

FYI

BEACON-Generated Universal Semiannual Report Form

The new BEACON-generated Universal Semiannual Report (USR form) will be preprinted with information known to the Department about the semiannual reporting AU. Beginning in mid-September, the USR form will be mailed to semiannual reporting AUs due to recertify. The USR form will be mailed along with the Multi-language card and RR/FSP-1B. It replaces the FSP-RCF form which is currently mailed to semiannual reporting AUs.

The USR form serves as the recertification notice. The introductory page will include the date by which all necessary items must be returned for FS benefits to continue uninterrupted. The introduction page also collects general information about the AU: *name change, address change, and telephone number change*. It also collects a time and day to reach the client for the recertification phone interview. A completed USR form along with a signed RR/FSP-1B and any necessary verification(s) are required to recertify for FS benefits.

For semiannual reporting recertifications, AU Managers need only collect verification(s) of reported change(s) or when information is questionable.

FYI

BEACON Help Revisions

The following is a list of Help windows that have been updated.

The list reflects updates made to both the primary and secondary windows.

Add an AU Mass Assignment Request (“How To”)

Assign from AU Manager Tab

Assign to AU Manager Tab

AU Composition Results

AU Composition Results - Results Tab

- Results Tab Fields & Buttons

AU Composition Results - AU Tab

AU Composition Results - AU Member Tab

AU Composition Results - Sanction Tab

- Fields & Buttons

- Warnings, Edits and Messages

AU Mass Assignment Request

- Fields & Buttons

- Warning, Edits and Messages

Bay State Cap Automated AU Assignment of Newly Approved
Bay State CAP AUs

Cancel an AU Mass Assignment Request (“How To”)

Complete an AU Manager Initiated Sanction

Create a Sanction for an AP

Create a Sanction for an AP Already Sanctioned for Another
Reason

EA

Good Cause

- Fields & Buttons

Edit an AU Mass Assignment Request/Request Line (“How To”)

Initially Sanction an AP (“How To”)

Modify a Sanction for an AP (“How To”)

Release an AU Mass Assignment Request (“How To”)

Remove a Sanction for an AP (“How To”)