



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

MAURA T. HEALEY
GOVERNOR

KATHLEEN E. WALSH
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

JEFF McCUE
COMMISSIONER

Online Guide Transmittal 2023-84
December 5, 2023

To: Department of Transitional Assistance Staff

From: Sarah Stuart, Associate Commissioner for Change Management

Re: Cross Programs: Other Holiday Gift Verification Letter (alternative to Globe Santa)

Overview

Many community organizations participate in charitable gift giving to children during the holiday season. Some of these organizations require proof that families are in need.

DTA can provide a Holiday Gift letter for children under 14 that families can present to an organization to participate in a gift giving program.

Purpose

The purpose of this Online Guide Transmittal is to:

- remind staff of the Other Holiday Gift Letter; and
 - to advise staff of where to find procedures on how to assist clients.
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Procedure

Case managers are to mail to households or print the Holiday Gift Verification Form for families that request it, especially those who may not reside in the Globe Santa Holiday Gift service areas. For detailed instructions on how to generate this document from the BEACON Letter Request page, refer to [Holiday Gift Verification Letter \(alternative to Globe Santa\)](#) under **Scheduled Mailing/Projects** in the Online Guide.

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email them to [DTA.Procedural Issues](#).

Systems issues should be directed to the Systems Support Help Desk.