



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


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**Online Guide Transmittal 2018-12
February 23, 2018**

To: Department of Transitional Assistance Staff
From:  Paul Sutliff, Assistant Commissioner for Programs and Field Operations
Re: TAFDC and EAEDC: Cash Cases With Potential Earnings

Overview

The Department shares and receives data with a number of agencies and external partners. As such, the Department of Revenue provides information related to clients who DOR identifies as having potential earnings. Any TAFDC and EAEDC client must report new income or a change in income over \$100 a month to DTA within 10 days.

In an ongoing effort to ensure program integrity and client access, DTA has developed a method to utilize and process wage information received via data matches with the Department of Unemployment Assistance, Department Of Revenue, and Equifax Workforce Solutions' subscription employment verification service called "The Work Number."

Purpose

Online Guide Transmittal 2017-68 advised staff of procedures for processing match data and update to the Online Guide.

The purpose of this Online Guide Transmittal is to advise staff of updated procedures for processing this match data in updated Online Guide pages.

**Revised Online
Guide Pages**

Topic: Cross Program
Book: External Agency Matches
Page: Reviewing Potential Earnings Data

Topic: Cross Program
Book: External Agency Matches
Page: Completing the Cash Cases With Potential Earning Report
Spreadsheet

**Obsolete Online
Guide
Transmittal**

This transmittal obsoletes Online Guide Transmittal 2017-68.

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.
