



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

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Online Guide Transmittal 2017-3
January 20, 2017

To: Department of Transitional Assistance Staff

From:  Sarah Stuart, Associate Commissioner for Program and Policy Implementation

Re:  Paul Sutliff, Assistant Commissioner for Field Operations

Re: Cross Programs: General Guidelines for Scanning Documents to the Document Processing Center (DPC)

Overview

There are general guidelines which staff should follow to ensure documents associated with TAFDC, EAEDC and SNAP cases are scanned to the Document Processing Center (DPC) and available in BEACON for timely case processing.

**New BEACON
Online Guide
Book and Page**

This transmittal advises staff that a new Online Guide book and page have been added to the Online Guide.

Topic: Business Process (BP)
Book: Document Processing Center
Page: Guidelines for Scanning Documents to the DPC

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.
