the EUSP budget counted as TANF MOE is taken from the subset of EUSP recipients that are families with children.</p>
<p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p>
<p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p>
<p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$55,722,719</p>
<p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$45,722,719</p>
<p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 5,137</p>
<p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p>
<p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> The program serves families and individuals with income up to 150% of the federal poverty level who are responsible for payment of electric bills and are US citizens.</p>
<p><u>10. Prior Program Authorization: Was this program authorized and allowable</u></p>

under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Certification
Certify:

This certifies that all families for which the State claims MOE expenditures for the fiscal year meet the State's criteria for "eligible families."

Signature 

Name Rosemary Malone

Title Deputy Executive Director

Date Submitted 01/10/2011

Approved OMB No. 0970-0248 Form ACF-204, expires 04/30/2009.

TANF ANNUAL REPORT

Year: FFY 2010

State: Maryland

The following information is being provided in accordance with 45 CFR 265.9 based on instructions provided by the U.S. Department of Health and Human Services' Program Instruction number TANF-ACF-PI-01-06. This report incorporates information gathered from Maryland's Clients' Automated Resource and Eligibility System, WORKS Management Information System, TANF State Plan, TANF Work Verification Plan and previously submitted fiscal reports. Per 45 CFR 265.9(d), this report will not repeat information contained in other State plans filed with ACF by the State of Maryland

For Federal Fiscal Year 2010, the following information applied to the State of Maryland's TANF program:

1. THE STATE'S DEFINITION OF EACH WORK ACTIVITY:

Please reference the detailed work activity descriptions found in Maryland's Work Verification Plan.

2. A DESCRIPTION OF THE TRANSITIONAL SERVICES PROVIDED TO FAMILIES NO LONGER RECEIVING ASSISTANCE DUE TO EMPLOYMENT:

Please see Maryland's State TANF Plan for a description of how Medical Assistance coverage is provided as a transitional benefit to certain Temporary Cash Assistance (TCA) leavers.

Families are also eligible for child care assistance based on the caretaker relative's income, as long as the family has a child under age thirteen.

Many low-income working families are eligible for the Supplemental Nutrition Assistance Program, known in Maryland as the Food Supplement Program (FSP) and formerly known as the Food Stamp Program. Maryland issues five months of transitional FSP benefits to most TANF recipients when their TCA case closes. Transitional FSP eases recipients' transitions from welfare to work and draws additional federal dollars into the State economy. After the transitional FSP period, many families retain their FSP but at a reduced level of benefits. Other low-income families are encouraged to apply for FSP benefits. The Department of Human Resources' Communication Office and Family Investment Administration take advantage of opportunities in the communities to build awareness of the support that medical assistance and FSP can be to low-income families.

Maryland and one of its local jurisdictions also provide a State Earned Income Tax Credit (EITC), part of which is refundable. Many former TCA customers are eligible to receive both the state and federal EITC which, when combined with moderate earnings, FSP, child care assistance, medical assistance and child support, can help the family rise above the federal poverty level.

Local Departments of Social Services in Maryland are authorized to provide transitional assistance to families on an individual basis. This assistance can be in the form of transportation, clothing, funds for licensing fees or accreditation, tools, and other work supports. Certain local departments also provide job skills enhancement training, mentoring, job shadowing, intensive case management, employer/employee mediation, 24-hour job retention hotlines and counseling to employed low income families.

3. A DESCRIPTION OF HOW MARYLAND WILL REDUCE THE AMOUNT OF ASSISTANCE PAYABLE TO A FAMILY WHEN AN INDIVIDUAL REFUSES TO ENGAGE IN WORK WITHOUT GOOD CAUSE PURSUANT TO SECTION 261.14:

Please see Maryland's State TANF Plan for a description of the State sanction policy for non-compliance with work requirements.

