



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

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Lieutenant Governor

JUDYANN BIGBY, M.D.  
Secretary

DANIEL J. CURLEY  
Commissioner

**Operations Memo 2012-32**  
**July 11, 2012**

**To:** Department of Transitional Assistance Staff

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

**Re:** TAFDC and EAEDC – Accepting Copies of Medicals and Disability Supplements for DES

**Copies of  
Medicals and  
Disability  
Supplements**

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TAFDC and EAEDC clients who claim a medical disability must complete medical and/or disability supplement forms as a condition of eligibility. Under prior guidance, clients were required to provide originals signed by the client and/or competent medical authority.

Effective immediately, faxed, scanned and photo copies of the original, signed forms can be accepted by case managers as acceptable forms of verification.

Disability Evaluation Services (DES) will also accept faxed, scanned and photo copies of these forms. If the copies of the forms appear to be questionable or altered in any way, DTA or DES should ask for the original forms before making a final eligibility determination.

The change noted in this Operations Memo does not change any policy regarding accepting other verifications including the requirement that the Department **must** have original signatures on cash applications.

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**Questions**

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

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