



MITT ROMNEY  
Governor

KERRY HEALEY  
Lieutenant Governor

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

TIMOTHY MURPHY  
Secretary

JOHN A. WAGNER  
Commissioner

**Field Operations Memo 2005-41**  
**September 8, 2005**

**To:** Transitional Assistance Office Staff

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

**Re:** EAEDC - Eliminating Parental Family Special Project

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**Background** State Letter 1299 eliminated the categorical requirements of TAFDC Deprivation Factors and EAEDC Parental Family. Field Operations Memo 2005-36 gave TAO Staff information about BEACON changes and the importance of completing the “Absence” and “Disability” windows on BEACON.

Any EAEDC *Parental* Family currently receiving EAEDC must have their AU closed and must have their eligibility for TAFDC determined. When speaking to the members of the AU affected by the Policy change, the AU Manager must stress the additional benefits the family will be eligible for once receiving TAFDC. Current Caretaker Family EAEDC AUs are not affected by this policy change, but must be reviewed for accuracy.

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**Purpose of Memo** This Field Operations Memo informs TAO Staff about the special project for reviewing and correcting, if necessary, all EAEDC Family AUs.

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**Special Project** AUs must be reviewed by TAO Staff to determine current eligibility for EAEDC/TAFDC. The lists will be e-mailed to TAOs separately. It is important that AU Managers review the composition of each EAEDC Family AU to determine if the AU is affected by the policy change. Centralized TAFDC in Fall River and Boston Family Housing TAOs will not receive these lists.

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**Procedures for  
Processing  
Current EAEDC  
Families  
Impacted by  
State Letter 1299**

For each EAEDC Family AU on the list, the AU Manager must do a desk review:

- before making changes to the AU, review the relationship of each AU member to every other AU member on the Relationship window to determine that the relationships of the AU Members are reflected accurately on BEACON and review the AU record to determine if the grantee has a relationship to the child as defined in 106 CMR 203.585:
  - *if the grantee is related to the child*, schedule an appointment with the grantee to inform him or her that he or she appears to be eligible for TAFDC and must apply for TAFDC benefits;
    - explain TAFDC eligibility to the grantee, including the increased benefits received on TAFDC;
    - have the grantee write a request to have his or her EAEDC AU closed;  
**Remember:** If there is an unrelated child in an EAEDC AU with more than one child, the AU can stay open for that child only. The request to close would be **only** for the grantee and the **related** child(ren).
  - close the EAEDC Family AU with the Reason Category: “Admin-TAO” and the Reason: “Requested Closure” and if receiving Food Stamps, close the FS AU with the Reason Category: “Admin-TAO” and the Reason: “Requested Closure”;  
**Note:** If the grantee does not want to write a request to have his or her AU closed, the AU Manager must close the EAEDC AU using the Reason Category: “Program Rules” and the Reason: “Eligible Depd(s) no Longer in AU.” Tell the grantee that he or she will receive a closing notice and that he or she has the right to appeal or apply for benefits at any time. The FS AU will continue for 3-6 months following current Dever logic.
  - take the application for TAFDC and if appropriate, FS; and
  - if eligible, open the TAFDC AU and reopen the FS AU effective the day after the EAEDC Family AU and FS AU closing date(s).
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**Procedures for  
Processing  
Current EAEDC  
Families  
Impacted by  
State Letter 1299  
(continued)**

- *if the grantee is not related to the child*, the EAEDC AU would remain open and the AU Manager must do a desk review by:
  - reviewing the AU size on the AU Composition Results tab and the grant amount on the Financial tab of the Results window to ensure that the AU is receiving the correct grant amount. If the AU size and the grant amount are not equal, review the AU record to make the appropriate changes to the AU. If the AU has been overpaid, follow current procedures for recouping the income. If the AU has been underpaid, determine the amount underpaid for the number of months the underpayment occurred and issue a supplemental payment following current procedures;
  - reviewing the status of each grantee on the EAEDC tab of the Work Requirements window, the AU Mandatory Responsible window and the AU Composition Results window to ensure that the status on every window agrees:
    - ✓ for ineligible grantees the Required Radio Button on the EAEDC tab of the Work Requirements window should be “No” with the Exempt Required Status Reason of “Non Liable Ineligible Grantee” chosen from the drop down box, the AU Mandatory Responsible window should have both the Applying and Mandatory Inclusion Radio Buttons marked “No” and the Responsibility field on the AU Composition Results window should be “Ineligible.”
    - ✓ For eligible grantees the Required Radio Button on the EAEDC tab of the Work Requirements window should be “No” with the appropriate Exempt Required Status Reason chosen from the drop down box or “Yes” with the appropriate Nonexempt Required Status Reason chosen from the drop down box, the AU Mandatory Responsible window should have both the Applying and Mandatory Inclusion Radio Buttons marked “Yes” with the Inclusion reason of “Recipients Request” and the Responsibility of “Recipient” and the Responsibility field on the AU Composition Results window should be “Recipient.”

**REMINDER:** Only eligible grantees whose youngest dependent child in the AU is 15 years old or older is required to participate in TEMP. See 106 CMR 320.420. A new Work Program exemption reason was added with Increment 2.1.16 - "Child <15 in AU."

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**Procedures for Processing Current EAEDC Families Impacted by State Letter 1299 (continued)**

- review legal custody documentation, guardianship documentation or proof of good cause for not getting legal custody or guardianship to ensure that it is current in accordance with 106 CMR 320.400; and
    - ✓ if current, determine when the custody expires and click on the “Reminder” icon on the TAO Office Explorer window. In the Subject field, type “Custody Expires.” In Text field, type the AU SSN and the expiration date of the custody order.
    - ✓ if not current, give the grantee a VC-1 requesting proof of updated documentation be returned within 30 days. If proof of updated documentation is not returned, close the AU.
  - note the changes, if any, on the BEACON Narratives tab. If there is no change in EAEDC Caretaker Family eligibility or if good cause for not getting legal custody or guardianship exists, note that on the BEACON Narratives tab as well.
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**Annotating the List**

Once the AU has been reviewed, the AU Supervisor must annotate the list and forward the completed list to the TAO Director.

The list should be annotated as follows:

- if the review results in no change, write “NC” and the date the AU was reviewed; and
- if the review results in a change, write the result of the review with the effective date of the result (i.e., AU Closed, 10/15/05).

These AUs must be reviewed no later than **10/19/2005** and the annotated list faxed to Julie Noble at (617) 348-5659 no later than **10/21/2005**.

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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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