



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
INFORMATION MEMO

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

FROM: ROSEMARY MALONE, INTERIM EXECUTIVE DIRECTOR, FIA

RE: MAILING ADDRESS CHANGE FOR LTC PROCESSOR

PROGRAM AFFECTED: MEDICAL ASSISTANCE

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY: In January 2010, Action Transmittal 10-17 outlined procedures for submission of the Long Term Care Patient Activity Report (DHMH 257) and the DES 501 for recipients of Community Medical Assistance admitted to a long term care (LTC) facility for less than 30 days or for Medicare co-pay days for recipients of Community Medical Assistance not receiving Waiver services. Currently the forms are mailed to:

LTC Processor
P.O. Box 13066
Baltimore, Maryland 21203

Effectively immediately, mail all DHMH 257 or DES 501 forms for recipients of Community Medical Assistance admitted to a LTC facility for less than 30 days or for Medicare co-pay days for recipients of Community Medical Assistance not receiving Waiver services to:

LTC Processor
P.O. Box 9307
Catonsville, Maryland 21228

Note: Procedures for processing the DHMH 257 and DES 501 remain unchanged.

INQUIRIES: Please direct all questions to the Bureau of Long-Term Care Eligibility at (410) 455-7517.

cc: DHMH Management Staff
FIA Management Staff
Constituent Services
DHR Systems Support Center