

From the Hotline

If you have any questions on this column or other policy and procedural material, please have your Hotline designee call the **Policy Hotline at 617-348-8478**.

- Q.** When must the *Assignment of Support Rights, Cooperation with Child Support, or Good Cause Claim* T-A34/36 (Rev. 10/2009) form get completed?
- A.** Complete this form:
- when, during the application process, the applicant indicates that the dependent child's parent is absent; and/or
 - when a new child whose parent is absent is added to the TAFDC case.
- Q.** Must the T-A34/36 form get completed at each reevaluation?
- A.** No. It is unnecessary to complete this form at each TAFDC reevaluation. Remember, however, that during the client's reevaluation, any change reported that impacts information previously entered on the T-A34/36 may require an updated version of the form. For more information on the *Assignment of Support Rights, Cooperation with Child Support, or Good Cause Claim* (T-A34/36), refer to *A User's Guide, Transitional Assistance Programs and BEACON*, Chapter XIII, Section G, page 11 and 106 CMR 203.700 et seq.
- Q.** I was preparing to recertify my SNAP client this morning and could not find his birth certificate. I needed this form to verify his age for SNAP and the EAEDC Program. Should I ask the client to furnish another copy?
- A.** No. It is important to remember that if a client has already provided a permanent verification, it cannot be required again, unless new developments make the existing verification questionable. If a physical case record is not readily available at the time of application, reevaluation or recertification, but a permanent eligibility factor is listed on BEACON as having already been verified, it does not need to be reverified. The client is not required to provide this information again. For more information on verification requirements for the SNAP, TAFDC and EAEDC programs refer to Operations Memo 2010-55.
- Q.** My SNAP applicant is currently working and has two children in daycare. She has not furnished a statement or bill from her child care provider. Since she has already signed her application which contains the expense amount for each of her children and will be providing this again at subsequent recertifications, can the signature on her application and subsequent recertification forms serve as adequate verification of her dependent care expense amount?
- A.** Yes, the signature on her application and subsequent recertification forms serve as adequate verification of her dependent care expense amount. Dependent care expense amounts are optional verifications for SNAP. If your applicant or client reports dependent care expenses but is unable to get a statement from the provider, then a signed self-declaration is adequate verification for this deduction, unless the amount paid is questionable. If the information is questionable, the case manager may request further verification of dependent care expenses. See 106 CMR 364.400, 106 CMR 364.450 and Operations Memo 2010-55.