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**Fax 98- 128**  
**Field Operations Memo 98-37**  
**August 26, 1998**

**TO:** Transitional Assistance Office Staff

**FROM:** Joyce Sampson, Assistant Commissioner for Field Operations

**RE:** DOR/CSE Acosta File Report

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**Background** During the time DOR was developing its new support tracking system, support payment information was unavailable to DTA. DTA has been receiving weekly support information from DOR for the past few weeks. However, the Potential to Terminate Report has not been available to Transitional Assistance Workers. This memo introduces an interim report that provides some of the information which had been found on the Potential to Terminate Report. Efforts continue to develop useful tools for identifying support payments.

This interim report lists the *Acosta* payments issued to TAFDC recipients. (An *Acosta* payment is defined below.) Using the report, Transitional Assistance Workers are informed of cases that could potentially be terminated.

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**Acosta  
Payments**

When the monthly support payment amounts up to the monthly support obligation amount from the noncustodial parent(s) exceed the monthly TAFDC benefit amount (including vendor payments and/or recoupment), the TAFDC recipient is entitled to the difference.

DOR calculates the amount due the TAFDC recipient and notifies DTA of the amount. DTA issues the payment to the TAFDC recipient. The payment is called an *Acosta* payment and is identified on the CHEK screen as type 3 payment.

**Acosta  
Payments  
(continued)**

Currently *Acosta* payments are based on support payments up to the monthly support obligation payment from the noncustodial parent(s) from two months ago and compared to the recipient's TAFDC benefits for the same month.

Example: Support payments in June are compared to the TAFDC benefits in June, resulting in an *Acosta* payment in August.

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**DOR/CSE  
Acosta  
File Report**

A new report entitled *DOR/CSE Acosta File Report (Attachment A)* lists **Acosta** information for Transitional Assistance Workers. The reports will be sent to the Transitional Assistance Offices during the last week of each month. The initial reports will be sent on 8/27/98. The report displays the following information:

- **Date** in top left corner: the run date of the *Acosta* report
- **Header information:** the name of the report, the month and year the child support payment was made, the TAO and CAN;
- **TAFDC Recipient Name;**
- **SSN:** the SSN of the TAFDC recipient;
- **Acosta Amount:** the amount of the **Acosta** payment that DOR has determined is to be issued to the TAFDC recipient; and
- **Payment Date:** the date DTA issued the payment to the TAFDC recipient.

The *DOR/CSE Acosta File Report* alerts Transitional Assistance Workers to the possibility of income in excess of the TAFDC Eligibility Standards and to use the support payment information in determining prospective eligibility of the TAFDC recipient. The *DOR/CSE Acosta File Report* is also available on a ViewDirect screen by the same name.

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**Impact of  
Acosta  
Payments on  
TAFDC  
Eligibility**

When the Transitional Assistance Worker receives the *DOR/CSE Acosta File Report* the worker must:

- determine if the TAFDC case is active. No action is needed if the case is closed;
- review the CHEK screen for each case on the *DOR/CSE Acosta File Report* to see if an *Acosta* payment (type 3) was issued one month ago;

**Impact of  
Acosta  
Payments on  
TAFDC  
Eligibility  
(continued)**

- when the case appears on the *Acosta* report and the case does not appear on the CHEK screen with code 3 for the prior month (no *Acosta* payment was issued in the prior month), no action is required by the Transitional Assistance Worker at this time;
  - when the case appears on the *Acosta* report and the case appears on the CHEK screen with code 3 for the prior month (two consecutive months), the support payment(s) amount **up to the monthly support obligation amount(s)** must be entered as unearned income on the PACES worksheet.
- review the ViewDirect Child Support Data screen for the current monthly support obligation amount; remember to convert the obligation amount to a monthly amount as necessary (weekly obligation X 4.333 weeks); and
  - enter the current monthly support payment amount from the noncustodial parent(s) up to the monthly support obligation amount(s) on the PACES worksheet as follows:
    - if this case is subject to monthly reporting and a PACES worksheet has not been submitted this month, enter the current monthly support payment in the Special Income Type block, as code C when the PACES worksheet is submitted with any other income;
    - if the PACES worksheet has been submitted for this month, complete another PACES worksheet entering Txn Type P (for prospective calculation) along with the current monthly support payment in the Special Income Type block, as code C. This amount, in conjunction with any other earned or unearned income, is used in determining the eligibility of the TAFDC assistance unit; or
    - if this case is not subject to monthly reporting complete a PACES worksheet entering the current monthly support payment in the Special Income Type block, as code C.

PACES calculates the financial eligibility and sends the appropriate notice.

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**Impact of  
Acosta  
Payment on  
Food Stamp  
Calculation**

An *Acosta* payment is noncountable income in the Food Stamp Program.

When the second consecutive *Acosta* payment is issued, the current monthly support payment up to the obligation amount is entered on the PACES worksheet. If the support payment results in the closing of the TAFDC case, all income, including the monthly support payment (not the *Acosta* payment), is used by PACES in the Dever food stamp calculation.

**Acosta  
Summary  
Page**

Transitional Assistance Offices have access to a summary page on a ViewDirect screen entitled *DOR/CSE Acosta File Report - Office Totals* (Attachment B) showing the statewide totals of *Acosta* payments issued in the particular month. The summary page displays the following information:

- **Date** in top left corner: the run date of the Acosta report
- **Header information:** the name of the report, the month and year the child support payment was made;
- the particular Transitional Assistance Office **number**;
- the **total number** of **Acosta** payments for that Transitional Assistance Office; and
- the statewide **final totals** of **Acosta** payments issued to TAFDC recipients.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478. For system-related questions, call the Customer Service Center at (617) 348-5290.

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DOR/CSE Acosta File Report for 06/98  
TAO 262 CAN 324

TAFDC RECIPIENT NAME	SSN	ACOSTA AMOUNT	PAYMENT DATE
Hall Millie	004-77-0009	90.00	980826
Smith Sallie	001-02-0333	75.37	980826

8/26/98

Department of Transitional Assistance  
DOR/CSE Acosta File Report for 06/98  
Office Totals

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OFFICE	TOTALS
004	9
015	1
020	4
044	48
097	26
098	8
099	21
102	15
116	9
131	10
140	19
152	28
163	29
168	38
180	15
200	2
204	40
217	10
227	3
239	13
242	12
247	34
250	127
252	25
262	43
278	20
282	11
285	38
297	22
314	8
333	16
343	59
352	39
425	20
440	34
470	16
490	15
495	5
FINAL TOTALS	892

892 Records Totaled