



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

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Acting Commissioner

**Online Guide Transmittal 2022-27  
April 14, 2022**

**To:** Department of Transitional Assistance Staff

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

**Re:** Cross Program: Revised COVID-19 Procedures for Disability Verification Process

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**Overview**

Effective January 14, 2022, the Department issued Online Guide Transmittal 2022-5, COVID-19 Procedures for Disability Verification that included a new *EAEDC Medical Provider Statement*. In response to feedback received from staff around this new process, systems changes have been deployed and procedural guidance has been updated. These changes are taking effect on April 5, 2022.

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**Purpose**

The purpose of this Online Guide Transmittal is to advise staff systems changes and Online Guide page updates to support clients and staff in the disability verification process.

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## Key Updates

Below is summary of the changes taking effect:

- Revised guidance for entering the disability information in BEACON.
- The name of the Verification Element to generate the new form has been changed to EAEDC Medical Provider Statement.
- The *EAEDC Medical Provider Statement* will now read as a mandatory verification in BEACON to allow for proper closing or denial for EAEDC. For SNAP, the EAEDC Medical Provider Statement is also mandatory to determine eligibility as a disabled noncitizen EAEDC recipient, not meeting the five-year requirement.
- When a client submits a completed SNAP-DVEN form or an EAEDC Medical Report, the documents must be accepted and processed.
- Instructions requiring staff to use NewMMIS for potential verification of disability prior to sending the *EAEDC Medical Provider Statement*.

The corresponding Online Guide Pages have been updated to reflect these changes.

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## Case Manager Responsibilities

Staff must follow the updated instructions on the revised Online Guide Pages to ensure the correct verification element is selected to generate the *EAEDC Medical Provider Statement*. Additionally, staff must correctly enter the disability information in BEACON to accurately establish and maintain the EAEDC case.

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## Revised Online Guide Pages

**Book:** COVID-19  
**Page:** EAEDC COVID Procedures for Disability Verification Process

**Book:** COVID-19  
**Page:** Temporary COVID-19 Verification Procedures

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## 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.

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