



William F. Weld
Governor
Argeo Paul Cellucci
Lieutenant Governor

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

Joseph Gallant
Secretary
Claire McIntire
Commissioner

Field Operations Memo 97-21
April 18, 1997

TO: Local Office Staff
FROM:  Joyce Sampson, Assistant Commissioner for Field Operations
RE: Department of Youth Services Computer Match

Introduction

As an ongoing part of the strategic plan of the Department of Transitional Assistance, the Department continues to expand its scope of matches with other Massachusetts state agencies. The Department has implemented a match of our Recipient Masterfile with the Department of Youth Services (DYS) database. The purpose of this match is to identify individuals who have been in DYS custody and may also be currently receiving assistance.

DYS Matching Process

When the DYS match has been completed, Centralized Eligibility Operations staff will review the match information to verify if the recipient is still active on PACES. If the recipient is still active, Centralized Eligibility Operations staff will forward a copy of the computer match printout (Attachment A) along with a DYS Match Log (Attachment B) to the local offices. Match printouts and logs will be run and distributed monthly for local office response.

**DYS Matching
Process (cont.)**

The computer match printout includes the following information:

- previous indicator (Y indicates SSN appeared on previous report);
- the category;
- the case SSN, name and address;
- the name, dependent number, SSN and date of birth of the recipient who was matched;
- the PA, FS and MA status, action reasons and dates;
- the name, SSN and date of birth of the matched DYS individual;
- the DYS worker's identification number and the address of the local DYS office;
- the recipient's DYS commitment history which includes the current commitment dates and up to 20 previous commitment start and end dates; and
- the DYS facility in which the youth is residing as of the current report ending date (00/00/00 or other valid date), and, if previously committed, the previous facilities in which the youth resided.

Match information is current as of the report date. Prior commitment dates listed on the printout are for informational purposes only. A BSI referral should be made if the worker determines that the individual received assistance during a previous commitment period.

**Local Office
Worker
Responsibilities**

Local office staff should first review the case record and PACES to determine if the matched recipient is still receiving assistance. If so, the DYS Computer Match Appointment Letter (Attachment C) must be sent to the grantee. The DYS Computer Match Appointment Letter informs the grantee that:

- the match information has been received, indicating that a household member is in DYS custody; and
- the grantee is being given an appointment to discuss the match information and review eligibility.

Grantee fails to keep scheduled appointment -

Category 2, 2TA and 4

If the grantee fails to keep the scheduled appointment, close the case with action reason 41 (case closed due to failure to keep an eligibility review appointment or to return eligibility review form).

Category 9

If the grantee fails to keep the scheduled appointment, close the case with action reason 40 (case or household member closed, did not provide required verification(s)).

Grantee keeps scheduled appointment -

Review the match information with the grantee. If any clarification of match information is required, or the recipient disputes the match information, the case must be referred to the local office's DYS designee. DYS does not provide written verification of a youth's status, but has designated certain match coordinators whom the DYS designee can call to clarify match information. For AFDC and TAFDC cases, more information may be required to determine eligibility. For example, does the grantee exercise care and control of the child (AFDC) or is the absence expected to last more than 120 days (TAFDC).

Once the DYS status has been determined, follow the steps outlined below:

**Local Office
Worker
Responsibilities
(cont.)**

Category 2 - AFDC

For category 2 (AFDC), if it is determined that the child is in temporary DYS custody but the grantee continues to exercise care and control over the child, change the eligibility action reason for the child to AR 85 (dependent receiving AFDC is temporarily absent and grantee exercises responsibility for care and control of the child). Annotate the DYS Match Log with code NC (no change, parent exercises care and control (AFDC only)).

If the grantee does not continue to exercise care and control, close the matched dependent or case, if appropriate, using AR 47 (case or household member closed, an eligible dependent child(ren) is no longer in the home). Close the PA food stamp case using a T-6, T-7 or T-8 transaction. Annotate the DYS Match Log with code C (closed due to match information) or code D (decreased due to match information). If a BSI referral is made, add code B (BSI referral due to match information) to the log.

Category 2TA - TAFDC

For category 2TA determine the expected duration and follow the steps outlined below.

- duration is less than or equal to 120 days:
 - no action is required
 - annotate the log with code NT (no change, duration is less than or equal to 120 days)

 - duration is greater than 120 days, and there is more than one dependent in the case:
 - close the matched dependent with AR 47
 - annotate the log with code D (decreased due to match information). If a BSI referral is made, add code B (BSI referral due to match information) to the log.

 - duration is greater than 120 days and the matched dependent is the only dependent in the case:
 - close the case with AR 47
 - close the PA food stamp case using a T-6, T-7 or T-8 transaction
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**Local Office
Worker
Responsibilities
(cont.)**

- annotate the log with code C (closed due to match information). If a BSI referral is made, add code B (BSI referral due to match information) to the log.

Category 4 - EAEDC

For category 4 (EAEDC), close the matched dependent, or case, if appropriate, using AR 47 (case or household member(s) closed, an eligible dependent child(ren) is no longer in the home). Close the PA food stamps using a T-6, T-7 or T-8 transaction.

Annotate the DYS Match Log with code C (closed due to match information) or code D (decrease due to match information). If a BSI referral is made, add code B (BSI referral due to match information) to the log.

Category 9 - Food Stamps

For category 9, close the dependent or case, if appropriate using AR 45 (case or household member closed, became a resident of a public or private institution).

