



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

CHARLES D. BAKER
Governor

MARYLOU SUDDERS
Secretary

KARYN POLITO
Lieutenant Governor

JEFF McCUE
Commissioner

Online Guide Transmittal 2016-22
April 29, 2016

To: Department of Transitional Assistance Staff

From: Sarah Stuart, Associate Commissioner for Program and Policy Implementation
Paul Sutliff, Assistant Commissioner for Field Operations

Re: TAFDC and EAEDC — Incomplete Disability Supplement Change

Overview

A TAFDC or EAEDC applicant or client (hereafter referred to as client) claiming a disability who does not have a current disability determination acceptable to the Department must be given a Disability Supplement. The Disability Supplement contains questions about the condition of the client, identity of treating physicians, hospitalizations, medications and the impact that the claimed disability of the client has on his or her functioning.

If an EAEDC client fails to return a completed Disability Supplement without good cause, the case must be closed by going to the AU Composition Results page and selecting the Disability Reason Category and Failure to Cooperate with the EAEDC Disability Determination Req Reason. If a TAFDC client fails to return a completed Disability Supplement without good cause, the case becomes work program required unless the client has another exemption.

**Overview
(continued)**

Any automatic case closings/benefit reductions by DES for failure to submit a complete Disability Supplement (and/or Medical Report for EAEDC) will be held for 30 days to allow clients to complete the missing areas. If the client has not completed the Disability Supplement by day 30, the case will be scheduled to close or the benefit reduction will be scheduled to occur.

Purpose

The purpose of the Online Guide Update is to advise DTA about the change to processing incomplete Disability Supplements.

**Updated Online
Guide Pages**

Topic: EAEDC
Book: Categorical Requirements
Chapter: Disability
Page: Disability Supplement

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Disability
Page: Disability Supplement

Questions

If you have any questions, please email the DTA Mailbox.
Systems questions should be directed to the Systems Support Help Desk.
