



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

CHARLES D. BAKER  
Governor


MARYLOU SUDDERS  
Secretary

KARYN POLITO  
Lieutenant Governor

AMY KERSHAW  
Commissioner

**Online Guide Transmittal 2021-48  
June 24, 2021**

**To: Department of Transitional Assistance Staff**

**From:**  **Sarah Stuart, Associate Commissioner for Change Management**

**Re: SNAP: Clarification Regarding Requesting Proof of College Student Eligibility**

---

**Overview**

When a client reports that they or a household member are a college student, we must determine if they are subject to student rules; and if so, whether they meet the student eligibility requirements.

**Staff must not request a completed EDUC-1 or CCE form to determine eligibility.** At this time, the system will not print the EDUC-1 or the CCE forms and will not mail them to the client.

Case managers must request student eligibility verification from the client based on their circumstances. For example, if the student is attending a community college, the student may submit a copy of their class schedule that identifies their major. This is sufficient verification of student eligibility for community college students. Case managers are not to verify whether they have a meal plan if the student does not attend a 4-year college or university. Detailed information on college student eligibility is provided in the COVID-19 book, Processing College Student Eligibility for SNAP Households page in the Online Guide.

---

**Purpose**

The purpose of this Online Guide update is to inform staff of procedures for requesting verification of college student eligibility.

---

**Revised COVID-19 Online Guide Page**

**Book:** COVID-19  
**Page:** Processing College Student Eligibility for SNAP Households

---

**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.

---