



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2003-22**  
**August 20, 2003**

**To:** Transitional Assistance Office Staff

**From:** *cd* Cescia Derderian, Assistant Commissioner for Field Operations

**Re:** EAEDC – Living Arrangement H

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**Overview**

A recent review of EAEDC AUs has found the following error: EAEDC recipients receiving a Living Arrangement H budget do not have a correct Mandatory/Responsible role with an associated (Spousal) EAEDC AU.

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**Purpose of Memo**

A list of affected AUs will be sent to TAOs electronically. This list represents affected AUs as of August 15, 2003. This list contains the TAO Name, the AU Manager name, the SSN and grantee name of the affected AU and the type of AU (reason for being on EAEDC).

AU Managers must review the AUs on the list and correct the appropriate AUs **no later than August 22, 2003.**

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**Correcting AUs**

AU Managers must follow these instructions so the EAEDC grants can be calculated correctly. At the AU Mandatory/Responsible window for Spouse B: (1) Click the “No” Applying for Assistance radio button for Spouse A. (2) Click the “Yes” Mandatory Inclusion radio button for Spouse A. (3) In the Inclusion Reason dropdown box, select “Spouse.” These steps **must** be repeated for Spouse A’s AU as well.

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**Questions**

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

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