



*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 2016-58
November 18, 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: Cross Programs – Changes to Special Services Payment System Pages

Overview

Online Guide Transmittal 2016-31 advised staff of the integration of the Special Services Payment System (SSPS) into BEACON and contained information about new and revised Online Guide (OLG) pages describing procedures that changed as a result of the integration. Currently, the OLG is being updated and reorganized to make it easier for staff to find and use pages related to SSPS.

Purpose

The purpose of this transmittal is to advise staff about:

- the relocation of all SSPS-related pages to Cross Programs; and
 - updates of procedures related to creating and processing SSPS invoices.
-

**New BEACON
Online Guide
Books/Pages**

Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	SSPS Overview
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	SSPS Views
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Types of Payments Issued by the Special Services Payment System (SSPS)
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Requesting a New SSPS Invoice
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Print an Invoice
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Recommending an Invoice for Approval or Denial - Case Manager
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Authorization or Rejection of an Invoice – Supervisor
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Voiding an Approved Invoice – Central Invoice Approval Unit

**New BEACON
Online Guide
Books/Pages
(continued)**

Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Voiding an Approved Invoice – Protective Payments
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Transaction History
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Central Invoice Approval Unit - Invoice Approvals
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Invoice Cancellations – Case Managers, Central Burial Unit (CBU) and Central Invoice Approval Unit (CIAU)
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Central Invoice Approval Unit – Invoice Denials
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Central Invoice Approval Unit - Invoice Update
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Benefit Issuance Unit - Replacement of a Vendor Payment
Topic:	Cross Programs
Book:	SSPS Payments
Chapter:	SSPS Invoice Procedures
Page:	Stop Payment of a Check

**New BEACON
Online Guide
Books/Pages
(continued)**

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Invoice Procedures
Page: Create Additional Invoice

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Invoice Procedures
Page: Create Replacement Invoice

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Invoice Procedures
Page: Add Notes to Invoice

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Page: DTA Works Stipends

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Funeral and Final Disposition
Page: Funeral and Final Disposition – Overview

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Funeral and Final Disposition
Page: Funeral and Final Disposition Application

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Funeral and Final Disposition
Page: Funeral and Final Disposition Expenses

**New BEACON
Online Guide
Books/Pages
(continued)**

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Funeral and Final Disposition
Page: Funeral and Final Disposition Assets

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Funeral and Final Disposition
Page: Funeral and Final Disposition – Print the VC-1

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Funeral and Final Disposition
Page: Funeral and Final Disposition - Approval, Denial and Payment of the Funeral Benefit

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Funeral and Final Disposition
Page: Funeral and Final Disposition – Closing a Deceased Client or the Case

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Funeral and Final Disposition
Page: Funeral and Final Disposition - Policy and Procedures

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Immediate Needs – Cash Programs
Page: Immediate Needs – Overview

**New BEACON
Online Guide
Books/Pages
(continued)**

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Immediate Needs – Cash Programs
Page: Screen for Immediate Needs

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Immediate Needs – Cash Programs
Page: Screen for Immediate Needs on the Program Change Page

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Immediate Needs – Cash Programs
Page: Immediate Needs Invoices

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Immediate Needs – Cash Programs
Page: Immediate Needs Policy and Procedures

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Relocation Benefits – Cash Programs
Page: Relocation Benefit Overview

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Relocation Benefits – Cash Programs
Page: Relocation Benefit - Case Manager Responsibilities

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Relocation Benefits – Cash Programs
Page: Relocation Benefit - Creating and Authorizing an Invoice

**New BEACON
Online Guide
Books/Pages
(continued)**

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Relocation Benefits – Cash Programs
Page: Relocation Benefit - Denials

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Relocation Benefits – Cash Programs
Page: Relocation Benefit - Policy and Procedures

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Vendor Payments Introduction

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Processing Vendor Payments

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Vendor Payment Page – Protective Payments

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Voluntary Vendor Payments

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Potential for Mismanagement View

**New BEACON
Online Guide
Books/Pages**
(continued)

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Vendor Payments for TAFDC Sanctions

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Screening for Chronic Mismanagement of Funds

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Screening Process: Shelter Arrearage Page

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Screening Process: Utility Arrearage Page

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Mandatory Vendor Payments

Topic: Cross Programs
Book: SSPS Payments
Chapter: SSPS Benefit Procedures
Subchapter: Vendor Payments – Cash Programs
Page: Vendor Payments – Policy and Procedures

**Obsolete
BEACON Online
Guide
Books/Pages**

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Overview - Relocation Benefit

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Case Manager Responsibilities - Relocation Benefit

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Authorizing the Relocation Benefit - Relocation Benefit

Topic: EAEDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit Policy and Procedures

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Introduction

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Application

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Funeral and Final Disposition Assets

Topic: Cross Programs
Book: Funeral and Final Disposition
Page: Approval, Denial and Payment

