



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Operations Memo 2011-36
July 21, 2011

To: Department of Transitional Assistance Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: SNAP- TAO Review of Categorically Eligible One- and Two-Person Households with RSDI Income

Overview

In BEACON Build 44.3, released on July 5, 2011, the department automated categorical eligibility for two additional groups: SNAP-Only TANF Services Elderly/Disabled Household and SNAP-Only TANF Services Adult Household. Prior to the automation of the additional categorically eligible groups, RSDI elderly/disabled, one and- two-person households whose household income exceeded the net income limit were automatically denied the minimum SNAP benefit payment of \$16.

Many of these households are known to case managers because TAO managers have been issuing the minimum SNAP benefit of \$16 to some households via the Related Benefits page on BEACON.

Purpose of Memo

The purpose of this memo is to provide TAO staff with procedures for opening known affected RSDI elderly/disabled, one and- two-person households whose household income exceeded the net income limit and who were previously denied the minimum SNAP benefit payment of \$16.

Reopening Cases

Categorically eligible RSDI elderly/disabled, one and- two-person households previously denied the minimum SNAP benefit payment of \$16 but who have been receiving the \$16 SNAP benefit each month as a Related Benefit, must be reopened in BEACON.

Some of these categorically eligible households have been receiving the related benefit for a year or more and may have experienced changes in their household circumstances since TAO staff began issuing the monthly related benefit to them. If these households had been opened on BEACON, they would have been certified for two years with an Interim Report at the end of the first year. However, because these households could not be opened in BEACON prior to the automation in BEACON Build 44.3, the households were not identified for recalculation.

Since the categorically eligible households that have been receiving the related benefit will require a long certification (two years), before opening the household case managers must:

- contact the client, preferably by telephone to go over household circumstances to determine if there are changes that could impact the SNAP benefit amount;
- enter all case information in BEACON using the household's cyclical date in August as the application date;
- request verifications, if needed;
- wrap-up the interview;
Note: Although an application is not actually being taken, for the purpose of opening the case, use the household's application date, as specified above in this memo, as the Date of Interview in Interview Wrap up;
- certify the case for two years; and
- make an entry in the Narrative tab to capture this case activity.

Remember: If a non-elderly household member is receiving RSDI because of disability, the Federal Certify indicator must be set to Yes otherwise the household will not be recognized as a categorically eligible SNAP-Only TANF Services Elderly/Disabled Household.

Monthly Related Benefit

After the case information has been entered into BEACON, a monthly related benefit of \$16 must no longer be issued to these households.

Questions

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