



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

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**Online Guide Transmittal 2023-73
October 27, 2023**

To: Department of Transitional Assistance Staff
From:  **Sarah Stuart, Associate Commissioner for Change Management**
Re: SNAP: Reclassification of Public Assistance (PA) SNAP when Cash Assistance Closes

Overview

Effective October 26, 2023, when a household's cash case closes and the PA SNAP household does not qualify for TBA SNAP benefits, the SNAP household will be reclassified as NPA (Non-Public Assistance) with a Simplified Reporting certification type.

Simplified Reporting (without the "12 Months" qualifier) is the same generic type that often applies to former Bay State CAP households. This conversion will not change the existing certification end date for SNAP.

Reclassifying these households to generic Simplified Reporting instead of Simplified Reporting – 12 Months will avoid confusion over the months remaining in the certification period (e.g., calling it "SIMP-12" when there are less than twelve months left in the certification period after the case has been reclassified).

These reclassified households will receive a conversion notice advising them of their new certification type and informing them of their updated reporting responsibilities.

**Overview
(Continued)**

Former PA SNAP households reclassified to Simplified Reporting must complete an Interim Report (IR) unless they are reclassified with less than 45 days before their certification midpoint. In this case, they would not receive an IR, and their next reporting period would be recertification.

Purpose

The purpose of this Online Guide Transmittal is to advise staff of the new certification type for certain reclassified SNAP households.

**New Online
Guide Pages**

Topic:	SNAP
Book:	Reclassification of SNAP Certification Type when Cash Closes
Page:	Reclassification of SNAP Benefits When Cash Closes

**Revised Online
Guide Pages**

Topic:	SNAP
Book:	Certification Types
Chapter:	TBA
Page:	TBA Overview
Topic:	SNAP
Book:	Certification Types
Chapter:	Simplified Reporting
Page:	Simplified Reporting – Interim Report

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.
