



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

DEVAL L. PATRICK  
Governor

JOHN W. POLANOWICZ  
Secretary

STACEY MONAHAN  
Commissioner

**Operations Memo 2014-49  
July 31, 2014**

**To:** Department of Transitional Assistance Staff

**From:** *ROS* Anne O'Sullivan, Acting Assistant Commissioner for Policy, Program and External Relations

**Re:** TAFDC and EAEDC – Self-Declarations and a New Form

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**Overview**

As part of the recent welfare reform legislation, it is now required that all self-declarations be signed under penalties of perjury. Attached is a form (Attachment A) that may be used for this purpose.

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**Purpose of Memo**

This Operations Memo provides staff with a form to be used when clients wish to self-declare certain eligibility factors.

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**Verifications and Self-Declarations**

Department regulations state that when the applicant or client and the case manager have taken all necessary steps to obtain verification through documentation or a collateral contact and no verification is available, a self-declaration may be accepted as verification for certain eligibility factors.

Verifications by self-declaration are acceptable for verifying: cash on hand, ownership of bank deposits, inaccessibility of joint bank accounts and securities, age, relationship, noncitizen status, Canadian-born Indian status, good cause for failure to cooperate with the Child Support Enforcement Unit, good cause for refusing a bona fide offer of employment or training for employment, paternity, temporary absence and health insurance coverage. (See 106 CMR 702.340(C)).

**Verifications and Self-Declarations (continued)**

**Important:** It is only after all efforts have been made to get documentary verification or have a third party verify the information, that self-declaration may be used as a form of verification for the eligibility factors on the previous page. It is at this point that the self-declaration form be used.

Please note that case managers must assist in obtaining required verifications when the case manager is aware that the applicant or client is unable to obtain the verifications for reasons beyond his or her control. (See 106 CMR 702.310(B)(5)).

**Reminder:** This memo transmits a form that can be used whenever a factor of the case is verified by self-declaration. Clients may write the statement themselves provided that all language regarding the “penalties of perjury” on the form (Attachment A) is included in the statement. The verification items that may be self-declared have not changed.

Please see Operations Memo 2013-47 for additional guidance.

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**Questions**

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

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**Attachment A**

**Self-Declaration Form**

(To be used only if there is no available documentation or collateral contact.)

I \_\_\_\_\_ state that: **(INCLUDE INFORMATION BEING VERIFIED)**  
(Client Name)

I state under the penalties of perjury that the information I have given above is true and correct.

\_\_\_\_\_  
(Client Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)