




*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*

DEVAL L. PATRICK
Governor

JOHN W. POLANOWICZ
Secretary

STACEY MONAHAN
Commissioner

**Operations Memo 2014-40
June 11, 2014**

To: Department of Transitional Assistance Staff
From:  Lydia Conley, Assistant Commissioner for Policy, Program and External Relations
Re: Registry of Motor Vehicles – Asset Verification and Processing

Overview

Operations Memo 2014-15 introduced the expansion of access for Department employees with the MassDOT Registry of Motor Vehicles (RMV) database. This access allows staff to view the image of applicants and clients (hereafter referred to as clients) when available, as well as the title information of any vehicles on file with that client.

A review by the Commonwealth's Bureau of Program Integrity revealed some variations in how RMV data is being recorded in BEACON. Operations Memo 2014-19 served as guidance to address the issue to ensure consistency in how RMV data is used. This Operations Memo is being reissued to reflect revised functionality in BEACON Release 46.3 scheduled for June 16, 2014.

Purpose of Memo

The purpose of this reissued Operations Memo is to:

- remind staff that the Mainframe system is no longer to be used for verifying RMV information;
 - ensure consistency in how RMV data is used; and
 - clarify for staff when to import RMV vehicle data.
-

Obsolete Memo Operations Memo 2014-19: *Registry of Motor Vehicles – Asset Verification and Processing* is now obsolete.

Case Manager Responsibilities: Relevant RMV data can be found through the RMV External Agency Data Match in BEACON. Information found through this match can be imported directly into BEACON, as outlined in Operations Memo 2014-39. The Mainframe system should no longer be used as a source for RMV information. RMV data that has not been dispositioned will be displayed on the Program Integrity Checklist.

RMV - External Agency Data Match

Reminder: External Agency Data Match with the RMV serves to verify Massachusetts residency, identity and vehicle ownership. They are verified upon receipt for these purposes.

Case Manager Responsibilities: The RMV External Agency Data Match identifies all vehicles owned by that client according to RMV records. This information must be added or updated in BEACON if not already listed on the Vehicles page from the External Agency – RMV page.

Vehicle Data

Effective with BEACON Build 46.3, there are two new drop-down selections that are applicable to vehicles. “Already known to BEACON” and “SNAP only – not countable.” “Already known to BEACON” must only be selected if the vehicle is already listed on the Vehicle page. “SNAP only – not countable” must only be selected if the client is in receipt of SNAP benefits only, and therefore no vehicles are countable as assets.

BEACON Changes

Important: The status of a vehicle’s registration has no bearing on the ownership of the vehicle. Vehicles for which clients have title (ownership) are shown by this match. Clients must be advised that vehicle information on file with the RMV is verified upon receipt for asset purposes. This information will be updated if and when it is updated by RMV.

Vehicles’ values must be entered in the Countable Amounts field on the Vehicles page in accordance with existing program rules.

Policy References TAFDC 106 CMR 204.120(G); 106 CMR 204.130(B); 106 CMR 203.650(B).
EAEDC 106 CMR 321.120(G); 106 CMR 321.130(B).
SNAP 106 CMR 363.140(D).
TCAP: 106 CMR 702.125(B),

Questions If you have any questions, please have your Hotline designee call the Policy Hotline.
