



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

MITT ROMNEY
Governor


KERRY HEALEY
Lieutenant Governor

RONALD PRESTON
Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2003-31 A
December 1, 2003

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: TAFDC – Correcting Inconsistent AU/AP Exempt/Nonexempt Information

Background

Based on comments received regarding Field Operations Memo 2003-31, an e-mail was sent to TAO Staff in the first week of November asking that work on that memo stop until further notice.

This memo reinstates Field Operations Memo 2003-31 and provides additional AU instructions. A new report listing the approximately 2000 AUs (reviewed by LOQC in July) will be sent electronically to TAOs for processing.

Important Reminders

AU Managers are reminded that:

- each AU on the report needs to be reviewed (even if the AU was reviewed as a result of Field Operations Memo 2003-31) to ensure the changes to the AU/AP Exempt/Nonexempt information happened and the AU data is accurate;
 - when reviewing the AU, each AU member (including dependents and other parents in a two-parent AU) must be reviewed for correct AU/AP Exempt/Nonexempt information; and
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Important Reminders (continued)

- actions must be authorized on the Interview Wrap-up window to affect the AU. In some instances, the AUs appearing on the report have accurate AU/AP Exempt/Nonexempt information on the Work Requirements window, but not elsewhere in BEACON because the action was never authorized on Interview Wrap-up.
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AU Groupings

AUs appearing on this report will be in one of the following groupings and **must** be reviewed for accurate AU/AP Exempt/Nonexempt status because time has passed since the LOQC review occurred. The actions to be taken by the AU Manager appear in italics after the status.

1). AU Manager corrected the AU/AP Exempt/Nonexempt status but did not authorize the change on the Interview Wrap-up window.

Action: AU Manager must review the AU following instructions in Field Operations Memo 2003-31 and if correct, authorize the change on the Interview Wrap-up window. On the report, next to the AU write "Wrap-up."

2). The AU still has the incorrect AU/AP Exempt/Nonexempt status.

Action: AU Manager must review the AU and correct the AU/AP Exempt/Nonexempt status following instructions in Field Operations Memo 2003-31. On the report, next to the AU write "Corrected."

3). AU Manager took action to correct the AU/AP Exempt/Nonexempt status after the July LOQC review.

Action: AU Manager must review the AU for accuracy and if otherwise correct he or she does not need to take any action on the AU. On the report, next to the AU write "Reviewed. No Action Needed."

4). The AU is currently closed.

Action: Annotate on the Narrative tab that this AP/AU is associated with Field Operations Memo 2003-31. If the AP/AU reopens, review the AU to ensure that the procedures in this memo and Field Operations Memo 2003-31 have been followed. On the report, next to the AU write "AU Closed."

5). The AU appeared on the report in error.

Action: No action needed at this time. On the report, next to the AU write "Error."

The report must be annotated and faxed to Julie Noble at 617-348-5659 by close of business February 2, 2004.

Questions

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