



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

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**Online Guide Transmittal 2023-10
January 19, 2023**

To: Department of Transitional Assistance Staff
From: Sarah Stuart, Associate Commissioner for Change Management
Re: SNAP: Clarification of Procedures for Exploring 40 Work Quarters

Overview

When a client reports that they are a Legal Permanent Resident (LPR) but does not appear to meet noncitizen eligibility (i.e., the client has not resided as a qualified noncitizen for five years), staff **must** explore if the client meets noncitizen eligibility based on 40 qualifying work quarters for SNAP. Procedures for exploring and verifying qualifying work quarters are being updated with this Online Guide.

As part of a larger noncitizen project, a new subchapter titled Eligible Qualified Noncitizens has been added under the noncitizen chapter for each program.

Purpose

The purpose of this Online Guide Transmittal is to:

- provide staff with clarified procedures for exploring and processing 40 qualifying work quarters for SNAP; specifically, details about when to issue a Verification Checklist for clients to verify 40 quarters; and
 - inform staff about the addition of the Eligible Qualified Noncitizen subchapter which will appear in the noncitizen chapter for each program. The Eligible Qualified Noncitizen subchapter includes individual pages for each qualified noncitizen status.
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**New Online
Guide Pages**

Topic: SNAP
Book: Eligibility Requirements
Chapter: Noncitizen
Subchapter: Eligible Qualified Noncitizen
Page: Legal Permanent Resident - SNAP

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Book: Eligibility Requirements
Chapter: Noncitizen
Subchapter: Eligible Qualified Noncitizen
Page: Verifying 40 Quarters

**Revised Online
Guide Pages**

Topic: SNAP
Book: Eligibility Requirements
Chapter: Entering Citizenship and Noncitizen Data in
BEACON
Page: Entering Legal Permanent Resident Data

**Obsoleted
Online Guide
Pages**

Topic: SNAP
Book: Eligibility Requirements
Chapter: Noncitizen
Page: Legal Permanent Resident Overview - SNAP

Topic: SNAP
Book: Eligibility Requirements
Chapter: Noncitizen
Page: Verifying 40 Quarters

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.
