



*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 2014-14  
February 13, 2014**

**To: Department of Transitional Assistance Staff**

**From: Lydia Conley, Acting Assistant Commissioner for Policy, Program and External Relations**

**Re: TAFDC, EAEDC and SNAP – Change to the Landlord Verification Form (LL-VER) and the Shared Housing Form (VLA)**

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**Changes to Forms**

The Landlord Verification form (LL-VER) and Shared Housing form (VLA) are used to verify where clients live and how much they pay for household expenses.

In an effort to strengthen program integrity, a recommendation was made by the Bureau of Program Integrity of the Office of the Inspector General, to add a “signing under penalties of perjury” phrase before the client’s signature on these forms.

These forms are to be used effective immediately. All old versions of this form must be recycled.

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**Questions**

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

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