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Field Operations Memo 2001- 29
July 3, 2001

To: Transitional Assistance Office Staff

From:  Steve Kane, Acting Assistant Commissioner for Field Operations

Re: TAFDC Potential to Graduate Report and EAEDC Student 18-20 Years Report

Introduction

To ensure the continued accuracy of our caseload, the TAFDC Potential to Graduate Report and the EAEDC Student 18-20 Years Report are back in production and have been sent to Transitional Assistance Offices.

The TAFDC Report addresses policy concerning 18-year-olds who remain eligible on TAFDC as dependent children when they are full-time students in grade 12 or below and expect to graduate before their 19th birthday. Refer to 106 CMR 203.575 for more details. The Report lists dependents aged 17 years and nine months or older as of May 1, 2001.

NOTE: If a teen parent who is also a dependent is listed on the TAFDC Report, exclude these individuals.

The EAEDC Student 18-20 Years Report identifies EAEDC full-time students with a Cat Type H aged 18, 19 or 20 years as of May 1, 2001. Refer to 106 CMR 320.450 for more details.

During the week of June 15, 2001, each Transitional Assistance Office received a copy of the TAFDC Potential to Graduate Report. The following Transitional Assistance Offices did not receive the EAEDC Student 18-20 Years Report: Athol, Falmouth, Framingham, Orleans, Quincy Centralized and Wareham. All other Transitional Assistance Offices received the EAEDC Report.

**TAFDC Report
Procedures**

The TAFDC Report lists the Case Name, Case SSN, Dependent Name, Dependent Number, Dependent SSN and Dependent Date of Birth.

Step OneDetermine if the dependent is under 19 years of age.

If no, close the dependent or AU (if the sole dependent) using action reason (AR) 62 on the PID.

If yes, go to step two.

Step Two.. Send the assistance unit a school verification form (SV-1

If the SV-1 is not returned, close the dependent or the AU (if the sole dependent) using AR 40.

If the SV-1 is returned, go to step three.

Step Three ..Determine if the dependent is regularly attending school full time and when the dependent will graduate. See 106 CMR 203.575 for a definition of full time.

TAFDC Report
Procedures
(continued)

**If the school verifies that
the dependent...**

Then...

is not regularly attending school full time regardless of the expected date of graduation, close dependent or AU (if the sole dependent) when the dependent turns 18. Use AR 62.

is age 18 and not expected to graduate by age 19, close the dependent or AU (if the sole dependent). Use AR 62.

is under age 18 but not expected to graduate by age 19, when the dependent turns age 18, close the dependent or AU (if the sole dependent). Use AR 62.

graduated in May or June 2001, close the dependent or AU (if the sole dependent) at the end of the month of graduation or when the dependent turns 18. Use AR 62.

will be graduating by age 19 but not May or June 2001 take no action at this time. Monitor the expected date of graduation for future action.

When closing the dependent or AU, follow the appropriate food stamp procedures. If the dependent is still in the home, the PA-FS AU must be closed with a T6, T7 or T8 transaction. If the dependent is no longer in the home, the household size changes and PA-FS AU must remain open.

**EAEDC Report
Procedures**

The EAEDC Report includes the Case Name, SSN and Dependent Date of Birth. For the EAEDC Students 18-20 Years Report, use the following procedures.

Step One...Send the recipient a school verification form (SV-1).

If the SV-1 is not returned, close the AU using AR 40.

If the SV-1 is returned, go to step two.

Step Two ... Determine if the recipient is regularly attending secondary school full time.

If the recipient is regularly attending a secondary school full time, take no action at this time.

If the recipient is attending a school beyond the secondary level, close the AU for AR 79 and close the PA-FS AU with a T6, T7 or T8 transaction.

If the secondary school reports that the recipient is not regularly attending full time, close the AU using AR 55 and close the PA-FS AU with T6, T7 or T8 transaction.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617- 348-8478.
