

## FYI

### Entering Participation and Attendance Forms on BEACON

*Participation and Attendance* forms are used to report monthly client participation in an ESP activity. Once a client returns the form, AU Managers must enter it into BEACON. This may be done once the client's name appears on the "Outstanding Participation Forms" view. Clients are asked to return the *Participation and Attendance* forms by the 10th of each month.

To ensure that clients are not sanctioned inappropriately, AU Managers are reminded that returned *Participation and Attendance* forms must be entered into BEACON no later than the 18th of the month (or the first business day after the 18th if the 18th falls on a weekend or a holiday).

For accurate federal reporting purposes, if a client returns a *Participation and Attendance* form before the last Friday of the month and his or her AU is pending to close, the information on the form must be entered into BEACON. If the sanction is related to work program participation and the *Participation and Attendance* form shows that the client has

met his or her work program requirement, the sanction must be removed.

Additionally, if a client is reopening his or her AU and has a current *Participation and Attendance* form, the form may be entered into BEACON at the same time as the reopening occurs. This will ensure that the Department collects accurate participation information for federal reporting.

## FYI

### Report of EBT Benefits Which Have Not Been Accessed by Client for More Than 90 Days

EBT benefit inactivity is tracked on a report entitled *Report of EBT Benefits Which Have Not Been Accessed by Client for More Than 90 Days*. This report serves as a tool to identify clients who have not accessed their EBT benefits for 90 days or longer, and can be accessed through Document Direct. To ensure accurate case management and prevent errors, it is important that AU Managers follow procedures found in *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XVI-C, pages 25 and 26, to determine why the client has not accessed benefits.

**Note:** AU Managers must not apply the procedures described above (i.e., Chapter XVI-C of the User's Guide) to Bay State CAP households who appear on the *Report of EBT Benefits Which Have Not Been Accessed by Client for More Than 90 Days*. Procedures for processing CAP households will be forthcoming.