4. PAYMENTS FOR CHILD CARE SERVICES MADE BY THE STATE THROUGH THE USE OF DISREGARDS:

Detailed information on Maryland's subsidized child care may be found on the ACF-801, filed by the Maryland State Department of Education. The information regarding the number of TCA families and total child care deduction amounts is as follows:

The total number of TCA families where a portion of earned income is disregarded due to out-of-pocket child care expenses - 419.

The total disregarded amount for families where a portion of earned income is disregarded due to out-of-pocket child care expenses – \$286,047.

5. DESCRIPTION OF MARYLAND'S FAMILY VIOLENCE OPTION:

Beginning on November 1, 1996, applicants and recipients in Maryland were screened for potential family violence. Training is provided to staff statewide to help screen and identify families with a history of family violence. Since victims of family violence generally have been reluctant to reveal their problems in this area, sample screening questions have been provided with ways to rephrase and integrate the questions throughout the interview. Family violence experts are in place in local departments of social services offices statewide.

Certain program requirements are waived for these families. In addition, good cause reasons for not meeting program requirements are in place to protect these fragile families. The team of case manager, family violence expert, social worker or counselor determines that the family could participate in a work activity.

Families who are victims of Family Violence and who are working with the family violence expert and the FIP case manager towards resolving the violence issues and removing barriers are served in ways described in Maryland's TANF State Plan.

The total number of families served through this option was 535 in FFY 2010.

6. A DESCRIPTION OF ANY NONRECURRENT, SHORT-TERM BENEFITS PROVIDED:

As described in Maryland's TANF State Plan – Maryland provides the following programs for eligible families:

Welfare Avoidance Grants (WAG). A local department may offer a WAG to families with children according to criteria described in the local plan approved by the Maryland Department of Human Resources. A WAG is cash assistance in an amount up to three times the TCA grant for that family size, which is paid based on an agreement signed by the applicant or recipient and the local department.

Emergency Assistance to Families with Children. Funds are allocated to local departments to meet emergencies for families with children under 21 years old according to local plans. The financial eligibility criteria for this component differ from the other components. The family is needy if they have an emergency situation as defined in the local plan, do not have income or liquid assets to meet that emergency, and the emergency is not the result of quitting a job.

Burial Assistance (BA) – This State-funded program pays reasonable funeral expenses for deceased persons. A representative must file on the person's behalf. The program provides assistance for persons who were TANF recipients, foster care children, Medical Assistance nursing home patients and Temporary Disability Assistance Program recipients. The state will not issue BA to reimburse for paid funeral expenses.

Disaster Assistance. A disaster may be any natural or man-made event that disrupts the lives of families by destroying or disrupting all or part of their homes, possessions, sources of income, etc. In such a disaster, Maryland will provide “non-recurrent, short term” benefits outlined in 45 CFR 260.31(a)(3)(b)(1) which excludes from the definition of “assistance” benefits designed to deal with a specific crisis situation or episode of need, not intended to meet recurrent or ongoing needs, and will not extend beyond four months.

Medical Assistance Outreach. Maryland has instituted an extensive outreach campaign to inform citizens, especially former TCA customers, of their potential eligibility for Medical Assistance. This program pays medical bills of certain needy and low-income individuals. Coverage is automatically granted to persons receiving public assistance such as Supplemental Security Income, Temporary Cash Assistance and Foster Care.

Safe and Stable Families. These programs prevent or reduce out-of-wedlock pregnancies and encourage the formation and maintenance of two parent families, since the ultimate goal of all of them is to provide a safe home for children in a stable, two-parent environment. These are a variety of programs available to families to provide supportive services, including non-recurring short term benefits when appropriate, to promote safety and well-being of children and their families, as well as to promote stability and permanency. This includes families with identified stresses around family life, including disruption of utility service, threat of eviction or foreclosure, homelessness, and other problems that threaten the well-being and stability of the family. These programs help families by providing services such as family preservation, grants for Interagency Family Preservation Services and by providing a wide range of service to the family to maximize the chances the children grow up in safe, stable and loving homes. The programs include, but are not limited to, Families Now, Intensive Family Services, Continuing Protective Services, Services to Families with Children, Kinship Care, Parent Aide Services and those provided through Inter-Agency Agreements such as the Family Recovery Program.

