

As soon as supplies of the new paper FS application are received from Schraffts, TAOs must discard current supplies of the old paper FS application form. In addition, TAO Directors are urged to send a supply of the new paper FS Application form to outreach partners and organizations in the TAO community that issue paper FS application forms. This will reduce the use of the old paper FS application form and ease the administrative burden associated with processing two different FS application forms during the interim period. Please refer to Field Operations Memo 2006-53 for more information.

02-035-1106-05

02-157-1106-05 (S)

NFL-9(Rev. 11/2006)

*Notice of Approval, Denial or Termination for Emergency Assistance or Other Financial Services*

This form has been revised to capture additional information about the EA AU's temporary emergency shelter placement.

## Quality Corner

This month we will review an error related to household composition.

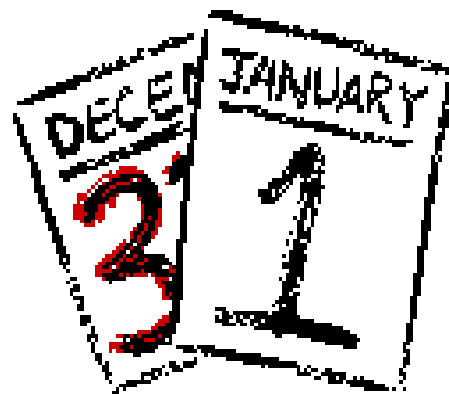
### Household Composition

A twenty-year-old client applied for TAFDC and FS benefits for himself and two children. The twenty-year-old client and his two children live with the client's mother and the client's two younger siblings. The client's mother has an active FS AU that includes herself and the twenty-year-old's two younger siblings.

A combined TAFDC and FS AU was subsequently approved for the twenty-year-old client and his two children. Establishing a separate FS AU for the twenty-year-old and his children caused an overpayment error. Additionally, the application decision was untimely for FS because there was no eligibility determination by Day 30.

## What's an AU Manager to Do?

When determining food stamp eligibility, household composition is of primary importance. Based on the age of the client, it was mandatory that he and his two children be included in his mother's FS AU. Although the client was entitled to separate household status under the TAFDC Program, this does not automatically qualify him for his own FS AU. There are differences in the household composition rules of the TAFDC and FS Programs. For more on FS household composition, see 106 CMR 361.200 (A). AU Managers are also reminded that whenever there is a combined TAFDC/FS application, the FS portion of the application must be processed in accordance with the FS application processing time frames outlined in Field Operations Memo 2006-30.



## **TAFDC - ESP Component/Activity: Job Search/Job Readiness and A New BEACON Counter**

TAFDC  
Field Operations Memo  
2006-51

The Department has made changes to the TAFDC Program to meet revised TANF guidelines. As part of these changes, Basic Job Search and Structured Job Search activities were combined into one activity: Job Search/Job Readiness (described in Field Operations Memo 2006-39). Effective with BEACON Increment 2.1.21, a counter was added to the Monitor Participation and Work Requirements windows on BEACON to track the recipient's six weeks of participation in the activity of "Job Search/Job Readiness." The counter will monitor the six weeks used per Federal Fiscal Year.

This Field Operations Memo gives an overview of BEACON functionality changes and AU Manager responsibilities as they relate to the Job Search/Job Readiness counter.

"In looking for people to hire, look for three qualities: integrity, intelligence and energy. And if they don't have the first, the other two will kill you."

Warren Buffett

## **TAFDC: New Five-Year (60-Month) Period**

TAFDC  
Field Operations Memo 2006-52

On December 1, 1996, the Department instituted a five-year (60-month) period for all recipients. Nonexempt TAFDC recipients could receive up to 24 months of time-limited benefits within this 60-month period. As of November 30, 2006, the second five-year period ended for some recipients. These recipients began another five-year period. This memo reminds TAO Staff about procedures for continuing to process these AUs.

## **Eliminating the Rights and Responsibilities Penalty Warning Form (RR/FSP-1B) as a Separate Signature Page for Food Stamp Applications**

FS  
Field Operations Memo 2006-53

The Department is eliminating the RR/FSP-1B form as a separate signature page for most FS applicants. The use of the RR/FSP-1B form as a signature page for the USR Prefilled Report is also being eliminated. These changes will bring the Department into compliance with recent state legislation prohibiting the request for more than one signature from a FS applicant.

The RR/FSP-1B form will remain a separate signature page to complete the application process when the source of application is SSA or the method of application is Internet and the applicant is subsequently interviewed by phone.

## **2007 Social Security/SSI COLA for TAFDC, EAEDC and FS**

TAFDC, EAEDC and FS  
Field Operations Memo 2006-54

The Social Security and SSI Cost-of-Living Adjustments (COLA) have been scheduled. Effective January 2007, Social Security benefits will increase by 3.3 percent. The basic Medicare Part B premium will increase from \$88.50 to \$93.50 per month.