**Obsolete
BEACON Online
Guide
Books/Pages**
(continued)

Topic:	Cross Programs
Book:	Funeral and Final Disposition
Page:	Closing the Decedent or the Case
Topic:	Cross Programs
Book:	Funeral and Final Disposition
Page:	Print the VC-1
Topic:	Cross Programs
Book:	Funeral and Final Disposition
Page:	Funeral and Final Disposition - Overview
Topic:	Cross Programs
Book:	Funeral and Final Disposition
Page:	Funeral and Final Disposition Processing – Application/ CBU Responsibilities
Topic:	Cross Programs
Book:	Funeral and Final Disposition
Page:	Funeral and Final Disposition Expenses
Topic:	Cross Programs
Book:	Funeral and Final Disposition
Page:	Funeral and Final Disposition Processing - CBU Responsibilities
Topic:	Cross Programs
Book:	Funeral and Final Disposition
Page:	Funeral and Final Disposition - Termination of Benefits - CBU Responsibilities
Topic:	Cross Programs
Book:	Funeral and Final Disposition
Page:	Funeral and Final Disposition Policy and Procedures
Topic:	EAEDC
Book:	Services
Chapter:	Vendor Payments
Page:	Vendor Payments Introduction – EAEDC

**Obsolete
BEACON Online
Guide
Books/Pages
(continued)**

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Vendor Payments Page – EAEDC

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Processing Protective Payments - EAEDC

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Screening for the Chronic Mismanagement of Funds

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Screening Process: Shelter Arrearage Page

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Screening Process Utility Arrearage Page - EAEDC

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Potential for Mismanagement View

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Vendor Payments – Protective Payments – EAEDC

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Voluntary Vendor Payments - EAEDC

**Obsolete
BEACON Online
Guide
Books/Pages
(continued)**

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Mandatory Vendor Payments – EAEDC

Topic: EAEDC
Book: Services
Services: Vendor Payments
Page: Processing Protective Payments - TAFDC

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Vendor Payments Overview-Protective Payments-
EAEDC

Topic: EAEDC
Book: Services
Chapter: Vendor Payments
Page: Vendor Payments Policy and Procedures – EAEDC

Topic: EAEDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Immediate Needs - Overview - EAEDC

Topic: EAEDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Screen for Immediate Needs - EAEDC

Topic: EAEDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Screen for Immediate Needs on the Program Change
Page - EAEDC

Topic: EAEDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Immediate Needs Invoices

**Obsolete
BEACON Online
Guide
Books/Pages
(continued)**

Topic: EAEDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Immediate Needs Policy and Procedures

Topic: TAFDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit Overview - TAFDC

Topic: TAFDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefits - Case Manager Responsibilities - TAFDC

Topic: TAFDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefits - Creating and Authorizing an Invoice - TAFDC

Topic: TAFDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefits - Denials - TAFDC

Topic: TAFDC
Book: Related Benefits
Chapter: Relocation Benefits
Page: Relocation Benefit Policy and Procedures

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Vendor Payments Introduction - TAFDC

**Obsolete
BEACON Online
Guide
Books/Pages**
(continued)

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Voluntary Vendor Payments - TAFDC

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Mandatory Vendor Payments - TAFDC

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Vendor Payments Page

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Potential for Mismanagement View

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Processing Protective Payments - TAFDC

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Vendor Payments for TAFDC Sanctions - TAFDC

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Screening for Chronic Mismanagement of Funds

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Screening Process: Shelter Arrearage Page

**Obsolete
BEACON Online
Guide
Books/Pages
(continued)**

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Screening Process: Utility Arrearage Page - TAFDC

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Vendor Payments Overview - Protective Payments - TAFDC

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Vendor Payments - Protective Payments - TAFDC

Topic: TAFDC
Book: Services
Services: Vendor Payments
Page: Vendor Payments Policy and Procedures - TAFDC

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Immediate Needs - Overview - TAFDC

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Screen for Immediate Needs - TAFDC

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Screen for Immediate Needs on the Program Change Page - TAFDC

**Obsolete
BEACON Online
Guide
Books/Pages
(continued)**

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Immediate Needs - Invoices

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Immediate Needs
Page: Immediate Needs – Policy and Procedures - TAFDC

Topic: Cross Programs
Book: SSPS Invoice
Page: Authorization or Rejection of an Invoice - Supervisor

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit - Invoice Approvals

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit - Invoice Cancellations

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit - Invoice Details

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit - Invoice Update

Topic: Cross Programs
Book: SSPS Invoice
Page: Central Invoice Approval Unit - Replacement of a Vendor Payment

Topic: Cross Programs
Book: SSPS Invoice
Page: Print an Invoice

Topic: Cross Programs
Book: SSPS Invoice
Page: Protective Payments

**Obsolete
BEACON Online
Guide
Books/Pages
(continued)**

Topic:	Cross Programs
Book:	SSPS Invoice
Page:	Recommending for Approval or Denying an Invoice - Case Manager
Topic:	Cross Programs
Book:	SSPS Invoice
Page:	Requesting a New SSPS Invoice
Topic:	Cross Programs
Book:	SSPS Invoice
Page:	SSPS Overview
Topic:	Cross Programs
Book:	SSPS Invoice
Page:	SSPS Views
Topic:	Cross Programs
Book:	SSPS Invoice
Page:	Transaction History
Topic:	Cross Programs
Book:	SSPS Invoice
Page:	Types of Payments Issued via the Special Services Payment System (SSPS) on BEACON
Topic:	TAFDC
Book:	ESP
Chapter:	ESP – Competitive Integrated Employment Services
Subchapter:	DTA Works
Page:	DTA Works Stipends

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Mailbox.

Systems issues should be directed to the Systems Support Help Desk.
