



Argeo Paul Cellucci
Governor

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

William D. O'Leary
Secretary

Claire McIntire
Commissioner

Field Operations Memo 97-50
November 1, 1997

TO: Local Office Staff
FROM: Joyce Sampson, Assistant Commissioner for Field Operations
RE: Lottery 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 the DTA Recipient Masterfile with the State Lottery Commission database. The purpose of this match is to identify DTA recipients who have lottery winnings which, individually, amount to \$600.00 or more.

Obsolete Material

This memo is being reissued to clarify the treatment of lump sum income and lottery winnings for TAFDC and EAEDC. This memo obsoletes Field Operations Memo 97-32.

Lottery Matching Process

After the Lottery 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) together with a Lottery Match Log (Attachment B) to the appropriate local office. Match printouts and logs will be run and distributed monthly for local office review and response.

**Lottery Matching
Process (cont.)**

The computer match printout includes the following information:

- the category;
- the case SSN;
- the case name and address;
- the name, dependent number, SSN and date of birth of the recipient who was matched;
- the PA, FS and MassHealth status, action reasons and dates;
- the name and address of the matched lottery individual;
- the date of winnings, the date winnings were paid and the actual amount paid to matched individual (if no taxes taken out, net pay will equal gross amount paid);
- the frequency of payment (i.e., *one time, weekly, monthly, yearly*) to the recipient;
- the duration of payments to the recipient which will equal how many times the matched individual will receive the lottery payment;
- number of payments to the matched individual up to the date of the report; and
- the game code (i.e., *Mass Cash, Instant Game, etc.*) of the winnings.

Match information is current as of the run date and reflects the prior month's winnings.

**Local Office
Worker
Responsibilities**

TAFDC and EAEDC

Review the case record and PACES to determine if the matched recipient is still receiving assistance. If so, the Lottery Match Appointment Letter (Attachment C) must be sent to the grantee. The Lottery Match Appointment Letter informs the grantee that:

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

Grantee fails to keep scheduled appointment -

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).

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, then the recipient is responsible for obtaining verification from the Massachusetts Lottery Commission.

Lottery winnings are considered lump sum income. Lump sum income is defined as a countable, one-time, nonrecurring payment. See 106 CMR 204.240 for TAFDC and 106 CMR 321.240 for EAEDC.

For TAFDC, the first \$600 of lump sum income including lottery winnings is noncountable income in the month of receipt. Any portion that exceeds the \$600 amount is countable as lump sum income in the month of receipt (See 106 CMR 204.240(B)(7)). The \$600 disregard does not apply to EAEDC.

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

Determine how much of the lottery winnings is countable and enter that amount on the PACES Worksheet. PACES determines the eligibility and the period of ineligibility based on the entries on the worksheet. Make the following entries on the PACES Worksheet:

- Transaction Type (Txn Type): Code L
- Change Date: Date of the lottery winnings receipt
- Special Income Type (Spec Inc Tp) Block 5:
 - for TAFDC, the total amount of lottery winnings received minus \$600 and any other portion of the lottery winnings that can be excluded in accordance with 106 CMR 204.240(B);
 - for EAEDC, the total amount of lottery winnings received minus any other portion of the lottery winnings that can be excluded in accordance with 106 CMR 321.240(B). and
 - the unearned lump sum income code L;

PACES will do a lump sum calculation, determine the period of ineligibility and send a notice to the recipient that informs the recipient of the action taken on their case. Follow up by reviewing the DCR and the PACES GRT2 inquiry screen to determine the result of the transaction. Annotate the Lottery Match Log with the appropriate code. If a BSI referral is made, add code B (BSI referral due to match information) to the log.

Note: If the period of ineligibility has expired, PACES will not take any action on the case and will not generate a notice. However, the following message will be displayed on the Daily Caseload Report: "Lump Sum Ineligibility Period Expired."

If a portion of the period of ineligibility has expired, PACES will do a lump sum calculation, determine the remaining period of ineligibility and generate a notice to close the case.

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

Recurring (weekly, monthly) or annual (yearly) Lottery Payments are countable income. Lottery winnings paid weekly or monthly are unearned income. Lottery winnings paid annually must be averaged over a 12-month period. The monthly average is unearned income.

A BSI referral for cash assistance purposes should be made if the worker determines that the individual received lottery winnings of more than \$600.00 and did not report the winnings. A BSI referral should be made for EAEDC, regardless of the amount of lottery winnings.

Remember to document the case record carefully with the results of the verifications supplied by the matched individual and ensure that a copy of the computer match printout is filed in the case record.

PA Food Stamp Cases

For PA/Food Stamp cases, PACES will treat lump sum as an asset for Dever purposes. The entries made for cash assistance purposes are all that are necessary for this calculation.

NPA Food Stamp Cases

One-time lottery winnings are considered nonrecurring lump sum payments for food stamp purposes. (See 106 CMR 363.230(I)).

A nonrecurring lump sum payment is counted as an asset in the month received. (See 106 CMR 363.110.)

NPA food stamp workers must first review the case record and PACES to determine if the matched recipient is still receiving food stamp benefits. The cases listed on the Lottery Match Report must then be reviewed to determine whether the lottery winnings when added to the current asset information would put the household's total assets over the asset eligibility limit.

