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Governor


**Commonwealth of Massachusetts**  
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**Department of Transitional Assistance**  
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William D. O'Leary  
Secretary

Claire McIntire  
Commissioner

**Field Operations Memo 98-21**  
**May 1, 1998**

**To:** Transitional Assistance Office Staff

**From:**  Joyce Sampson  
Assistant Commissioner for Field Operations

**Re:** Policy Online and Elimination of Paper Copies of Regulations for  
Transitional Assistance Workers

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**Introduction**

Since August 1997, DTA regulations have been issued as both Policy Online and as paper copies of regulations issued by State Letters. As part of the Department's initiative to automate regulations, Transitional Assistance Workers will no longer receive paper copies of the State Letters.

One paper copy of each State Letter will be issued per supervisory unit and per manager in each Transitional Assistance Office.

The Policy Online is updated each month with any new, revised or obsolete regulations.

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**Key Points  
and "What's  
New"  
Buttons**

The key points of all regulatory changes will be online as well as in *Transitions*. In addition to the "What's New" button on the Procedure Online screen, there will be a "What's New" button available on May 1, 1998 on the Policy Online screen. There are two separate "What's New" buttons, one for Policy Online and one for Procedure Online.

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**Key Points  
and "What's  
New"  
Buttons  
(cont.)**

Click on the "What's New" button:

- on the Policy Online screen to access the key points highlighting the current changes to the regulations, and
- on the Procedure Online screen to access the key points highlighting the current changes to the PACES Appendices.

When key points are issued for a new month, the key points for all preceding months will still be available.

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**Transitional  
Assistance  
Worker  
Respon-  
sibilities**

Transitional Assistance Workers are no longer responsible for maintaining paper copies of either the Department's regulations or the PACES Appendices that are available online.

Transitional Assistance Workers must regularly access the "What's New" option on both the Policy Online screen and the Procedure Online screen to view any new changes or to review changes in previous months.

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**Supervisor  
and  
Manager  
Respon-  
sibilities**

Supervisors and managers are responsible for maintaining the paper copies of the of the Department's regulations and PACES Appendices. The paper copies of the regulations must be available for public inspection as required by 106 CMR 701.200.

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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 Systems Customer Service Center at (617) 348-5290.

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