



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

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KERRY HEALEY
Lieutenant Governor

RONALD PRESTON
Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2003-7B
March 26, 2003

To:  **Transitional Assistance Office Staff**
From: **Cescia Derderian, Assistant Commissioner for Field Operations**
Re: **Farm Bill 2002: 4/1/2003 Food Stamp Noncitizen Restoration Part II**

Background

Effective April 1, 2003, the Farm Bill restores food stamp eligibility to qualified noncitizens who have lived in the United States for five years or longer.

Based on BEACON noncitizen information, a total of 4,214 noncitizens (former SSFSP recipients) were automatically opened on federal food stamps using data fixes, an EBC batch calculation for April cyclical benefits and a special process to issue retroactive amounts for April 1, 2003 through the day before the cycle start date. These noncitizens were APs in existing FS AUs who appeared eligible for federal food stamp benefits under the noncitizen restoration rule.

No AU Manager action is required to open these APs.

Overview

This Field Operations Memo:

- Discusses the BEACON automatic restoration of noncitizens into existing FS AUs;
 - Transmits a copy of the notice (Attachment A) that will be sent to the existing FS AUs that contain noncitizens automatically opened for federal food stamp benefits; and
 - Provides information regarding a list that identifies existing FS AUs that contain noncitizens automatically opened for federal food stamp benefits.
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**BEACON
Automatic
Reopening of
Noncitizens**

Noncitizens automatically added to an existing FS AU will:

- Be identified with the Responsibility of *Ineligible/Add a Person* and a new application date of 4/1/2003 on the AU Mandatory/ Responsible window;
- Have work requirements information from 1/24/2003 reset on the Work Requirements window;
- Be changed to *No* in answer to the prompt question “Is this person a legal noncitizen who is ineligible to participate in the Federal Food Stamp Program?” in the Legal FS Disqualified field on the Noncitizen window;
- Appear as Request Type *SSFSP Restoration Calculation* on the EBC Results window;
- Be noticed as follows:
 - An EBC notice will be generated if the food stamp benefit amount changed.

Note: Adding the noncitizen(s) to an existing FS AU may not result in increased food stamp benefits, depending on the circumstances of the AU. The calculation for combination FS AUs at 106 CMR 364.600 was designed to maximize federal food stamp benefits.

- All AUs will receive a notice identifying the household member(s) who were opened and requesting information regarding changes, if any.

**Automatic
Noncitizen
Restoration List**

A list will be issued electronically in conjunction with this Field Operations Memo. This list will identify the grantee of each existing FS AU that had a noncitizen(s) automatically opened for federal food stamp benefits. It will also show the old and new food stamp benefit amounts. It will be sorted by AU Manager within TAO.

Questions

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

{BEACON USER STREET_ADDRESS}
{BEACON USER CITY, STATE, ZIP}

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

Massachusetts Department of Transitional Assistance

{RECIPIENT NAME}
{RECIPIENT ADDRESS}
{RECIPIENT CITY/TOWN, STATE, ZIP}

{RECIPIENT SSN }
{BEACON USER OFFICE NAME}

{MM/DD/YYYY}

Dear {GRANTEE}:

On April 1, 2003, there will be an important change to federal food stamp rules about noncitizens. Legal permanent residents who have been in the United States for five years or longer may be eligible for federal food stamp benefits. The following is a list of member(s) in your household who appear eligible and who were automatically added to your FS benefits effective April 2003.

Person

{AP NAME}
{AP NAME}
{AP NAME}
{AP NAME}
{AP NAME}

Adding this household member(s) to your FS assistance unit may cause your FS benefit amount to increase or remain the same, depending on other circumstances that affect eligibility for FS benefits. You will receive a separate notice telling you your FS benefit amount.

We used information already in your file to add this household member(s). If any information about this member(s) has changed, you must tell your worker. Contact your worker immediately if this member(s) is no longer living with you. Tell your worker if information about this member(s) has changed, for example, if unearned income amounts have changed or stopped, employment or earnings have changed or stopped or student status has changed.

If you have any questions about your case, you should call {WORKER_PHONE_NUMBER}, and ask for your worker {WORKER_NAME}.

You may ask for help from your local legal services office by calling: {LEGAL_SERVICE_NAME} at {LEGAL_SERVICE_TELEPHONE}.

APs Reopen – (E)