



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


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**Online Guide Transmittal 2017-95  
December 1, 2017**

**To: Department of Transitional Assistance Staff**  
**From:  Paul Sutliff, Assistant Commissioner for Field Operations**  
**Re: SNAP – Contribution Income and Vendor Payments**

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**Overview**

Entering income appropriately is critical to ensuring an accurate benefit calculation for all programs. To accomplish this, staff must be aware of the means in which the income is received so that it can be appropriately entered into BEACON.

When someone external to the SNAP household gives the household the money to pay for all or a portion of their expenses, it is considered contribution income.

When someone external to the SNAP household pays an expense directly to the vendor (landlord, utility company, etc.) it is considered a vendor payment.

In accordance with SNAP regulations 106 CMR 363.230, contribution income and vendor payment for SNAP purposes may be countable or non-countable.

To assist staff with the verification process for contribution income and/or vendor payments, a new form entitled *Financial Assistance* form has been developed.

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**Purpose**

This Transmittal advises staff of the new Online Guide pages for Contribution income and Vendor Payments. Additionally, it advises staff of the new *Financial Assistance* form.

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**New Online  
Guide Pages**

**Topic:** SNAP  
**Book:** Eligibility Requirements  
**Chapter:** Income  
**Subchapter:** Other Income (Unearned Income)  
**Page:** Contribution Income

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**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.

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