




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 97-36
June 2, 1997

To: Local Office Staff

From:  Joyce Sampson
Assistant Commissioner for Field Operations

Re: TAFDC/AFDC Potential to Graduate Report and EAEDC
Student Report

Background

A TAFDC/AFDC Potential to Graduate Report and an EAEDC Student 18-20 Years Report have been developed to ensure the accuracy of our caseload.

The TAFDC/AFDC report relates to policy concerning 18- year-olds who remain eligible on TAFDC and AFDC as dependent children when they are full-time students in grade 12 or below and expect to graduate before their 19th birthday. Refer to 106 CMR 203.575 and 303.130 for more details. The report will list dependents aged 17 years and nine months or older as of May 1, 1997.

NOTE: A teen parent who is also a dependent child will be listed on this report. Exclude these individuals from this project. Refer to the *ESP-MIS User's Guide*, chapter VII, pages 7-22 for more details on the process for verifying a teen parent's school attendance.

The Student 18-20 Years Report identifies EAEDC full-time students with a Cat Type H aged 18, 19 or 20 years as of May 1, 1997. Refer to 106 CMR 320.450 for more details.

Reports

During the third week of May, each local office received two copies of each report. They are sorted by local office and case assignment number. The TAFDC/AFDC report includes case name and social security number and the dependent's name, number (01-49), social security number and date of birth. The EAEDC report includes the case name, SSN and date of birth.

**TAFDC/AFDC
Report
Procedures**

Step One...Determine if the dependent is under 19 years of age.

- If not, close the dependent or case (if the sole dependent) using action reason (AR) 62 on the PID.
- If yes, go to step two.

Step Two...Send the assistance unit a school verification form (SV-1).

- If the SV-1 is not returned, close the dependent or the case (if the sole dependent) using AR 40.
- If the SV-1 is returned, go to step three.

Step Three...Determine if the dependent is regularly attending school full time and when the dependent will graduate. See 106 CMR 203.575 and 303.130 for definitions of full time.

**If the school verifies that
the dependent...**

Then...

is not regularly attending school full time regardless of expected graduation date,	close the dependent or case (if the sole dependent) when the dependent turns 18. Use AR 62.
is age 18 and not expected to graduate by age 19,	close the dependent or case (if the sole dependent). Use AR 62.
is under age 18 but not expected to graduate by age 19,	close the dependent or case (if the sole dependent) when the dependent turns age 18. Use AR 62.
graduated in May or June 1997,	close the dependent or case (if the sole dependent) at the end of the month of graduation or when the dependent turns age 18. Use AR 62.
will be graduating by age 19 but not May or June 1997,	take no action at this time. Monitor the expected date of graduation for future action.

When closing the dependent or case follow the appropriate food stamp procedures. If the dependent is still in the home, the PA-FS case must be closed with a T6, T7, or T8 transaction. If the dependent is no longer in the home, the household size changes and the PA-FS case must remain open.

**EAEDC Report
Procedures**

For the EAEDC Students, 18-20 Years Report, use the following procedures.

Step One... Send the recipient a school verification form (SV-1).

- If the SV-1 is not returned, close the case using AR 40.
- If the SV-1 is returned, go to step two.

Step Two... Determine if the recipient is regularly attending secondary school full time.

- If the recipient is regularly attending a secondary school full time, take no action at this time.
- If the recipient is attending a school beyond the secondary level, close the case for AR 79 and close the PA-FS case with a T6, T7 or T8 transaction.
- If the secondary school reports that the recipient is not regularly attending full time, close the case using AR 55 and close the PA-FSA case with a T6, T7 or T8 transaction.

Questions

If there are any questions regarding this memo, the local office designee may call the Policy Hotline at (617) 348-8478.
