



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111


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Secretary

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Commissioner

Field Operations Memo 2009-54
September 18, 2009

To: Transitional Assistance Office Staff
From:  John Augeri, Assistant Commissioner for Field Operations
Re: TAFDC and SNAP – DTA Youth Works/Summer Employment Follow-up Procedures

Background

Field Operations Memo 2009-27 told DTA staff that the Department had developed the DTA Youth Works program to help clients (both dependents and grantees) ages 14 through 24 obtain summer jobs. The income from the DTA Youth Works program was noncountable for cash and SNAP. Income from ARRA-funded jobs was also noncountable, but for SNAP purposes only. Additionally, all summer jobs (taking place from May 1 through September 30) were noncountable income for cash assistance for clients age 14 through 24.

Purpose of Memo This Field Operations memo provides TAO staff with:

- information about a mailing to these clients regarding how income will be treated after September 30th; and
 - follow-up procedures for processing cases when the summer job continues beyond September 30th.
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Mailing

TAFDC clients who started work on or after May 1 and whose income was marked as noncountable on BEACON will receive a notice (Attachment A) in September telling them that if their summer job continues beyond September 30th, it may affect their grant. A report will be generated and e-mailed to the TAO Director, listing these clients.

**Follow-up
Procedures**

Case managers must use the report sent to the TAOs to determine which clients will continue their work beyond September 30th. Case managers must send a VC-1 to the clients on the list requesting either a letter from the employer listing the final day of work or that their job will continue beyond September 30th.

TAFDC clients whose job ends by September 30th must apply for Unemployment Compensation.

Reminder: This is not a requirement for SNAP-only cases.

TAFDC clients age 14 through 24 who continue their summer jobs beyond September 30th will have their income counted following established procedures. Those clients who must be placed on Monthly Reporting (see 106 CMR 702.930) should be placed on Monthly Reporting following procedures found in *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XVI, Section F: Monthly Reporting.

Reminder: Case managers should refer to Field Operations Memo 2009-27 to determine which jobs were ARRA-funded or WIA-funded. The income would continue to be noncountable for SNAP if the job is ARRA-funded, WIA-funded (unless it is On-the-Job Training) or the client is a student under age 18 (see 106 CMR 363.230). If case managers are unsure if the job was ARRA-funded or WIA-funded, they should request this information on the VC-1.

Final Instructions Case managers are reminded that:

- ✓ if a client age 14 through 24 does not report his or her summer job (lasting from June 1st through September 30th) to his or her case manager, once the case manager finds out about the job (through a wage match or another means), no overpayment referral should be completed, as the income was noncountable.
 - ✓ income earned from a summer job or DTA Youth Works that ended on or before September 30th, but which was received after September 30th is noncountable.
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Questions

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

Attachment A

200 Pleasant Street
Malden, MA 02148

Important Notice - Read Carefully
Este Mensaje Es Importante - Lea Cuidadosamente

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street.
Malden, MA 02148

999-99-9999
Malden TAO - DTA

09/21/2009

Dear Mary Jones:

You or a household member started work during the past summer. The Department had a rule that said the income you earned from this job did not count against your TAFDC grant from June through September. If you are going to continue your employment after September 30th, your TAFDC and/or SNAP benefits may be affected.

Your case manager will be asking you to provide the Department with pay stubs received after September 30th. If you continue your job past this date, you will be receiving a Monthly Report each month. You will need to return this form (along with the pay stubs asked for on this form) each month so we can calculate your TAFDC and/or SNAP benefits.

If you have any questions call _____ and ask to speak to your case manager
_____.