Annotate the DYS Match Log with code C (closed due to match information) or code D (decrease due to match information). If a BSI referral is made, add code B (BSI referral due to match information) to the log.

**Local Office DYS
Designee
Responsibilities**

The local office DYS designee is responsible for:

- distributing the DYS Match reports to each worker;
 - compiling the annotated DYS Match Logs;
 - contacting the DYS liaison to clarify match information when necessary; and
 - ensuring that the worker has taken the appropriate action(s).
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**Local Office DYS
Designee
Responsibilities
(cont.)**

The DYS liaisons are identified as follows:

Western Area Office

Luz Melandez
Western Youth Service Center
280 Tinkham Road
Springfield, MA 01129
Phone: (413) 784-1651
Fax: (413) 782-8774
(includes Berkshire, Franklin,
Hampshire and Hampden
Counties)

Central Area Office

Beverly Renaud
180 Beamon Street
West Boylston, MA 01583
Phone: (508) 835-2336
Fax: (508) 792-7228
(includes Worcester County and
most of Middlesex County,
including Lowell and
Framingham, Western Essex
County, including Lawrence)

Southeast Area Office

Cheryl Assard
Off Route 6A
Brewster, MA 02631
Phone: (617) 727-3641
Fax: (617) 727-5454
(includes Norfolk, Bristol,
Plymouth, and Barnstable
Counties)

Metro-Boston Area Office

Linda Tabbi-Dunn
27-43 Wormwood Street
4th Floor
Boston, MA 02210
Phone: (617) 727-7575
Fax: (617) 727-5792
(includes Suffolk County,
Eastern Essex County
including Lynn, Cambridge and
Somerville)

**Local Office DYS
Designee
Responsibilities
(cont.)**

DYS designees are reminded to annotate the case record carefully with the results of the conversation with the DYS liaison and ensure that a copy of the computer match printout is filed in the case record, as these are the only documents that will establish the recipient's DYS status.

Completed DYS Match Log sheets should be signed by the DYS designee and returned to Centralized Eligibility Operations no later than the end of the month following the month of distribution. Match logs should be faxed to:

Susan Mathias
Centralized Eligibility Operations
600 Washington Street
Boston, MA 02111
Fax Number: (617) 348-5479

**Future
Enhancements**

In the future, the DYS Computer Match will be added to PRISM and alerts will be generated on matched dependents.

Questions

Refer to the *Systems User's Guide*, Volume 6: *Special Field Reports*, Chapter X: DYS Match Report for detailed documentation of the DYS Match reports. If you have any policy or procedure-related questions, have your Hotline designee call the Policy Hotline at (617) 348-8478. Systems-related questions should be referred to Customer Support Services at (617) 348-5290.

MASSACHUSETTS DTA INFORMATION				DYS MATCH INFORMATION		
P R E V	C A T	CASE SSN CASE NAME CASE ADDR	PERSON NAME DEPT/SSN DOB	DYS NAME DYS SSN DYS DOB	DYS WORKER ID	DYS ADDRESS
			PA STAT/AR/DATE FS STAT/AR/DATE MA STAT/AR/DATE	DYS COMMIT DATES FROM THRU	PLACEMENT PLACEMENT ADDRESS	
Y	2		08/23/79	00/00/00		
			4/79 04/05/96 2/06 01/04/96 2/02 12/19/95	6553	60 HODGES AVE. P.O. BOX 831, TAUNTON, 02780	
				11/18/96	00/00/00	BROCKTON Y/DRP UNIT 320 MAIN ST
				11/15/96	11/18/96	METRO DETENTION UNIT CANTEBURY STREET
				05/17/96	11/15/96	ANOL/ PLACEMENT #1
				03/20/96	03/20/96	BROCKTON YMCA BOYS SHELTE 320 MAIN STREET
				12/13/95	01/02/96	ANOL/ PLACEMENT
				06/13/95	07/12/95	BROCKTON Y/DRP UNIT 320 MAIN ST
				05/25/95	06/13/95	CHALLENGE SHELTER/TMP 591 HORTON ST
				05/10/95	05/25/95	BROCKTON YMCA BOYS SHELTE 320 MAIN STREET
				07/08/94	09/16/94	BROCKTON Y/DRP UNIT 320 MAIN ST
				07/01/94	07/08/94	YMCA CHALLENGE SEC. DETEN. 316 HUNTINGTON AVE
				06/14/94	07/01/94	BROCKTON YMCA BOYS SHELTE 320 MAIN STREET
				06/13/94	06/14/94	METRO YSC GYM EMER. UNIT 591 HORTON STREET
				06/13/94	06/13/94	BROCKTON COURT



Commonwealth of Massachusetts
Department of Transitional Assistance

DYS Computer Match Appointment Letter

DTA Office Address

Name

____/____/____
Date

Street Address

City/Town State ZIP

The Department of Transitional Assistance has received information from a computer match with the Department of Youth Services (DYS) that a member of your household is in the care of DHS.

This information may affect your continued eligibility for benefits or the amount of your benefits.

I have scheduled an appointment with you on _____, ____/____/____ at _____
Day Date Time

to discuss the match information and review your continued eligibility for benefits.

If you cannot keep this appointment, please call me at the telephone number below before the day of the appointment.

Your benefits may stop or be reduced if you do not keep this appointment or call me to reschedule before the day of the appointment.

You will receive a separate notice if your benefits are to be stopped or reduced. Also, you have the right to appeal this action. The appeal form will be on the reverse side of the closing or reduction notice.

Signature of Worker

() _____
Telephone Number