



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


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Secretary

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**Online Guide Transmittal 2018-18
February 23, 2018**

To: Department of Transitional Assistance Staff
From:  Paul Sutliff, Assistant Commissioner for Programs and Field Operations
Re: SNAP: Reorganization of Income Chapters in the Online Guide

Overview

To ensure accuracy and consistency, the Online Guide is continually updated with new information, procedural changes, and clarifications to the Online Guide topics, books, chapters and pages.

Purpose

This Online Guide Transmittal advises staff of four new Online Guide pages which consolidate the content captured in several pages that were removed. There are no policy or procedural changes being made with these updates.

**New Online
Guide Pages**

Topic: SNAP
Book: Expenses and Deductions
Page: Earned Income Deduction

Topic: SNAP
Book: Expenses and Deductions
Page: Standard Deduction

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Earned Income
Page: Entering, Changing, and Ending Earned Income in BEACON

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Entering, Changing, and Ending Other Income in BEACON

**Removed Online
Guide Pages**

The following pages were consolidated and placed into the new pages listed above:

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Earned Income
Page: Earned Income Deduction

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Earned Income
Page: Standard Deduction

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Entering Earned Income Data
Page: All pages

Removed Online
Guide Pages
Continued

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Entering Source Tab Data

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Changing Source Tab Data

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Entering Income Tab Data

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Changing Income Tab Data

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Entering Prospective Tab Data

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Changing Prospective Tab Data

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Entering Expenses Tab Data

**Removed Online
Guide Pages**
Continued

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Changing Expenses Tab Data

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.
