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Joseph Gallant
Secretary
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Field Operations Memo 97- 42
July 3, 1997

To: Local Office Staff
From: Joyce Sampson, Assistant Commissioner for Field Operations
Re: TAFDC AR 17 Case Clean-Up

Background

Case Action Reason 17 (Block 33) is used to identify cases in which the grantee is ineligible for assistance. For TAFDC cases (Category 2TA), the SAVE Code (Block 43) identifies the reason for the grantee's ineligibility and the Program Code (Block 44) identifies the exempt or nonexempt status of the assistance unit.

A report titled "**List Of Category 2 Cases Whose Case Action Reason Code Is Not 17 With A Head Of Household Coded Action Reason 17**" was developed to assist local office staff in identifying TAFDC cases which may have incorrect case Action Reasons, Program Codes and/or SAVE Codes. This report identifies cases coded with a case Action Reason other than 17. However, for these cases, client 00 (head of household, Block 89) has been coded with Action Reason 17.

A total of 67 cases in 26 local offices have been identified as of 6/27/97. The report is sorted by Transitional Assistance Office (TAO), CAN and Case Name and will be forwarded to each of the 26 local offices. A facsimile of the report is attached (see Attachment A).

**Local Office
Worker Actions**

Each case must be reviewed by the worker to determine if any changes are necessary. If corrections are required, complete a PACES Input Document (PID) and enter the correct Action Reason in Block 33, the correct SAVE Code in Block 43 and/or the correct Program Code in Block 44. Refer to the chart displayed in the *Systems User's Guide*, Volume 1: *PACES User's Guide*, Appendix B, pages B-10 through B-13 to re-enter the SAVE Code and to Appendices B and C for further definitions of the Program Codes and Action Reasons.

Note: All TAFDC cases with an Action Reason 17 entry in Block 33 must have a SAVE Code entry in Block 43 other than "Y" or "N."

After the case record has been reviewed and corrected, annotate the report by entering the action that was taken, if any, and the date of the review on the bottom. If no action is necessary, indicate "none" at the bottom and enter the date of the review. Forward the report to your supervisor for review. The following offices will not receive any reports because they have no such cases: Athol, Barnstable, Boston Family Housing, Bowdoin Park, Fitchburg, Haverhill, Milford, Nantucket, Northampton, Oak Bluffs, Orleans, Pittsfield, Quincy, and Westfield.

Note: **All local offices should be aware of the potential of errors in this area.**

**Return Annotated
Reports**

Corrections for these cases should be completed no later than July 11, 1997. Annotated reports must be faxed to Nancy Salvucci, Field Operations - 4th Floor, 600 Washington Street, Boston, MA 02111. The fax number is (617) 348-5111.

Questions

If you have any questions about this memo, have your Hotline designee call the Policy Hotline at (617) 348-8478 or Systems Customer Support Services at (617) 348-5290.

6/27/97 LIST OF CATEGORY 2 CASES WHOSE CASE ACTION REASON CODE IS NOT 17 WITH A HEAD OF HOUSEHOLD PA. 1
CODED ACTION REASON 17

PLEASE REVIEW CASE FOR ACCURACY OF CASE ACTION REASON CODE

TAO	CAN	CAT	SSN	ACT REA	SAVE PGM	NAME	ADDRESS	CITY	STATE	ZIP	COUNT
											1
											1

CAN TOTAL
TAO TOTAL