



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

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**Online Guide Transmittal 2018-7
February 23, 2018**

To: Department of Transitional Assistance Staff

From: Paul Sutliff, Assistant Commissioner for Programs and Field Operations

Re: Cross Programs – Assisting Person Roles Clarification

Overview

Clients may authorize a person or agency to assist with applications, case maintenance, recertifications/reevaluations and any other DTA requirements, depending upon the role that is designated. The Assisting Person page in BEACON captures the various roles that a client may designate. Clients may designate one person/agency to assist with all roles or may designate multiple people to perform different roles.

Purpose

The purpose of this Transmittal is to advise staff of updated Online Guide content pertaining to Group Home clients and the establishment of the Authorized Representative role by authorized Group Home staff.

Revised Online Guide Pages

Topic:	Cross Programs
Book:	Assisting Person Roles
Page:	Assisting Person Roles
Topic:	Cross Programs
Book:	Request for Assistance (RFA)
Page:	Assisting Person (RFA)

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.