



JANE SWIFT  
Governor

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

ROBERT P. GITTENS  
Secretary

CLAIRE MCINTIRE  
Commissioner

**Field Operations Memo 2002-7**  
**April 5, 2002**

**To:** Transitional Assistance Office Staff  
**From:** *JD* Cescia Derderian, Acting Assistant Commissioner for Field Operations  
**Re:** Reduction of EAEDC Benefits

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**Background** Budget shortfalls have left the Department without full EAEDC funding for fiscal year 2002. The Department must reduce current benefits to continue the EAEDC program. EAEDC benefits must be reduced by 55 percent beginning April 26, 2002. To implement this change, a "funding reduction" percentage will be put in place in BEACON effective April 22, 2002.

EAEDC applications authorized on BEACON on or after April 22 and pending transactions that release on or after April 22 will be calculated using the new (lower) benefit amount.

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**Notices** On April 16, 2002, a notice (Attachment A) will be sent to EAEDC recipients on file as of close of business April 12, 2002, informing them of the reductions. Attachment B must be given or mailed to any EAEDC applicant whose application is authorized on April 16, April 17, April 18 or April 19 because these applicants will not receive the April 16, 2002 mailing.

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**Applications** AU Managers and AU Supervisors should make every effort to authorize pending applications by close of business April 12, 2002.

*Applications Authorized by Close of Business April 12, 2002*

*For applicants authorized by close of business April 12, BEACON will:*

- calculate current benefits owed from the date of application and generate a retroactive benefit based on the higher benefit amount; and
- calculate and generate the lower benefit amount beginning in May (or April if SSN ends in "7," "8" or "9") based on the chart found on page 3.

**Note:** These applicants will receive the notice (Attachment A) referenced above.

**No additional AU Manager action is needed.**

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**Applications  
(continued)**

Applications still pending on April 16, 2002, that because of application time frames *do not* need authorizing before April 22, 2002, should be held and authorized on or after that date. This will calculate the benefit and generate the notice based on the new (lower) amount.

If an application **must** be authorized between April 16 and April 19, AU Managers **MUST** process that application.

*Applications Authorized on April 16, April 17, April 18 or April 19*

*For applicants processed on April 16, April 17, April 18 or April 19, BEACON will:*

- calculate current benefits owed from the date of application and generate a retroactive benefit based on the higher benefit amount through the day **before** the effective date of the lower benefit amount (see chart below); and
- calculate and generate the lower benefit amount beginning in May (or April if SSN ends in "7," "8" or "9") based on the chart found on page 3.

**AU Managers must mail or give Attachment B to all applicants within this group who have been authorized as they will NOT get the BEACON-generated notice mailed on April 16.**

*Applications Authorized On or After April 22 With an Effective Date of April 25 or Earlier*

*For applicants authorized on or after April 22 with an effective date of April 25 or earlier, BEACON will:*

- establish the AU at the new (lower) amount; and
- generate an approval notice regarding this benefit amount.

**AU Managers must issue a retroactive payment for the difference of the old (higher) amount and the new (lower) amount for the period of eligibility from the application date to the appropriate date in the chart below:**

EAEDC	
SSN Ending In....	Date Before Lower Benefit Amount
7	04/25/02
8	04/26/02
9	04/28/02
0	04/30/02
1	05/01/02
2	05/03/02
3	05/03/02
4	05/06/02
5	05/07/02
6	05/09/02

AU Managers must calculate the retroactive payment for benefits owed as follows:

- On the Financial Tab of the Results Tab on the Eligibility Explorer window, click on the Benefit caret and use the Funding Reduction figure as the difference between the old (higher) amount and the new (lower) amount;
- Multiply the Funding Reduction figure by 12 (months) to get a yearly total;
- Divide that amount by 365 (days) to get a daily total;

**Applications  
(continued)**

- Multiply that amount by the number of days from the date of application up to and including the appropriate date found on the chart on page 2; and
- Enter this amount on the Related Benefits window and authorize this on the Interview Wrap-up window.

*Applications Authorized On or After April 26 With a Start Date of April 26*

*Applications taken on or after April 26, will have their eligibility determined and benefits approved using the lower benefit amount.*

**No additional AU Manager action is needed.**

**Ongoing Recipient Changes**

All EAEDC AUs will be recalculated during the regular AU processing schedule, based on the BEACON Release Date for each SSN, starting with the release date of the 2nd cycle for SSN's ending in 7 (April 22, 2002).

