

## **FYI**

### **EAEDC: The AP-SSI-1 Form**

Current procedures require EAEDC applicants and recipients who are disabled or over age 65 to complete the *Authorization for Interim Assistance Reimbursement (Initial SSI) (AP-SSI-1)* or the *Authorization for Interim Assistance Reimbursement (Reinstated SSI) (AP-SSI-1A)*.

AU Managers are reminded that the AP-SSI-1 or AP-SSI-1A form is valid for one year from the date the applicant or recipient signs the form. The receipt of the signed form must be recorded on the BEACON Disability window on the SSI Tracking Tab following procedures in *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XIII, Section H.

A new AP-SSI-1 or AP-SSI-1A form must be completed by a recipient after a year, or when an applicant or recipient makes a subsequent disability claim after:

- the Social Security Administration had made a final determination on a previous SSI claim or appeal; or

- the applicant or recipient has agreed to terminate the previous authorization.

If an EAEDC AU closes and a reapplication is made within a year of the closing, the AU Manager must check the date on the BEACON SSI Tracking Tab. If the date of the original AP-SSI-1 or AP-SSI-1A is within the year, then a new form is not needed. If the date is greater than one year or no date appears on BEACON, an AP-SSI-1 or AP-SSI-1A must be completed, signed and entered on the SSI Tracking Tab.

## **FYI**

### **Food Stamp Reporting Requirements**

Food stamp reporting requirements vary based on AU circumstances i.e. Universal Semiannual reporting (USR), Transitional Benefits Alternative (TBA), Combined Application Project (CAP) Change Reporting households or TAFDC Monthly Reporting (MR). At application, reapplication and reevaluation, the AU Manager must clearly explain the reporting requirements to the recipient. This is particularly necessary when the AU is changing from a simplified reporting type such as USR, which has limited reporting requirements, to mandatory change reporting that requires the applicant or recipient to report on a broader range of changes.

To avoid costly Quality Control errors resulting from the applicant's or recipient's failure to report changes that may affect eligibility or benefit amount, the AU Manager must ensure that the applicant or recipient understands the reporting requirements. This must be done whether the interview is conducted in person or by telephone.

See 106 CMR 366.110 for details on household reporting responsibilities.

## **FYI**

### **Increase in the State's Minimum Wage**

Effective January 1, 2007, the minimum wage in Massachusetts will be increased to \$7.50 per hour. All required calculation routines in BEACON will be updated to reflect this change. Additionally, the Fair Labor Standard Act (FLSA) calculation *tool* has been updated.