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Department of Transitional Assistance
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William D. O'Leary
Secretary

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Field Operations Memo 97-51
October 31, 1997

TO: Local Office Staff
FROM: Joyce Sampson, Assistant Commissioner for Field Operations
RE: Warrant Match - Category 2 and Category 4

Introduction

The Department has started a match of the DTA Recipient Masterfile with the Warrant Management System database. The purpose of this match is to identify active TAFDC and EAEDC recipients who may have an outstanding default warrant(s). The Warrant Match Unit, a unit in Centralized Eligibility Operations, will be responsible for handling this match and doing follow-up and review of the match results. Workers will not be aware of the match unless as a result of the match action needs to be taken on the case. No worker action is required for reviewing match data or notifying recipients that a match has occurred. Worker action is limited to the following situations:

- Recipient Submits Verification to Office;
- Closed Case or Dependent - Reopening Required; and
- Case Closed or Reduced - Appeal Filed.

**Centralized
Eligibility
Operations Unit
Responsibilities**

The Warrant Match Unit in Central Office will first review the match information and PACES to determine if the matched recipient is still receiving assistance. If so, the Notice of Warrant Match notification letter (Attachment A), Warrant Resolution Form (Attachment B) and an outstanding warrant(s) list (Attachment C) will be sent to the recipient.

**Centralized
Eligibility
Operations Unit
Responsibilities
(cont.)**

Note: Because of the extremely confidential nature of the Warrant Match data and this match, only the matched recipient will receive this letter. The case head will not receive a copy of this letter unless the matched recipient is a minor or the case head is the matched recipient. All inquiries and submissions should be referred to the Warrant Match Unit.

The Notice of Warrant Match notification letter informs the recipient that:

- the match information has been received, showing that the recipient has an outstanding default warrant(s);
- the matched recipient is being given an opportunity to resolve the outstanding default warrant(s); and
- the matched recipient has 30 days to verify resolution of the default warrant(s) and if no verification is received the case will be reduced or closed.

Acceptable verification(s) that a warrant has been resolved includes the Warrant Resolution Form or any other similar document issued by the court. The Warrant Resolution Form or other acceptable verification must verify that the recipient has:

- resolved the outstanding default warrant(s) to the satisfaction of the court; and
- obtained a document verifying this fact with the validating stamp or seal of the court along with the accompanying signature of the authorized individual of the court.

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 designated court using the Warrant Resolution Form or other acceptable verification. The matched recipient has 30 days from the date of the letter to obtain verification that the default warrant(s) has been resolved.

**Centralized
Eligibility
Operations Unit
Responsibilities
(cont.)**

If the matched recipient resolves the default warrant(s) and provides verification within 30 days, no action will be taken.

If the matched recipient fails to return the required verification or provide other verification within 30 days, the case or recipient will be closed by the Warrant Match Unit using action reason 96 and new SAVE Code W. If the case receives food stamp benefits, then it will be coded with a T6 transaction.

Note: SAVE Code W is limited to Warrant Match Unit use only.

**Local Office
Worker
Responsibilities**

Worker action is limited to the following situations:

Recipient Submits Verification to Office

If the matched recipient submits the verification(s) to the local office worker, then the worker must provide an addressed envelope to the recipient to mail the verification(s) to the:

Warrant Match Unit
Department of Transitional Assistance
P.O. Box 9115
Boston, MA 02112-9115

Note: The worker must refer the recipient to the Warrant Match Unit at 1-800-322-9279 to follow up on any questions and concerns regarding verification(s).

Reopening a Closed Case or Closed Dependent

If the verification(s) has been received by the Warrant Match Unit after a case has been closed or reduced, **the Warrant Match Unit will notify the worker by fax whether the verification(s) is acceptable.**

- If the verification(s) is acceptable then the local office worker will reopen the case or the closed recipient if otherwise eligible.

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

- If the verification(s) is not acceptable, workers should not reopen the case and should refer all inquiries to the Warrant Match Unit at 1-800-322-9279.

Case Closed or Reduced - Appeal Filed

If a recipient appeals the adverse action, the Division of Hearings will notify the Warrant Match Unit. The Warrant Match Unit will forward all relevant information to the local office for presentation **at the hearing at least 10 days before the scheduled appeal date.** This will include a copy of all documentation sent to the recipient including an explanation as to why the action was taken by the Warrant Match Unit.

The worker will represent the Department at the appeal hearing. **The worker should review all documentation associated with the case and resolve any questions or concerns with the Warrant Match Unit prior to the hearing.**

A representative from the Warrant Match Unit will be available for the hearing via telephone.

Questions

Recipient questions or concerns about the computer match printout or the Notice of Warrant Match notification letter should be referred to the Warrant Match Unit at 1-800-322-9279.



Commonwealth of Massachusetts
Department of Transitional Assistance

Warrant Match Unit
Department of Transitional Assistance
PO Box 9115
Boston, MA 02112-9115

Notice of Warrant Match

Date ____/____/____

Recipient Name (matched individual)

Street Address

City/Town

ZIP

The Department of Transitional Assistance has received information from the Warrant Management System stating that you have an outstanding default warrant(s). Attached to this letter is a printout of the outstanding default warrant(s).

You must provide verification for each outstanding warrant(s) from the court(s) that issued the outstanding default warrant(s) within 30 days of the date of this letter. The verification must show that you have resolved the outstanding default warrant(s).

Your cash assistance benefits may stop or be reduced if you do not return the Warrant Resolution Form or other verification (such as the issuing courts' warrant recall notice) signed by the issuing court(s), within 30 days of the date of this letter. Send the verification to: **Warrant Match Unit**

**Department of Transitional Assistance
PO Box 9115
Boston, MA 02112-9115**

If your cash assistance benefits are going to be stopped or reduced, a separate notice will be sent to the head of your household. You have the right to appeal any such action taken by the Department. The appeal form will be on the reverse side of the closing or reduction notice.

Verification for each outstanding default warrant must be provided.

If you have any questions, please call the Application Information Unit at 1-800-249-2007. Do not call your local office.



Commonwealth of Massachusetts
Department of Transitional Assistance

Warrant Resolution Form

To: Department of Transitional Assistance

From: _____
Court Name

YOU ARE HEREBY NOTIFIED THAT THE OUTSTANDING DEFAULT WARRANT ARISING FROM THIS CASE HAS BEEN RESOLVED IN ACCORDANCE WITH THE LAW.

Name of Violator	Date	NOT VALID WITHOUT THE SEAL OR STAMP OF THE COURT IN THIS SPACE, AND AN AUTHORIZED SIGNATURE BELOW. Court Seal/Stamp
Docket Number	Social Security Number	
Authorized Signature		Title

