



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

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**Online Guide Transmittal 2015-12
January 30, 2015**

To: Department of Transitional Assistance Staff

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

Re: Preparing Documents for Transport to the EDMC

Overview

Non-permanent documents no longer need to be separated by household member. When preparing documents for transport to the Electronic Document Management Center (EDMC), only permanent verifications are now required to be isolated and separated by household member.

Permanent verification belonging to the grantee of the case as well as all non-permanent verifications and non-client specific documents for the entire household must be sent in one bundle with a completed Document Cover Sheet containing the grantee's identifying information.

An exception to this rule applies to new SNAP applications for individuals who are not known to BEACON. Verification, including permanent verification, for individuals who have not yet been assigned Agency Identification Numbers must be batched and scanned with the application. Once the application has been entered in BEACON and Agency Identification Numbers have been assigned to each household member, permanent verification belonging to non-grantee household members must be printed and sent to the EDMC for rescanning and indexing under the correct client.

**New BEACON
Online Guide
Books/Pages**

Topic: Business Process Redesign
Book: Procedures
Chapters: Front Office, In-Person and Cash Procedures
Page: Preparing Documents for Transport to the EDMC

Questions

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