



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

DEVAL L. PATRICK
Governor


TIMOTHY P. MURRAY
Lieutenant Governor

JUDYANN BIGBY, M.D.
Secretary

DANIEL J. CURLEY
Commissioner

Operations Memo 2012-31
June 22, 2012

To: Department of Transitional Assistance Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: School Verification, Certificate of Immunization Status and the SNAP Change Report Forms Generated from BEACON

Overview

In response to staff request for practical system enhancements that will assist case managers to process cases, the following forms will be added to BEACON:

- SNAP Change Report (SNAP-5);
 - School Verification (SV-1); and
 - Certification of Immunization Status (TAFDC-2).
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Generating a School Verification, Certification of Immunization or Change Report from BEACON

The new functionality will allow these three forms to be generated from BEACON, printed centrally and mailed from Schraffts or printed locally and given to the client. The case manager can access the forms in one of three ways:

1. On the Client Search page, enter the client's social security number:

- Click the Verification Form Request icon on the task bar;
 - Select the appropriate form from the dropdown list;
 - Select the client for whom the form is being requested;
Note: The member field will be greyed out if SNAP Change Report form is selected.
 - Select print location (i.e., central or local) and click generate.
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**Generating a
School
Verification,
Certification of
Immunization or
Change Report
from BEACON
(Continued)**

2. **Click the Tools Tab in the case for which a form must be generated:**
 - Click the Verification Form Request icon on the task bar;
 - Select the appropriate form from the dropdown list;
 - Select the client for whom the form is being requested;
Note: The member field will be greyed out if the SNAP Change Report form is selected.
 - Select print location (i.e., central or local) and click generate.

3. **Click the Verifications tab in the case for which a form must be generated:**
 - Click the Verification Form Request icon on the task bar;
 - Select the appropriate form from the dropdown list;
 - Select the client for whom the form is being requested;
Note: The member field will be greyed out if the SNAP Change Report form is selected.
 - Select print location (i.e. central or local) and click generate.

Whenever a SV-1 or a TAFDC-2 is generated, the case manager **must** issue a BEACON-generated verification checklist requesting the selected form(s).

Note: The SNAP Change Report form is informational and does not need to be annotated on the verification checklist as verification. The client is not mandated to return this form to the case manager.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
