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*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2010-22**  
**April 21, 2010**

**To:** Transitional Assistance Office Staff  
**From:**  John Augeri, Assistant Commissioner for Field Operations  
**Re:** TAFDC and EAEDC – Kelley Blue Book and Car Values

**Purpose of Memo**

Historically, the Department has utilized the Red Book when determining car valuation. However, the cost of purchasing these books has increased since the initial purchase order. To mitigate the continually rising cost of purchasing the Red Book, the Department has explored other more cost-effective means of determining car valuations. Effective immediately, all car valuations for TAFDC and EAEDC will be determined by the Kelley Blue Book website found at [www.kbb.com](http://www.kbb.com).

This Field Operations Memo advises TAO staff about:

- accessing the Kelley Blue Book site; and
- determining car values on the Kelley Blue Book site.

**Accessing Kelley Blue Book Website** To access the Kelley Blue Book website, TAO staff must:

- enter [www.kbb.com](http://www.kbb.com) in their internet browser; and
- press “Enter” on the keyboard.

The Kelley Blue Book web site will now be displayed and the case manager will be able to determine car values.

**Note:** BEACON 3.0 will have a link to the Kelley Blue Book site in the upper right hand corner of the home page under the “Useful Links” section.

## Determining Car Values

To determine the car value on the Kelley Blue Book website, TAO staff must:

- determine if the car is new or used and click on the appropriate area on the website;
- from the drop-down box select the year, make and model of the car;  
**Note:** For new cars, only the make and model are selectable drop-down boxes as the year will always be the current year.
- once all drop-down choices have been selected, click on the red “Go” button. A box entitled “Select Kelley Blue Book” value appears;  
**Note:** For new cars, clicking on “Go” will bring you to the “Select a Year” page. Clicking on the specific year will bring you to the “Select a Trim” page. Clicking on the specific model will bring you to the “Pricing” page. Always use the “New Car Blue Book Value” figure for new cars.
- click on “Trade In Value”;
- if there are various model types for the selected car, click on the model type;
- enter in the specific details of the car (for example, transmission, equipment, etc);
- enter the approximate mileage on the car;
- enter the zip code for the area the car is garaged;
- click “Continue”;
- using the descriptions given on the website, ask the client for the condition of the car;
- click on the condition of the car (either “Excellent”, “Good” or Fair”); and
- click “Continue.” The value of the car appears on the screen.

See 106 CMR 204.120 (G) for counting vehicles for TAFDC.  
See 106 CMR 321.120 (G) for counting vehicles for EAEDC.

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**Determining  
Motorcycle  
Values**

To determine the motorcycle value on the Kelley Blue Book website, TAO staff must:

- scroll down to the mid-point of the page, right side;
- click on “Motorcycles”;
- click on “Kelley Blue Book Trade-in Value”;
- click on the year;
- click on the make of motorcycle;
- click on the model; and
- the trade-in value of the motorcycle will be displayed.

**Note:** The same instructions can be followed to determine the value of personal watercraft (boats or jet skis) or snowmobiles.

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**Final  
Instructions**

Case managers must print the screen displaying the vehicle valuation from the website and put the screen print in the case record.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline.

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