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Executive Office of Health and Human Services
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William D. O'Leary
Secretary

Claire McIntire
Commissioner

Field Operations Memo 98-41
September 21, 1998

TO: Transitional Assistance Office Staff
FROM:  Joyce Sampson, Assistant Commissioner for Field Operations
RE: Clients - Not Legally Residing and Not Exempt Report

Overview

An ineligible grantee with a legal obligation to support his or her dependent child(ren) is exempt if he or she cannot work for pay due to his or her alien status (106 CMR. 203.100).

A report has been developed to identify TAFDC recipients with a nonexempt Program Code in PACES who are designated "Not Legally Residing" in PRISM II. The report is sorted by TAO and CAN and identifies Case SSN, Client SSN and Client Name.

The cases on this report must be reviewed to determine:

- if the recipient's PRISM II citizen/noncitizen designation is correct; and
- if the PACES case coding (Program Code, Action Reason, SAVE Code) is correct.

Note: The following Transitional Assistance Offices will not receive a report: Athol, Centralized TAFDC, Falmouth, Greenfield, Milford, Nantucket, Newmarket Square Homeless Unit, North Adams, Oak Bluffs, Orleans, Pittsfield, Plymouth, Southbridge, Taunton, Wareham, Westfield and all SSI Regional Offices.

**Transitional
Assistance
Worker's
Responsibilities**

Transitional Assistance Workers must first check the case record to determine if the recipient's PRISM II citizen/noncitizen designation of "Not Legally Residing" is correct. If not, change "Not Legally Residing" to the appropriate designation. Refer to *PRISM II User's Guide*, Chapter IV, Citizenship, for instructions on changing citizen/noncitizen designations.

If the PRISM II citizen/noncitizen designation is correct, check PACES to determine if the case has the correct Program Code. Make sure that the recipient's Action Reason and SAVE code are also correct. **Single-parent households in which the grantee has a legal obligation to support his or her dependent child(ren) but is unable to work for pay due to alien status must have an exempt Program Code.**

If the nonexempt Program Code is incorrect, complete a PACES Input Document (PID) to change the Program Code from nonexempt to exempt. In addition, the Transitional Assistance Worker must:

- review the case to determine if an underpayment has been made. If so, calculate the amount of the underpayment and complete a PID issuing a "Q" payment. Submit the PID to the supervisor for review and approval.
- review the case to determine if an adjustment to the recipient's 24-month clock is required. If so, complete the 24-Month Clock Adjustment Worksheet (TP-24AWS) and submit it to the supervisor for review and approval.

If the recipient on the report

- is a grantee in a two-parent household, *and*
- the other grantee is nonexempt,

then a nonexempt Program Code is correct. However, make sure the recipient on the report is exempt with Action Reason 17 and SAVE Code D. This ensures that no months will be added to the "Not Legally Residing" recipient's clock.

**Transitional
Assistance
Worker's
Responsibilities
(cont.)**

Annotate the report with the action taken and submit the report to your supervisor. File a signed copy of the annotated report in the case record.

Reminder: To protect confidentiality, if a page of the report has more than one recipient's name on it, remember to delete the other name(s) from the report before filing in the case record.

**Transitional
Assistance
Supervisor
Responsibilities**

Transitional Assistance Supervisors must:

- review and sign the annotated reports;
 - approve any "Q" payments and/or 24-Month Clock Adjustment Worksheets; and
 - submit the "Q" payment PIDs, 24-Month Clock Adjustment Worksheets and annotated reports to the Director or Assistant Director for final approval.
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**Transitional
Assistance
Office Director/
Asst. Director
Responsibilities**

Transitional Assistance Office Directors or Assistant Directors must:

- approve all "Q" payments;
 - give final approval for all clock adjustments (use adjustment reason "Exemption Status Change" to remove months); and
 - return all annotated reports to their Regional Director no later than October 9, 1998.
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Questions

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