



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

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**Online Guide Transmittal 2016-42
August 26, 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, EAEDC and SNAP: Holiday Gift (Globe Santa Program) Verification Mailing

Overview

Each year, the Globe Santa Program provides age-appropriate holiday toys and books to eligible children who live in the geographical areas designated by the Globe Santa Program.

To be eligible to participate in Globe Santa, families must be active TAFDC, EAEDC or SNAP clients, live in the Globe Santa geographic area, and have a child living with them who is 12 or under as of December 31, 2016. The Department will send the *Globe Santa Program Holiday Gift Verification* notice with a *Holiday Gift Verification Form* to these families.

Purpose

This Online Guide Transmittal advises DTA staff about:

- anticipated dates of two scheduled Holiday Gift (Globe Santa) Verification mailings;
- a revised *Globe Santa Program Holiday Gift Verification* notice;
- a revised Holiday Gift (Globe Santa Program) Verification Mailing page;
- a revised Cross Program Notices page; and
- a description of the mailings.

Dates of Globe Santa Mailings

This year, the first Holiday Gift (Globe Santa) Verification mailing is scheduled to be sent the week of September 5, 2016. A second mailing to new cases approved for TAFDC, EAEDC and SNAP after August 31, 2016 is scheduled for the week of October 17, 2016.

Description of Mailings

Active TAFDC, EAEDC and SNAP clients who live in the Globe Santa geographical area and have a dependent child age 12 and under, will be sent the *Globe Santa Program Holiday Gift Verification* notice. This notice is accompanied with the *Holiday Gift Verification Form* which lists the name, date of birth and gender of children in the household who are age 12 and under as of December 31, 2016. It includes specific instructions for drafting letters to the Boston Globe to submit with the verification, and a checklist to ensure that all information is provided to meet the client's request.

The notices will be printed on green paper to assist the Globe in verifying the validity of the notices. TAO staff should encourage clients to use the green notice that is mailed to them, as it will help the Globe staff process the request.

Revised Online Guide Pages

Topic: Scheduled Mailings/Projects
Book: Holiday Gift (Globe Santa)
Page: Holiday Gift (Globe Santa Program) Verification Mailing/Procedures

Topic: Notices/Forms
Book: Cross Program
Page: Cross Program Notices

Topic: Notices/Forms
Book: Cross Program
Page: Holiday Gift Verification Notice – Globe Santa (linked from Cross Program Notices page)

Questions

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