



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

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**Online Guide Transmittal 2023-24
March 16, 2024**

To: Department of Transitional Assistance Staff

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

Re: Cross Program: Clarification of Lien Procedures for the AP-SSI-IAR Form

Overview

Emergency Assistance to the Elderly, Disabled, and Children (EAEDC) clients are required to complete the Authorization for Reimbursement of Interim Assistance (AP-SSI-IAR) form at each application and yearly reevaluation. The completion of this form gives permission to the Social Security Administration to reimburse the commonwealth for any EAEDC assistance received by the client while their Supplemental Security Income (SSI) application is pending a decision. Clarifications to this process have been made when it comes to lien procedures and the AP-SSI-IAR form.

Purpose

The purpose of this Online Guide Transmittal is to advise staff of updates and clarifications that have been made regarding AP-SSI-IAR procedures.

Key Updates

The substantial updates to the Online Guide are:

- the relocation of the corresponding the page from its location under COVID-19 Temporary Procedures to a permanent page; and
- clarifications for when to deny or close an EAEDC case for Failure to submit the required verification vs. Refusal to comply with lien procedures.

**Revised Online
Guide Page**

Topic: EAEDC
Page: Financial Requirements > Authorization for Reimbursement of Assistance (AP-SSI-IAR)

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.
