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Secretary
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FAX 96-72
Field Operations Memo 96-27
July 26, 1996

TO: Local Office Staff
FROM:  Joyce Sampson,
Assistant Commissioner for Field Operations
RE: Termination of SSI Conversion Services Provided by MAXIMUS

Background

The Department currently contracts with two vendors to provide EAEDC recipients with assistance in applying for and pursuing Supplemental Security Income (SSI) benefits. These vendors are MAXIMUS and Noddles Island Multi Service Agency (NIMSA). MAXIMUS provides SSI conversion services statewide while NIMSA provides services to certain EAEDC recipients living in Boston.

Purpose of Memo

MAXIMUS will no longer provide SSI conversion services for the Department. The purpose of this memo is to describe the steps local office staff must take in phasing out these services. This memo changes the instructions previously issued in Field Operations Memo 95-41. These changes are effective immediately.

Local Office Staff Responsibilities

Local office staff must discontinue making SSI referrals to MAXIMUS, and must discontinue use of the EAEDC/SSI Conversion Program Referral and Response Form, effective immediately.

However, staff must continue to follow the EAEDC Reference Guide, pages 1-27 through 1-29 for SSI application and cooperation requirements to ensure that any EAEDC applicant or recipient who is potentially eligible for SSI applies for SSI benefits at the closest Social Security Office in a timely manner.

**MAXIMUS
Staff
Responsibilities**

Effective immediately, MAXIMUS will not accept any new referrals of EAEDC recipients for SSI conversion services, and MAXIMUS regional managers will return any unprocessed referrals to the appropriate local office.

As of 7/31/96, MAXIMUS will no longer provide local office coverage. MAXIMUS staff will be reduced to three regional managers who will continue to provide SSI conversion services within their respective regions but will assist **only** those EAEDC recipients MAXIMUS staff accepted for services **prior to 7/31/96**. These regional managers will be responsible for providing these recipients with all SSI conversion services described in Field Operations Memo 95-41, and will do so until 10/31/96, when the MAXIMUS SSI Conversion Program will close down completely.

NOTE:

Currently, Noddles Island Multi Service Agency will continue to provide SSI conversion services to EAEDC recipients who live in Boston and are disabled by illnesses associated with addiction or HIV infection.

**Obsolete
Forms**

The EAEDC/SSI Conversion Program Referral and Response Form and the EAEDC Referral/SSI Log are now obsolete.

Questions

If you have any questions, have your Hotline designee call the Policy Hotline at (617) 348-8478.
