



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

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Governor


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Secretary

KARYN POLITO
Lieutenant Governor

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Commissioner

**Online Guide Transmittal 2018-36
June 29, 2018**

To: Department of Transitional Assistance Staff

From:  Raul Sutliff, Assistant Commissioner for Programs and Field Operations

Re: TAFDC and EAEDC: Clarification of Procedures for Non-citizen Verification and Application/Reevaluation Signature Requirements

Overview

All valid applications and reevaluations must contain the applicant/client's signature. By signing the document, an applicant/client attests to the truthfulness and accuracy of their responses.

Purpose

The purpose of this transmittal is to advise staff that:

- clients may sign their name anywhere on the signature page, not only on the signature line;
 - verification of citizenship is permanent even when it is self-declared;
 - for all noncitizens in an assistance unit, case managers must check SAVE at every application and reevaluation and print the results. The results must be scanned to the Document Processing Center; and
 - noncitizen applicants have the option of not being included in the assistance unit.
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**Revised
Online Guide
Pages**

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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 the DTA Mailbox.

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