



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
600 Washington Street • Boston MA 02111

William F. Weld  
Governor  
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Lieutenant Governor

**FAX 96-26**  
**Field Operations Memo 96-7**  
**March 1, 1996**

Gerald Whitburn  
Secretary  
Joseph Gallant  
Commissioner

**TO: Local Office Staff**  
**FROM: Joyce Sampson**  
**Assistant Commissioner for Field Operations**  
**RE: Child Support**

**Acceptable  
Information for Child  
Support Cooperation**

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The purpose of this memo is to clarify the minimum acceptable information a TAFDC applicant or recipient must provide to DTA to be considered to have met the Child Support cooperation requirements. Acceptable information must be provided on each absent parent. Acceptable information to be provided on each absent parent by a TAFDC applicant or recipient not claiming good cause must include:

- the full name (first and last) and social security number of each absent parent; or
- the full name and one other item of information related to each absent parent which DOR may determine constitutes equivalent information for locating the absent parent. The item may be one of the six items listed in 106 CMR 203.720(A)(2). If another equivalent item is provided, include the grantee and do a referral to DOR for a final determination.

**Cooperation  
Determination**

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A TAFDC applicant or recipient who provides acceptable information for each absent parent is considered by DTA to have cooperated and should be included (if otherwise eligible) in the TAFDC grant. The information should be forwarded to DOR. DOR makes the final determination of whether an applicant or recipient has cooperated.

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**Sanctioning for Non-Cooperation**

A TAFDC applicant or recipient who is not claiming good cause and who fails to provide acceptable information is considered not to have cooperated and should be sanctioned by DTA. The case should then be referred to DOR. The top of the CA/CS form should be annotated "Sanctioned Case."

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**Examples of items which are acceptable**

Examples of items which are acceptable include:

- full name and information regarding the absent parent's current or recent (within the past year) incarceration;
  - full name and name of the parent(s) of the absent parent and their full current address;
  - full name and full, current out-of-state or in-state address of the absent parent.
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**Examples of items which are not acceptable**

Examples of items which are not acceptable are:

- full name and country of residence;
  - full name and state or city of residence;
  - full name only or nickname;
  - full name and name of a street.
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**Deceased Absent Parent**

Please note that if a recipient states an absent parent is deceased, information on the deceased parent must still be provided since the child may be eligible for other benefits such as Social Security.

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**References**

See 106 CMR 203.720 in the TAFDC Policy Manual and Attachment I in Field Operations Memo 95-31.

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**Questions**

Please have your Hotline designee contact the Policy Hotline if you have any questions.

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