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Governor

**Commonwealth of Massachusetts**  
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**Fax 97-139**  
**Field Operations Memo 97-56**  
**September 16, 1997**

**To:** Local Office Staff  
**From:**  Joyce Sampson, Assistant Commissioner for Field Operations  
**Re:** Quick Reference Desk Guides for Coding SSFSP-Eligible Cases

**Background**

A series of Field Operations Memos have been issued regarding the coding of SSFSP cases. In response to local office requests for clarification of Field Operations Memos 97-47A, 97-52, 97-53 and 97-54, several desk guides have been developed. The following **QUICK REFERENCE DESK GUIDES FOR CODING OF SSFSP-ELIGIBLE CASES** incorporate all SSFSP coding instructions which have been issued to date. See Field Operations Memo 97-55 for coding deadlines to ensure issuance of September and October EBT SSFSP benefits.

**Ongoing PA Food Stamp Households**

Side 1: Some SSFSP-Eligible Noncitizens

Side 2: All SSFSP-Eligible Noncitizens

**New/Reopen PA Food Stamp Households**

Side 1: Some SSFSP-Eligible Noncitizens

Side 2: All SSFSP-Eligible Noncitizens

**Ongoing NPA Food Stamp Households**

Side 1: Some SSFSP-Eligible Noncitizens

All SSFSP-Eligible Noncitizens

**New/Reopen NPA Food Stamp Households**

Side 1: Some SSFSP-Eligible Noncitizens

Side 2: All SSFSP-Eligible Noncitizens

**Note:** Be sure to use the correct desk guide for the specific type of case you are coding.

These desk guides will be printed and distributed to local offices during the week of September 15, 1997.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.

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