If yes or the worker has any questions, the Lottery Match Appointment Letter (Attachment C) must be mailed to the food

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

stamp household. The Lottery Match Appointment Letter informs the food stamp recipient that:

- the match information has been received, indicating that a household member has received lottery winnings; and
- an appointment to discuss the match information has been scheduled and current eligibility will be reviewed.

If it is determined that the lottery winnings when added to the current asset information would not put the household's total assets over the asset eligibility limit, do not mail the Lottery Match Appointment Letter.

Note: If a worker has reason to believe that a recipient may have not reported other information in addition to the lottery winnings, an appointment may be scheduled or a Change Report Form may be mailed to the household.

Food Stamp recipient fails to keep scheduled appointment -

If the food stamp recipient fails to keep the scheduled appointment, close the case with action reason 41(case closed due to failure to appear for an appointment to discuss computer match information).

Food Stamp recipient keeps scheduled appointment -

Review the match information with the food stamp recipient. If any clarification of match information is required or the recipient disputes the match information, the recipient is responsible for obtaining verification from the Massachusetts Lottery Commission.

Once the amount of winnings has been determined, follow the instructions below to determine the effect, if any, on the food stamp case.

- The household must update its asset information.

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

- If the lottery winnings put the household's total countable assets over the asset eligibility limit: Complete a PACES Worksheet with the new asset amount and submit to data-entry for processing.
- If the household claims to have spent all of the lottery winnings: Request verification (receipts) of how the winnings were spent. Document in the case record that the winnings are no longer available to the household.
- Annotate the Lottery Match Log with the appropriate code. If a BSI referral is made, add code B (BSI referral due to match information) to the log.
- Keep in mind that the transfer of assets for the purpose of maintaining food stamp eligibility could result in disqualification of the household. (See 106 CMR 363.150.)

Note: The Lottery Match has no impact on SSI/FS recipients.

Recurring (weekly, monthly) or annual (yearly) Lottery Payments are countable income. Lottery winnings paid weekly or monthly are unearned income. Lottery winnings paid annually must be averaged over a 12-month period. The monthly average is unearned income.

Note: A BSI referral for food stamp purposes should be made if the worker (PA or NPA) determines that the individual received lottery winnings which would put the case over the asset limit.

Local office workers are reminded to document the case record carefully with the results of the verifications supplied by the matched individual and ensure that a copy of the computer match printout is filed in the case record.

**Local Office
Management
Responsibilities**

The local office management is responsible for:

- distributing the Lottery Match reports to each worker;
- compiling the annotated Lottery Match Logs; and
- ensuring that the worker has taken the appropriate actions.

The completed Lottery Match Log should be signed by the director/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 Lottery Match will be added to PRISM II and alerts will be generated to include matched dependents.

Questions

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.

LOTTERY MATCH FOR VIA CATEGORIES
SSN AND PERSON NAME MATCHED
OFFICE CAN

MASSACHUSETTS LOTTERY INFORMATION

MASSA SETTS DTA INFORMATION

C A T	CASE NAME		PERSON NAME		PA STAT/AR/DT	PERSON NAME	DATE MON	DURA	PYMTS	
	CASE SSN	CASE ADDRESS	DEPR/SSN	DATE OF BIRTH	FS STAT/AR/DT	PERSON ADDRESS	DT PAID	TION	MADE	
					MA STAT/AR/DT		NET PAID	FREQUENCY	GAME CODE	
4			00/1		1/08 01/07/97		11/06/96	ONE TIME	0001	INSTANT GAMI
	NEW BEDFORD	MA 02746	01/01/68		1/08 02/07/97	CAMBRIDGE	11/06/96			
					1/08 01/07/97		MA 02139			
							2,000.00			

TOTAL SSN MATCHES FOR WORKER = 1
TOTAL CASES FOR WORKER = 1



**Commonwealth of Massachusetts
Department of Transitional Assistance**

Lottery Match Log

Local TAO _____

Fax _____

Month ____/____/____ Run Date ____/____/____

Centralized Eligibility Operations Fax (617) 348-5479

Last Name	First	MI	Social Security Number	CAT	CAN	Case Action	
						Cash	FS

Case Action Taken Codes

- N = No action needed
- C = Closed due to match information
- T = Terminated due to other information; specify closing reason

- I = Incorrect SSN Change to _____
- D = Decreased due to match information
- B = BSI referral due to match information
(use only with another code)

Director/Designee's Signature



Massachusetts Department of Transitional Assistance

Lottery Match Appointment Letter

97- 50
Attachment C

TAO Address

Name

____/____/____
Date

Street Address

City/Town State ZIP

The Department of Transitional Assistance has received information from a computer match with the Massachusetts Lottery Commission that you/and or a member of your household have received recent lottery winnings.

This information may affect your continued eligibility for benefits or the amount of your benefits. I have scheduled an appointment with you on _____/_____/_____
Day Date
at _____
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 any actions taken by the Department. The appeal form will be on the reverse side of the closing or reduction notice.

Worker's Name

(____) _____
Telephone Number