



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

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Commissioner

**Online Guide Transmittal 2016-5**  
**January 4, 2016**

**To:** Department of Transitional Assistance Staff

**From:** Anne O'Sullivan, Assistant Commissioner for Change Management

**Re:** *AOS* **SNAP: Extension of Simplified Reporting Phase II: 12-Month and Six-Month Certification Periods**

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**Overview**

To streamline the recertification process and simplify SNAP reporting requirements, the Department has expanded Simplified Reporting for nonpublic assistance (NPA) SNAP households. The first phase of this expansion was implemented in November 2015, for certain households eligible for a 24-month certification period (SIMP-24).

Effective with BEACON Build 48.2 two new certification types, Simplified Reporting-12 Months (SIMP-12) and Simplified Reporting-6 Months (SIMP-6), will be created in BEACON. This allows more households to be certified under Simplified Reporting rules.

SIMP-6 households are those households that include at least one Able Bodied Adult Without Dependent (ABAWD) member. SIMP-12 households are households ineligible for SIMP-24 and SIMP-6 reporting. These households typically have earned income, mixed income types and/or mixed household composition.

Conversion occurred based on the rules specified below.

1. All Annual Reporting (AR) households will be converted to SIMP-12 SNAP. The certification end date will be unchanged.
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**Overview  
(Continued)**

2. All households certified as Recertification for 12 months and were recertified in the last 3 months (benefit ending October, November and December (partial)) were converted to SIMP-12, if there were no outstanding verifications, documents or Program Integrity Checklist items. These households retained their originally assigned end certification dates.

Households that were not converted on January 4, 2016 will be certified as the applicable Simplified Reporting certification type upon completion of their next recertification, if eligible. Newly certified households will be assigned the appropriate certification type upon the approval of SNAP benefits.

Households certified as Transitional Benefit Alternative (TBA), Bay State CAP and Public Assistance (PA) SNAP households are excluded from Simplified Reporting.

Simplified Reporting requires an Interim Report to be submitted at the end of the first half of the certification period, and a recertification form at the end of the certification period. Failure to submit either of these forms will result in the automatic closing of the case.

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**Purpose**

This Online Guide (OLG) Transmittal introduces SIMP-12, SIMP-6 and advises staff of Simplified Reporting conversion rules, reporting requirements and the Simplified Reporting process.

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**Updated  
BEACON Online  
Guide Page**

**Topic:** SNAP  
**Book:** Reporting Requirements/Recertification  
**Page:** Simplified Reporting Including Interim Report

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**Questions**

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

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