



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

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Secretary

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Lieutenant Governor

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Commissioner

Online Guide Transmittal 2021-23
April 1, 2021

To: Department of Transitional Assistance Staff

From:  **Sarah Stuart, Associate Commissioner for Change Management**

Re: EAEDC: Authorization for Reimbursement of Assistance (AP-SSI-IAR) Improvements

Overview

Staff have identified challenges in the accurate completion of the *Authorization for Reimbursement of Assistance (AP-SSI-IAR)* form. When the AP-SSI-IAR form is generated from BEACON it will now print with the client information and the appropriate claim type populated, effective April 2, 2021. Clients will only need to sign and date the form. This will greatly reduce instances of the form being completed incorrectly or returned incomplete.

Purpose

The purpose of this Online Guide Transmittal is to advise staff that:

- the BEACON generated AP-SSI-IAR will be auto-populated with the client's information along with the claim selection type, and
 - a new page has been added to the COVID-19 book in the Online Guide.
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**New Online
Guide Page**

Book: COVID-19
Page: Authorization for Reimbursement of Assistance
(AP-SSI-IAR) Improvements

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 them to DTA.Procedural Issues.

Systems issues should be directed to the Systems Support Help Desk.