7. A DESCRIPTION OF THE PROCEDURES THE STATE HAS ESTABLISHED AND IS MAINTAINING TO RESOLVE DISPLACEMENT COMPLAINTS:

An employee who feels employment was lost due to displacement may initiate a grievance by presenting:

- (1) The complaint to the local department in writing not later than 30 days after the:
 - (a) Alleged cause of the complaint, or
 - (b) Employee knew or should have known of the alleged cause of complaint; and

- (2) Information to the local department in support of the allegation that the employee was displaced.

The local department shall:

- (1) Schedule a conference with the employee, or with the employer and the employee, within 10 days after receipt of the complaint;
- (2) Within 15 calendar days from the date of the conference with the employee:
 - (a) Determine whether displacement occurred and send written notice to the employee and employer of the local department decision; and
 - (b) Notify the employee and employer in writing that if either disagrees with the decision, either has a right to request a conference before the Welfare Displacement Review Panel which shall be comprised of:
 - (i) Two representatives from the Department of Human Resources (DHR)
 - (ii) One representative from the Department of Labor, Licensing, and Regulation (DLLR), and
 - (iii) Two public representatives appointed by the Secretary of Human Resources.

A written request under Subsection G (2) (b) of this regulation shall be filed with the Family Investment Administration not later than 15 days from the date of the local department decision.

The Welfare Displacement Review Panel shall:

- (1) Hold a conference with the employer and the employee within 30 days of receipt of the request; and
- (2) Within 30 days from the date of the conference;
 - (a) Render a decision upholding, reversing, or modifying the local department decision,
 - (b) Notify the employee, the employer, and the local department, in writing, of the panel's decision,
 - (c) Give to each employee and employer written notification that if either disagrees with the Welfare Displacement Review Panel's decision, each has a right to request a fair hearing in the same manner that a recipient would request a fair hearing under COMAR 07.03.11.

Office of Administrative Hearings (OAH).

- (1) The OAH shall conduct the hearing in accordance with State Government Article, Title 10, Subtitle 2, Annotated Code of Maryland, COMAR 28.02.01.

- (2) Notice of the hearing shall be sent to the parties at least 15 days before the hearing and shall advise the parties of the right to be represented by a lawyer or other person at the hearing.
- (3) A party may examine the Department's record for the purpose of discovering information pertinent to the appeal, if information the Department is required to keep confidential is protected.
- (4) A hearing is open to the public.
- (5) The employee bears the burden of proof.
- (6) The administrative law judge shall:
 - (a) Determine whether displacement occurred;
 - (b) Issue the final administrative decision not later than 90 days after the date of the request for the hearing; and
 - (c) Send a copy of the decision to the parties and to the local department.
- (7) The decision of the administrative law judge is:
 - (a) Binding on the local department; and
 - (b) Subject to review by the circuit court.

Upon final finding of displacement in the grievance process, the local department may:

- (1) End the subsidy in the case of subsidized employment; and
- (2) Remove the participant from work experience, on-the-job training, or community service.

8. A SUMMARY OF STATE PROGRAMS AND ACTIVITIES DIRECTED AT THE THIRD AND FOURTH STATUTORY PURPOSES OF TANF:

Please see Maryland's State TANF Plan for a description of the broad array of services to families and children that are reasonably calculated to accomplish the third and fourth purposes of the TANF law.

9. AN ESTIMATE OF THE TOTAL NUMBER OF INDIVIDUALS WHO HAVE PARTICIPATED IN SUBSIDIZED EMPLOYMENT:

In FFY 2010, 1284 individuals participated in subsidized employment programs in Maryland. Of these, 286 were employed in private sector jobs, 96 were employed in public sector jobs and 824 in a summer jobs youth program.