



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

**Family Investment Administration
ACTION TRANSMITTAL**

Control Number: #12-33

Effective Date: Immediately

Issuance Date: August 22, 2012

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

FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR 

**RE: ELIGIBILITY CRITERIA FOR THE PUBLIC ASSISTANCE TO ADULTS
PROGRAM**

PROGRAM AFFECTED: PUBLIC ASSISTANCE TO ADULTS (PAA) PROGRAM

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY

Recently, there has been a significant increase in the number of recipients receiving Public Assistance to Adults (PAA) benefits. PAA is a state funded program designed to assist vulnerable adults who are pending placement or reside in protective living arrangements. An internal investigation revealed customers are receiving PAA benefits in an Assisted Living facility that do not meet PAA eligibility criteria. PAA placement is not an alternative for transitional housing.

To receive PAA, there must be a need for a **Protected Living Arrangement**. The Family Investment Administration's Public Assistance Disability Certification form (DHR/FIA 4350) captures information needed to determine eligibility. On this form you must confirm the need for placement in a licensed PAA facility, medical documentation when required and information about the authorized representative payee. There are three types of PAA facilities:

- CARE Homes provide an alternative to institutional care for disabled adults.
- Assisted Living means care given to an aged or disabled individual in a licensed protective environment.
- DHMH Rehabilitative Residences are supervised apartments for disabled adults who have been discharged from state psychiatric hospitals.

ACTION REQUIRED:

The Public Assistance to Adults Disability Certification (DHR/FIA 4350) form, attached, was revised to include a question asking whether the customer requires placement in a protective living arrangement. The case manager must review Section II of the 4350 form to determine if placement in a protective living arrangement is necessary. The customer is ineligible for PAA when a protected living arrangement is not needed. Review the following criteria before making an eligibility decision. Please print and use this form until the revised version has been printed and shipped to you.

Who is eligible?

All PAA applicants/recipients must:

- Be a resident of Maryland
- Apply for SSI and sign the Interim Authorization for Reimbursement (DHR/FIA 340) form, or
- Receive SSI, SSDI benefits
- Document the need for placement in a protected living arrangement (**DHR/FIA 4350**)
- Be pending placement or reside in a licensed PAA facility
- Meet technical and financial eligibility requirements

INQUIRIES: Please direct PAA questions to Stephanie Hawkins at (410) 767-8121 or shawkins@dhr.state.md.us.

Attachment:

[Public Assistance to Adults Disability Certification Form \(DHR/FIA 4350\)](#)

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