



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

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Acting Commissioner

**Online Guide Transmittal 2015-1
January 23, 2015**

To: Department of Transitional Assistance Staff

From: Anne O'Sullivan, Assistant Commissioner for Policy, Program and External Relations

Re: Address Changes Reported to DTA by the Department of Housing and Community Development (DHCD)

Overview

When a DTA family who is placed in an Emergency Assistance (EA) shelter/motel placement is moved, Department of Housing and Community Development (DHCD) staff will send a completed *DHCD to DTA Case Transfer Form* directly to the Electronic Document Management Center (EDMC). If the family is receiving SNAP benefits only, the scanned document becomes an Action (Process Scanned Document) that becomes part of the Processing Action Pool. Scanned *DHCD to DTA Case Transfer Forms* that are associated with active, pending or certain recently closed cash cases are made available in the Available/Reviewed Scanned Documents view for processing by cash case.

Purpose

The following page has been added to the Cross Program section of the Online Guide:

Address Changes Reported to DTA by DHCD

**New BEACON
Online Guide
Page**

Topic: Cross Programs
Book: DTA/DHCD Address Changes
Page: Address Changes Reported to DTA by DHCD

Questions

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