



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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 Commissioner

**Field Operations Memo 99-22A**  
**September 8, 1999**

**To:** Transitional Assistance Office Staff

**From:** Joyce Sampson, Assistance Commissioner for Field Operations

**Re:** Clarification of Field Operations Memo 99-22 "Category 4 and 9 Action Reason 17 Review"

**Purpose**

Field Operations Memo 99-22 provided instructions to Transitional Assistance Workers for reviewing active category 4 and 9 cases with an Action Reason 17 entry in Block 33 and a Y or N entry in Block 43 (Option, previously titled SAVE) of the PID. The purpose of this review was to determine whether or not a grantee is legally liable and to change the code if necessary.

This Field Operations Memo clarifies the coding instructions transmitted in Field Operations Memo 99-22.

**Transitional Assistance Worker Responsibilities**

Transitional Assistance Workers must review each case on the list. **If the grantee is not legally liable, change the Option Code (Block 43) to A.** Legally liable is defined as an adult who is financially responsible for another adult in the household or an adult who is financially responsible for a child(ren) in the household. Specifically, spouses are responsible for each other and parents are responsible for their children.

If the grantee is not legally liable and the Option Code is changed, annotate the report with the new code A and date of change.

If the grantee is legally liable and the case coding is correct, make no change and annotate the report "No Change."

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

*Reminder:* Option Codes S, T, U and V are still valid entries in Block 43 in the following situations:

- S - Grantee and/or household member ineligible while a fleeing felon or parole violator - category 4 (FS only), category 9
- T - Grantee and/or household member ineligible due to being a drug felon - category 4 (FS only), category 9
- U - Grantee and/or household member ineligible due to multiple cash, food stamp benefit applications - category 9
- V - Case and/or household member closed, does not meet food stamp household composition requirements - category 4 (FS only)

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**Future Changes**

Allowing the entry of other Option Codes for categories 4 and 9 is currently being reviewed. If other codes become acceptable entries, further instructions will be issued.

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**Return Reports**

The deadline for TAO Directors to fax the annotated report to the appropriate Regional Director has been extended to September 17, 1999. The fax number is (617) 348-5111.

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**Questions**

Policy questions should be directed by your Hotline designee to the Policy Hotline at (617) 348-8478. Systems questions should be directed to the Customer Service Center at (617) 348-5290.

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