



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

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**Online Guide Transmittal 2024-2
January 18, 2024**

To: Department of Transitional Assistance Staff

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

Re: **SNAP: Retrieving 40 Quarter Reports from the Reports Analysis & Protected Information Dashboards (RAPID) System & Converting Earnings from Foreign Currency**

Overview

The Department previously used Mango Reports to retrieve 40 Quarter Reports from the Social Security Administration (SSA). Mango Reports were made available as a part of Actuate Reporting.

In June 2022, the Department's Actuate Reporting system was replaced by the Reports Analysis & Protected Information Dashboards (RAPID) system under Tableau. When Actuate Reporting was replaced by RAPID, the 40 Quarter Reports were also converted to the RAPID system. The Online Guide has been updated to provide staff with information on how to retrieve 40 quarter information from RAPID.

Additionally, clients may claim quarters worked in certain foreign countries. When a client provides documentation of earnings received from an employer in a foreign country, staff must convert the income to US dollars (USD) to determine if the client has sufficient earnings (in US dollars), to qualify for work quarters claimed. Two websites have been added to the Online Guide to aid staff with currency conversion.

Purpose

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

- New procedures to retrieve 40 quarter information from RAPID; and
 - Resources to convert foreign currency to USD to determine the number of eligible SSA quarters.
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**Revised Online
Guide Pages**

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

Topic: SNAP
Book: Eligibility Requirements
Chapter: Noncitizen
Subchapter: Eligible Qualified Noncitizens
Page: Entering Legal Permanent Resident Data –
SNAP

**Obsoleted
Online Guide
Page**

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

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.
