

Transitions



A Publication of the Massachusetts Department of Transitional Assistance

this month in...

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From the Commissioner

Dear Fellow Employees,

Commissioner's Corner is being finalized.

From the Hotline

The second question and answer in “From the Hotline” (April 2006) has been removed from the on-line version. The corrected version is below.

- Q.** An individual came into our office today applying for the funeral and burial payment. When I asked if she owned any assets, she verified that she has \$700.00 in a savings account. How do I treat this asset?
- A.** In this case, the assets available from the individual or her husband must be deducted from the maximum allowable cost of the funeral and burial. While the funeral and burial costs may not exceed \$1,500.00, the Department will pay the balance after any available assets have been deducted, up to \$1,100.00. In this case, our Department would pay \$800.00 in a funeral/burial benefit. For more information on treating countable assets when paying funeral and burial expenses, refer to additional examples located in *A User’s Guide: Transitional Assistance Programs and BEACON*, pages IV-D-2 and IV-D-3.

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Page 2

Q. A woman came into our office today to apply for TAFDC and food stamp benefits. She is a naturalized citizen. I realize that if a client is a U.S. citizen by birth, then his or her foreign-born child may also be a U.S. citizen, but could a foreign-born child of a *naturalized* citizen also be a U.S. citizen?

A. Yes, a foreign-born child of a naturalized citizen, including a foreign-born adopted child, may be a U.S. citizen as long as certain requirements are met.

For more information on citizenship requirements in the TAFDC Program, refer to 106 CMR 203.670.

For more information on citizenship requirements in the Food Stamp Program, refer to 106 CMR 362.210.

Q. A noncitizen came into our office today applying for food stamp benefits. He is currently a Legal Permanent Resident, but when he entered the country on February 1, 2003, he was originally paroled for one year. I realize that this applicant is currently an

ineligible noncitizen and that he must reside in the United States as a qualified noncitizen for five years before he can be considered eligible for food stamp benefits. However, my question is: when did this individual's five-year period begin and when does it end?

A. Since this individual became a qualified noncitizen when he was paroled for a one-year period, his five-year period began on February 1, 2003 and will end on January 31, 2008.

From the Forms File

Revised Forms

09-375-0406-05

09-376-0406-05 (S)

FS-USR-2 (Rev. 4/2006)

Universal Semiannual Reporting (USR) Income Guidelines Form

The Categorical Eligibility USR AU Gross Monthly Income Standard has been revised to reflect the increase in the Federal Poverty Level Guideline.

02-559-0406-05

02-560-0406-05 (S)

DVWR (Rev. 4/2006)

Request for a Waiver of TAFDC Program Requirement(s) Due to Domestic Violence

02-569-0406-05

02-561-0406-05(S)

DVW (Rev. 4/2006)

Notice of Approval or Denial of Domestic Violence Waiver from Certain Program Requirements

The DVWR and DVW forms had language removed that is no longer applicable to the domestic violence process.

Revised Brochures

09-070-0406-05

09-079-0406-05 (S)

FSP-INFO (Rev. 4/2006)

How to Get Food Stamp Benefits

The Income Standard for households with children under 19 or a pregnant woman living alone has been revised to reflect the increased Maximum Gross Monthly Income Standard.

TAFDC, EA and Food Stamp Changes Due to the Increase in the Federal Poverty Guideline

All

State Letter 1311

Field Operations Memo 2006-18

This State Letter transmits changes to regulations due to the increase in the Federal Poverty Guideline. The Federal Poverty Guideline is used to calculate the eligibility standards in the following programs:

- TAFDC: Income from the Parent(s) of a Teen Parent Under Age 18 – retroactive to 1/24/06;
- EA: EA Eligibility Standard – retroactive to 1/24/06; and
- Food Stamps: Gross Monthly Categorical Eligibility Income Standards – effective 4/1/06.

Field Operations Memo 2006-18 provides information about reviewing EA AUs that were denied EA benefits for excess income or were changed to EA Six Months AUs before the increased EA Standard was used in BEACON (1/24/06 through 3/31/06).

