

**Department of Human Resources
Social Services Administration
311 W. Saratoga St.
Baltimore, MD 21201**

DATE: November 30, 2010

POLICY DIRECTIVE: SSA# 11-13

TO: Directors, Local Departments of Social Services
Assistant Directors of Social Services
Local Departments of Social Services

FROM: Carnitra D. White, Executive Director
Social Services Administration

RE: Timeframe Requirement Conversion

PROGRAMS
AFFECTED: Out-of-Home Placement Services (Foster Care Services)
and Resource Units; In-Home Services

ORIGINATING OFFICE: Children and Family Services

ACTION REQUIRED OF: All Local Departments, Private Foster Care Agencies

REQUIRED ACTION: Implement Policy and Procedures

ACTION DUE: Immediate

CONTACT PERSONS: Jill Taylor, Manager
Out-of-Home Services
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Deputy Executive Director of Programs
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Purpose

The purpose of this policy is to provide guidelines for conversion of monthly and yearly timeframes for previously issued policies to comply with federal program requirements.

Background

Requirements for services to children and families under the Social Security Act have undergone a number of changes in recent years. One of these changes has been the transition of timeframes from months to days. To ensure continued compliance with the federal requirements, recent state laws, regulations, policies and best practices have incorporated the new timeframe references. However, there are still a number of Social Services Administration Circular Letters and Policy Directives that were issued prior to the time reference changes that are otherwise still valid state policy. This policy directive amends the time reference in any otherwise valid circular letter or policy directive to meet current federal requirements.

Requirements for Local Departments of Social Services

Timeframe references for days in SSA circular letters and policy directives refer to calendar days unless otherwise specified. Months should be converted into calendar days unless otherwise specified. Business or working days do not include weekends or official federal and state holidays. School days refer to days that school is in session for a particular school district. Time periods currently 1 to 2 years, with exception of child's age, should be in months.

Conversion Chart

Current Time Language	Translated Time Language	Example
Week	7 days per stated week	2 weeks = 14 days
Month	30 days per stated month	6 months = 180 days
Year (up to 2 years)	12 months per stated year	1 year = 12 months
Year plus specified month up to 2 years	12 months plus specified months	1 ½ years = 18 months
Year – over 2 years	Years stated	3 years = 3 years
Over 2 years and specified months	Years and months specified	3 ½ years = 3 years 6 months