



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

William F. Weld
Governor
Argeo Paul Cellucci
Lieutenant Governor

Gerald Whitburn
Secretary
Joseph Gallant
Commissioner

Fax 96- 22
Field Operations Memo 96-06
February 20, 1996

To: Local Office Staff
From: Joyce Sampson, Assistant Commissioner for Field Operations
Re: Regionalization of SSI Food Stamp Demonstration Unit

Overview

Effective Tuesday, February 20, 1996, the Centralized SSI Food Stamp Demonstration Unit has been regionalized. The food stamp cases previously handled by the Centralized Unit have been distributed among the five SSI Regional Offices.

Refer to The SSI Regional Office Listing and Service Area Listing By Regional Site Number in Appendix D of *Volume I: PACES User's Guide* to find out which SSI Regional Office covers your local office.

SSI Unit Responsibilities

The SSI Units are now responsible for the management of the SSI Food Stamp Demo Unit cases. These responsibilities include all eligibility-related and case maintenance activities as well as informing the local office of case activities and transferring back to the local office cases which no longer meet the select criteria.

**Local Office
Responsibilities
for Food Stamp
Demo Unit
Cases**

The local office worker responsibilities for these cases remain unchanged. See Field Operations Memo 94-40. These responsibilities include:

- Replacement of ATPs
- Replacement of Photo Id Cards
- Reporting Address/Shelter/Utility Changes to the SSI Unit
- ATP Diversion

All forms, verifications and other information regarding SSI FS Demo Unit cases must be forwarded to the appropriate SSI Unit.

The chart below lists the 800 and fax numbers for each SSI Unit.

Grove Hall SSI Unit *1-800-590-4820* *Fax: (617) 442-4825*

Springfield SSI Unit *1-800-441-4750* *Fax: (413) 746-0441*

Worcester SSI Unit *1-800-715-5494* *Fax: (508) 793-7832*

Revere SSI Unit *1-800-522-4454* *Fax: (617) 853-0524*

Fall River SSI Unit *1-800-570-4792* *Fax: (508) 673-0096*

**SSI/FSP-1
(9/94)**

The SSI/FSP-1 will be used for communication between the local offices and the SSI Units on Food Stamp Demo Unit cases.

**Notice to SSI
Food Stamp
Recipients**

SSI Food Stamp Demo Unit recipients received a notice informing them of the office changes. Calls from recipients regarding this office change should be referred to the appropriate SSI Unit.

Questions

Policy questions should be directed by your Hotline designee to the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.
