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**Commonwealth of Massachusetts**  
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**Department of Transitional Assistance**  
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Secretary  
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Commissioner

Fax 96-73  
Field Operations Memó 96-26  
July 26, 1996

To: Local Office Staff  
From: Joyce Sampson, Assistant Commissioner for Field Operations  
Re: Active CAT 2 Cases With DEP Act #79 Report

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**Introduction**

The *Active CAT 2 Cases With DEP Act #79 Report* has been sent to local offices or was distributed at the Quality Control Meeting on July 26, 1996. Please disregard the report distributed at Statewide on July 24, 1996.

This memo provides local offices with instructions regarding the report.

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**Definitions**

For AFDC AR 79 indicates any teen dependent who is not meeting the school attendance requirements.

For TAFDC AR 79 indicates a TEEN PARENT dependent who is not meeting the school attendance requirements.

For TAFDC AR 81 indicates a teen dependent (other than a TEEN PARENT) who is not meeting the school attendance requirements.

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**Review the Case Record**

Local office workers must review each case on the report to determine if AR 79 reflects the correct reason for the dependent closing.

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**Reminders**

When reviewing the cases remember:

- o A TAFDC dependent, who is not a teen parent, may have correctly closed for AR 79. This is because the termination was based on AFDC requirements and initiated prior the TAFDC transition review.
- o A TAFDC Teen Parent is considered to have met the school attendance requirements and therefore not sanctioned:
  - 1) when the teen parent has taken appropriate steps to begin meeting the requirements and provided a statement or other verification from the school or GED program that he or she is enrolled and will begin when the school or program is available; or
  - 2) failure to meet the school attendance requirements is the result of one of the good cause reasons described in 106 CMR 207.190 (A).

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**Result of the Case  
Record Review**

If the dependent was receiving AFDC and AR 79 was used and:

- o *was the correct reason*, no further case action is necessary; or
- o *was not the correct reason* for the closing, then reinstate the dependent back to the closing date and then close the dependent using the correct Action Reason.

If the dependent was a **TAFDC TEEN PARENT** and AR 79 was used and the teen parent:

- o *was not meeting* the school attendance requirements and was sanctioned appropriately, no further case action is necessary;
- o *was meeting* the school attendance requirements and was incorrectly sanctioned, reinstate the teen parent back to the closing date; or
- o *should have been sanctioned for a reason other than AR 79*, then reinstate the teen parent back to the closing date and then close the teen parent using the correct Action Reason.

If the dependent was a **TAFDC teen dependent** but not a **TEEN PARENT** then:

- o reinstate the dependent back to the closing date and then close the dependent using the correct Action Reason.

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**Completion Date**

By **Wednesday, August 7, 1996** local office workers must:

- o review the cases and key enter changes to the system, if any; and
- o annotate the reports to reflect the result of the case review and submit them to the director or designee.

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**Summary Sheets**

Summary Sheets (see Attachment A) for each local office must be compiled by the director or designee and submitted to Central Office on or before **Wednesday, August 7, 1996**. The reports do not have to be sent to Central Office.

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**Questions**

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If you have policy questions, please have your policy  
Hotline designee call the Policy Hotline at (617) 348-8478.  
If you have systems questions, please call the Systems  
Customer Support Services at (617) 348-5290.

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TAFDC ACTION REASON 79 SUMMARY SHEET

LOCAL OFFICE: \_\_\_\_\_

DATE: \_\_\_\_\_

Enter the total number of cases coded for each situation listed below. This summary sheet must be submitted to the Regional Director on or before August 7.

CODE	DEFINITION	TOTAL
A	Correct action reason used. No further action required.	_____
B	Action reason 79 used incorrectly. Dependent reopened and closed with correct action reason.	_____
C	Action reason 79 used incorrectly. Dependent reopened and is eligible.	_____
TOTAL NUMBER OF CASES		_____