



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

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Governor

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Lieutenant Governor

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Commissioner

**Online Guide Transmittal 2015-25
April 24, 2015**

To: Department of Transitional Assistance Staff
From: *AS* Anne O'Sullivan, Assistant Commissioner for Policy, Program and External Relations
Re: Implementing the *Harper* Settlement Agreement

Overview

Harper, et al. v. Massachusetts Department of Transitional Assistance (DTA) was a class action lawsuit brought by disabled clients alleging that the Department violated the Americans with Disabilities Act by failing to provide disabled clients with equal access to Department benefits. The plaintiffs alleged that the Department fails to provide disabled clients with the special assistance needed to ensure that they can maintain their benefits. The case has been settled.

Improving services to these clients is the objective of the *Harper, et al. v. Massachusetts Department of Transitional Assistance (DTA)* settlement.

BEACON Build 47.4 contains BEACON changes implementing the *Harper* settlement.

Purpose

The purpose of this transmittal is to inform DTA staff of:

- obsolete memos;
 - obsolete forms;
 - changes to BEACON; and
 - changes to the BEACON Online Guide.
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**Purpose
(continued)**

The Online Guide chapter: Americans with Disabilities Act (ADA) that appears in the Services book in TAFDC, EAEDC and SNAP topics has been deleted. The new Harper and the Americans with Disabilities Act (ADA) book will now appear in the Cross Programs topic.

**Obsolete
Memos**

The following Operations Memos are now obsolete:

- 2014-6 – *TAFDC, EAEDC and SNAP – Accommodation Designation on BEACON,*
 - 2013-64 *Auxiliary Aids: Harper, et al. v. Massachusetts Department of Transitional Assistance,*
 - 2013-25 *TAFDC, EAEDC and SNAP – Harper, et al. v. Massachusetts Department of Transitional Assistance (DTA): Posting of Proposed Settlement,* and
 - 2010-30 – *Department Obligations Under the Americans With Disabilities Act (ADA): TAFDC, EAEDC and SNAP.*
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**Obsolete
Form**

The following form is now obsolete:

- *ADA-1 Request for an ADA Accommodation.*
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**Deleted BEACON
Online Guide
Books**

Topic: TAFDC
Book: Services
Chapter: Americans with Disabilities Act (ADA)

Topic: EAEDC
Book: Services
Chapter: Americans with Disabilities Act

Topic: SNAP
Book: Services
Chapter: Americans with Disabilities Act (ADA)

**New BEACON
Online Guide
Book**

Topic: Cross Programs
Book: Harper and the Americans with Disabilities Act (ADA)

**Updated
BEACON Online
Guide
Books/Pages**

Topic: Business Process Redesign (BPR)
Book: Procedures (BPR)
Chapter: Phone Procedures
Page: Responding to Callers Requesting Assistance Due to a Disability

Topic: Business Process Redesign (BPR)
Book: Procedures (BPR)
Chapter: Phone Procedures
Page: Responding to ADA Accommodation Icon

Topic: Business Process Redesign (BPR)
Book: Procedures (BPR)
Chapter: Front Office Procedures
Page: Responding to Clients Requesting Assistance Due to a Disability

Topic: SNAP
Book: Application Processing
Chapter: SNAP Application Processing
Page: SNAP Application Processing Introduction

Topic: SNAP
Book: Application Processing
Chapter: SNAP Application Processing
Page: The Application Interview

Topic: SNAP
Book: Application Processing
Chapter: Web Application
Page: Web Application Workflow

Topic: Cross Programs
Book: Request for Assistance (RFA)
Page: Request for Assistance (RFA) Introduction

Topic: Cross Programs
Book: Request for Assistance (RFA)
Page: Application (RFA)

**Updated
BEACON Online
Guide
Books/Pages
(continued)**

Topic: Cross Programs
Book: Applications
Chapter: EAEDC Application Interview
Page: Concluding the Application Interview

Topic: Cross Programs
Book: Applications
Chapter: TAFDC Application Interview
Page: Concluding the Application Interview

Topic: Cross Programs
Book: Appointments
Chapter: EAEDC Appointments
Page: Missed Eligibility Interviews EAEDC

Topic: Cross Programs
Book: Appointments
Chapter: TAFDC Appointments
Page: Missed Eligibility Interviews TAFDC

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: Views Overview

Topic: EAEDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: Views Overview

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Disability
Page: Disability Pages Functionality

Topic: EAEDC
Book: Program Nonfinancial Requirements
Chapter: Disability
Page: Disability Pages Functionality

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Extension of Benefits Beyond the 24-Month Period
Page: Extensions Introduction

**Updated
BEACON Online
Guide
Books/Pages
(continued)**

Topic:	TAFDC
Book:	Program Nonfinancial Requirements
Chapter:	Extension of Benefits Beyond the 24-Month Period
Page:	Extension Requests: Decision
Topic:	TAFDC
Book:	ESP
Chapter:	ESP – Non Competitive Employment Services
Page:	High School Equivalency Test (HiSET)
Topic:	TAFDC
Book:	Services
Chapter:	Learning Disabilities
Page:	Learning Disability Screening Overview
Topic:	TAFDC
Book:	Services
Chapter:	Learning Disabilities
Page:	Learning Disability Already Diagnosed
Topic:	TAFDC
Book:	Services
Chapter:	Learning Disabilities
Page:	Follow-up and Learning Disability Assessment Referral
Topic:	TAFDC
Book:	Services
Chapter:	Learning Disabilities
Page:	Referrals – Disability Evaluation Services
Topic:	TAFDC
Book:	Services
Chapter:	Learning Disabilities
Page:	Learning Disability Assessment Results Returned

Questions

If you have questions, please contact:
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