



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2009-39**  
**June 30, 2009**

**To:** Transitional Assistance Office Staff  
**From:**  John Augeri, Assistant Commissioner for Field Operations  
**Re:** TAFDC – Verifying TAFDC Eligibility through NewMMIS

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**Overview**

NewMMIS replaced MMIS on May 26, 2009.

Since that time, questions have arisen regarding verifying TAFDC eligibility through NewMMIS to determine months used in the twenty four months of time-limited benefits, extension requests and establishing Family Cap dates. This Field Operations Memo gives TAO staff procedures for accessing NewMMIS to verify TAFDC eligibility dates.

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**Verifying  
Eligibility Dates  
on NewMMIS**

To verify TAFDC eligibility dates on NewMMIS, case managers should log onto NewMMIS through Virtual Gateway. Once on Virtual Gateway:

- click on “New Medicaid System”;
  - click on the “Member” panel (tab);
  - click on the “Search” button on the panel;
  - enter appropriate search criteria (for example: name, SSN);
  - click the “Search” button;
  - select the client from the “Search Results List” that you wish to determine eligibility for. You are on the “Member Information” panel;  
**Note:** To determine eligibility, all records of the selected client should be viewed.
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**Verifying  
Eligibility Dates  
on NewMMIS  
(continued)**

- select “Member Benefit Plan” in the “Member Maintenance” list. That brings you to the Member Benefit Plan list;
  - ✓ *If you want to check eligibility for a client who is currently active on TAFDC, first select the Benefit Plan: “STD MASSHEALTH STANDARD” with a Benefit Plan End Date of “12/31/2299”; or*
  - ✓ *If you want to check historical eligibility for any other client on TAFDC, first select the Benefit Plan: “STD MASSHEALTH STANDARD” with a Benefit Plan End Date other than “12/31/2299.” and*
  
- on the lower half of the Benefit Plan Data panel is the “Aid Category Data” field with a listing of “Eligibility Effective Date” (Start Date) and “Eligibility End Date” for each dependant within the selected case.

**IMPORTANT:** While MMIS listed *current* eligibility information on the top of the list, NewMMIS lists the *oldest* eligibility information on the top of the list.

The “Closing Action Reason” field is no longer represented by codes; it is represented by the actual closing reason for TAFDC. Other actual closing reasons (formerly represented by codes) from other state agencies are also listed in this field. If unsure of TAFDC closing reasons, go to Policy Online, click on “Related Systems Information,” click on “BB Options” and click on “Ineligibility Action Reasons.”

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**Final Instructions** If a screen needs to be printed, the “Print” button is in the upper right hand corner of the panel.

To return to a previous panel, case managers can use the “Backspace” key or the “F 5” key.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline.

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