TAFDC - Increasing Work Program Participation: Age Two Through School and “Exempt” to “Nonexempt” AUs

TAFDC

Field Operations Memo 2006-19

The Department is in the process of making changes to the TAFDC Program to comply with federal reauthorization of the TANF block grant. One of the most significant areas to be addressed is participation in work-related activities. A recent review of TAFDC AUs has found recipients:

- who are work program required but who are not participating in an activity for the required number of hours; or
- who are coded as “Exempt” and whose AU characteristics *appear* to make them “Nonexempt” (e.g., youngest child in AU is now two years old, but AU is coded “Exempt”).

This is the first in a series of Field Operations Memo focusing on increasing Work Program participation for TAFDC applicants and recipients because of anticipated changes to Work Program

participation rates in October with the change in federal welfare reform regulations. There will be additional Field Operations Memos specifically addressing increasing participation of other Work Program required AUs. This Field Operations Memo informs TAO staff of the need to conduct a desk review.

Processing Denied or Closed Food Stamp AUs

FS

Field Operations Memo 2006-20

This memo transmits new procedures for processing FS applications that are denied on Day 30 for *failure to submit verifications*, and subsequently submit the missing verifications within the next 30-day period. Food Stamp applicants denied for failure to submit verifications who provide the outstanding verifications between day 31 and day 60 will not be required to complete a new application.

This new process also applies to certain Food Stamp recipients whose certification period expires but who complete the recertification in the next 30-day period.

Policy changes related to these new procedures are in

FYI

BEACON Help Revisions

The following is a list of Help windows that have been updated. This list reflects updates made to both the primary and secondary windows.

AU Mandatory Responsible Warnings, Edits & Messages

Contribution Purpose

- Fields & Buttons
- Complete the Contribution Purpose Window (“How To”)
- Warnings, Edits & Messages

Disability

- Fields & Buttons
- Physical/Mental Disability Tab
- Report Results Tab
- Review Tracking Tab
- SSI Tracking Tab
- Case Maintenance (Pop-up)
- Warnings, Edits & Messages

DOR Income Match

- Fields & Buttons
- Warnings, Edits & Messages

Employment Status Earnings Tab

- Change a Particular Gross Income Amount for Employment Status (“How To”)

ESP AUs Requiring an Appointment (View)

Family Cap

- Fields & Buttons
- Approve or Deny a Family Cap Exception/Waiver Request (“How To”)
- Enter a Family Cap Exception/Waiver Request or Declination (“How To”)

Interview Wrap-up Warnings, Edits & Messages

- Post Split Process (Pop-up)

Learning Disability

- Complete AU Manager Responsibilities After DES Assessment Results Returned (“How To”)

- Complete the Learning Disability Screening (“How To”)
- Disposition a New “Yes” Learning Disability Screening Record (“How To”)

Letter Request

- BEACON Financial History
- Combined BEACON and Pre-BEACON Financial History
- Letter Request - Financial History
- Letter Request - Globe Santa
- Letter Request - Holiday Gift Verification
- Letter Request - Income Verification
- Letter Request - Termination Verification
- Pre-BEACON Financial History
- Request a Globe Santa Letter (“How To”)
- Request a Holiday Gift Verification Letter (“How To”)
- Request a Termination Verification Letter (“How To”)
- Request an Income Verification Letter (“How To”)
- Request BEACON Financial History Centrally (“How To”)
- Request BEACON Financial History Locally (“How To”)

- Request Combined BEACON and Pre-BEACON Financial History Centrally (“How To”)
- Request Pre-BEACON Financial History Centrally (“How To”)

Lump Sum Expenses

- Fields & Buttons
- Process Lump Sum Information (“How To”)
- Enter Lump Sum Information if Expenses Exist (“How To”)
- Enter Lump Sum Information if Reimbursements Exist (“How To”)
- Indicate a Lump Sum Did Not Exist After Performing EBC Calculation (“How To”)
- Indicate a Lump Sum Did Not Exist as of the Original Start Date (“How To”)
- Indicate a Lump Sum No Longer Exists as of a New Start Date (“How To”)
- Recalculate a Lump Sum as of a New Start Date (“How To”)
- Update a Lump Sum Record as of a New Start Date (“How To”)
- Update a Lump Sum Record as of the Original Start Date (“How To”)
- Warnings, Edits & Messages

Lump Sum Reimbursements Warnings, Edits & Messages

Lump Sum Warnings, Edits & Messages

Match History Tab

- Fields & Buttons
- Browse/Update Match History Information (“How To”)
- External Agency Matches (View)
- Warnings, Edits & Messages