This memo:

- Describes general BEACON activities for processing the 2007

Social Security/SSICOLA;

- Informs TAO Staff that all terminated income from the SDX record, except RSDI, will be automatically removed from AUs beginning January 16, 2007; and
- Identifies AU Manager and Supervisor activities required to prepare for the 2007 Social Security/SSI COLA.

### **TAFDC - ESP Human Services Vocational Education and Training Program (HS-VET) - New Initiative**

The Department and the Community College System (Massachusetts Community Colleges Executive Office) have partnered with Tewksbury State Hospital, Western Massachusetts State Hospital in Westfield, and the Executive Office of Health and Human Services (EOHHS) Health Cluster - Human Resource Division to develop a new ESP training program.

The training program is called the Human Services Vocational Education and Training Program (HS-VET). This New Initiative Memo informs TAO staff about where this new program is being offered, the minimum entrance requirements and what certification the recipient will have at the end of the program.

### **EAEDC and TAFDC Social Security Appeals Project - New Initiative**

DTA and the University of Massachusetts Medical School (UMMS) have designed a program to help certain EAEDC and TAFDC recipients appeal the denial of their application for Supplemental Security Income (SSI). This new initiative is called the Social Security Appeals Project, and will be implemented on December 11, 2006 in five TAOs: Brockton, Former Davis Square, Malden, North Shore and Revere.

UMMS will provide services to approximately 100 randomly selected EAEDC and TAFDC recipients to help them through the SSA appeal process. These services are expected to result in more recipients receiving favorable disability appeal decisions and Social Security benefits. Central Office will monitor and evaluate the Social Security Appeals Project, with the expectation of expanding the UMMS services statewide if the project is successful.

### **Food Stamp Education and Training for Food Stamp Work Required Individuals Who Are at Risk of Losing Their Food Stamp Benefits - New Initiative**

The Department has contracted with a number of nonprofit agencies to assist certain Able Bodied Adults Without Dependents (ABAWDs). The purpose of this program is to serve ABAWDs who must meet the Food Stamp Work Program Requirements and are considered at-risk of losing food stamp benefits unless they are engaged in education, skills training, paid employment and/or community service activities. The program is called Education and Training for ABAWDs. The providers selected and areas to be served are: Jewish Vocational Services (JVS) and Action for Boston Community Development, Inc. (ABCD) serving Dorchester and Newmarket Square; and Training Resources of America, Inc. (TRA) serving Holyoke/Springfield, New Bedford, North Shore and Worcester.



## Food Stamp Program: Racial-Ethnic Data Collection

FS  
State Letter 1320

This State Letter transmits a regulation change that is a result of new federal requirements for collecting racial and ethnic data, including new categories and the capturing of multiracial data.

Reference to specific categories is being eliminated for ease of implementing future changes.

This material was effective December 1, 2006.

Related systems changes are in progress. Procedures will be issued when the changes are in production.

### FYI

#### Attributing Shelter Costs in BEACON

Due to different policies in the cash and food stamp programs administered by the Department, it may be necessary to attribute shelter costs to different members of an Assistance Unit. One instance may be an NPA household with a teen parent member receiving TAFDC. In this circumstance, the grantee is entitled to the shelter costs of the household but, in order to prevent an income-in-kind deduction from the teen parent's TAFDC grant, a shelter cost may

also be attributed to the teen parent. This could potentially lead to a calculation error, by combining the shelter costs, if the AU Manager fails to input the information correctly into BEACON.

For example, an NPA grantee Mary Smith pays \$400.00 rent but verifies, with a Shared Housing form, that her 19-year-old teen parent daughter Sally pays \$200.00 towards the rent. The full rent of \$400.00 should be entered in Mary's Shelter Expenses window. The AU Manager must also select Sally from the member list, open Sally's Shelter Expenses window, enter the \$200.00 rent cost for Sally, ensure that the "Yes" radio button at the "Countable TAFDC" prompt is activated and activate the "No" radio button at the "Countable FS" prompt. This prevents the combination of both shelter expenses in an erroneous \$600.00 deduction at the EBC results.

Supervisors can always double-check the benefit calculation for all determinations by completing a manual calculation to determine if there is a discrepancy between what has been entered into BEACON and the EBC results.

### FYI

#### BEACON Online Help Updates Issued in November 2006

BEACON Online Help Update      Issue # 3 (11/21/06)

### FYI

#### Changes to DTA Online

This month you will see the following changes to DTA Online:

#### Home Page



The Department's new positioning line *Believing you can.* and logo, as displayed above, appear above the **Feature Story**. Both the positioning line and logo will eventually be added to documentation and correspondence issued by the agency.