SSN Ending In...	BEACON Release Date For New (Lower) Amount	Benefit Date For New (Lower) Amount
7	04/22/02	04/26/02
8	04/23/02	04/27/02
9	04/23/02	04/29/02
0	04/25/02	05/01/02
1	04/26/02	05/02/02
2	04/30/02	05/04/02
3	04/30/02	05/04/02
4	05/01/02	05/07/02
5	05/02/02	05/08/02
6	05/06/02	05/10/02

*Changes Resulting In Retroactive Increase*

Any change in the AU *on or after* April 22 that includes a retroactive benefit adjustment, will be calculated using the new (lower) benefit amount.

The AU Manager must issue a retroactive payment for the amount of money owed to the client at the higher amount from the change effective date to the day *before* the benefit date for the new (lower) amount found on the chart on page 2. This must be issued on BEACON in the Related Benefits window.

**Example:** John Smith (SSN ending in "9") moves from public housing to private housing on April 17, 2002. He reports this change on April 25. His benefit increase will be calculated as of April 17, but at the reduced benefit amount. He is owed a retroactive payment for benefits owed at the higher amount from April 17 through April 28 (the day before the effective date of the new (lower) amount).

**Vendor  
Payments and  
Recoupment**

For recipients on vendor payments whose lower benefit prevents the vendor payment from being made, AU Managers must review these AUs and take appropriate action using the *VP/NFL-2*.

Recipients having money recouped from their grant whose lower benefit prevents the recoupment from being made will have the recoupment suspended.

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**Personal  
Needs Account  
(PNA) AUs and  
Rest Home  
AUs**

AUs who receive the \$60 PNA *will not be* impacted by this benefit reduction (Living Arrangement C).

Rest Home AUs *will also not be* impacted by this benefit reduction (Living Arrangement E).

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**Food Stamps**

Food stamp benefits will be recalculated and may increase as a result of a decrease in cash assistance.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

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Local TAO Address

Important Notice - Read Carefully  
Este Mensaje Es Importante - Lea Cuidadosamente

**Massachusetts Department of Transitional Assistance**

Client Name  
Client Address

SSN: 000-00-0000  
TAO

**Date**

**AN IMPORTANT NOTICE ABOUT YOUR EAEDC BENEFITS**

Dear *Client Name*:

The Department does not have full funding for EAEDC for fiscal year 2002 and must make immediate changes or face ending EAEDC due to lack of funding.

As a result your EAEDC benefit will be reduced by 55 percent beginning April 26, 2002.

Your EAEDC benefit will be.

The amount you actually receive will be different if you are on vendor payments or having money recouped from your grant amount.

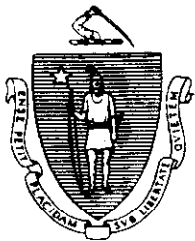
If you receive food stamps, a reduction of your EAEDC benefit will result in a change in your food stamp benefits.

If you received a notice dated before April 22, 2002 about a grant change, the amount given in that notice will be reduced by 55%.

If you disagree with this decision, you have the right to a fair hearing. The reverse side of this notice contains important information about your hearing rights. To request a hearing, complete the reverse side of this notice.

Manual Citation: 106 CMR 321.500, 701.200.

Please call your worker (*Worker Name*) at (*Worker Phone Number*) if you have any questions about your case.



*Commonwealth of Massachusetts*  
*Department Of Transitional Assistance*

## **An Important Notice About Your EAEDC Benefits**

The Department does not have full funding for EAEDC for fiscal year 2002 and must make immediate changes or face ending EAEDC due to lack of funding.

As a result your EAEDC benefits will be reduced by 55 percent beginning April 26, 2002.

If you receive food stamps, a reduction of your EAEDC benefit will result in a change in your food stamp benefits.

If you received a notice dated before April 22, 2002, the amount given in that notice will be reduced by 55%.

If you disagree with this decision, you have the right to a fair hearing. To request a hearing, ask your worker for an appeal form.

Manual Citation: 106 CMR 321.500, 701.200.

Please call your worker if you have any questions about your case.