Monitor Participation

- Fields & Buttons
- Warnings, Edits & Messages

Other Income Status

- Fields & Buttons
- Other Income Status Income Tab
- Other Income Status Source Tab
- Add Countable Income from a Terminated Source (“How To”)
- Add Pending or Ongoing Income Information (“How To”)
- Change a Particular Gross Income Amount for Other Income Status (“How To”)
- Complete Prospective Income Information for Other Income Status (“How To”)
- Complete the Other Income Status Income Tab (“How To”)
- Complete the Other Income Status Source Tab (“How To”)
- Deny or Close RSDI (“How To”)
- Indicate In Kind Income (“How To”)
- Earned Income (Pop-up)
- Income Type is RSDI (Pop-up)
- In Kind Income/In Kind (Pop-up)
- Other Income (Pop-up)
- RSDI Claim Number Hard Code Edits (Pop-up)
- Unearned Income (Pop-up)
- Workflow (Pop-up)
- Warnings, Edits & Messages

Print Match Detail Notice

- Fields & Buttons

Prospective Income

- Fields & Buttons
- Warnings, Edits & Messages



Reevaluation Warnings, Edits & Messages

Related Benefit

- Fields & Buttons
- Add a New Related Benefit (“How To”)
- Cancel an Incorrectly Entered Benefit (“How To”)
- Remove Requires Reedit (“How To”)
- Update an Existing Benefit (“How To”)
- Warnings, Edits & Messages

Reminder

- Fields & Buttons
- Make and Save Reminders About People and Appointments That You Have Scheduled (“How To”)
- Warnings, Edits & Messages

Glossary Terms

- ACOSTA/Excess of Grant
- ADA
- AP/RAP
- AP/SSI Form
- ATM
- BENDEX
- DEFRA
- EBT
- EDUC-1
- E&S
- E/T
- IAR
- Member List
- MIS
- POS
- PRO
- SDX
- Security Level
- SVES
- Title Bar
- URPA
- USCIS



FYI

Changes to DTA Online

This month you will see the following changes to DTA Online.

Administration and Finance

A link to the Expenditure Request Form has been added to the list of available options under the Administration and Finance title. When selected, the form can be completed online or saved and completed at a later time.

Field Operations

The following tables have been updated to reflect the Former Davis Square changes:

Field Operations Organization Chart/Phone Numbers/Faxes

Field Operations Region Listing

TAO Liaison Listing

Latest News/Photo Gallery

The following links have been added to the list of available options:

Memo From Commissioner Wagner: FY 07 House Ways and Means Budget Recommendation;

Press Release: Somerville DTA Office Temporarily Relocating to Revere; and

Commissioner Wagner's Legislative Briefing Presentation: Welfare Reform Overview.

Resource Inventories

The Employment Services Program (ESP) – Vocational Rehabilitation Providers listing has been updated with changes to the following TAOs: Former Davis Square, Framingham and Lawrence.

FYI

Changes to the EOHHS mass.gov DTA Home Page

This month you will see the following changes to the EOHHS mass.gov DTA Homepage.

Key Resources – DTA Office Locations

The name of the Davis Square TAO has changed to Former Davis Square.

News and Updates

The following links have been added to the list of available options:

Somerville DTA Office Temporarily Relocating to Revere; and Statewide Homeless Operations Research Environment (SHORE)-Volume 1, Issue 2.

Research and Statistics

A new link entitled *DTA Facts and Figures* has been added to the list of available options. When selected, caseload information, grant levels and eligibility standards, and FY06 appropriations information will be displayed.

FYI

Changes to Policy Online

This month you will see the following changes to Policy Online.

Online Guides – DTA Online Navigation Guide

The DTA Online Navigation Guide has been updated to reflect the changes made to DTA Online. Please refer to the FYI – Changes to DTA Online for a summary of this month's changes.

BB Options – Financial History Report Codes

Related Systems Information – Service Area Listing – City/Town; Service Area Listing-TAO; TAO Information Listing

The Davis Square TAO has temporarily relocated to the Revere TAO. The name of the office has change from Davis Square to Former Davis Square. The tables accessed from the BB Options and Related Systems Information have been updated to reflect this change.

Transitions

Beginning with the May issue of *Transitions*, references to procedural documents (ex. Field Operations Memos, User Guide Updates) issued in prior months will now link to the actual document.

