



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2007-15
March 16, 2007

To:  **Transitional Assistance Office Staff**
From: **John Augeri, Assistant Commissioner for Field Operations**
Re: **TAFDC – Health Insurance Offered Question on BEACON**

Overview

Currently on the Employer Details window (accessed by clicking on the Employer Pop-up box on the Employment Status window), the “Health Insurance Offered” Yes/No radio button is grayed out for TAFDC *recipients*. The button is only accessible and required to be answered if a TAFDC *applicant* reports a new job.

Effective with BEACON Increment 2.1.22, scheduled for release on March 26, 2007, the “Health Insurance Offered” Yes/No radio button will also be enabled and required to be answered for all TAFDC recipients who get a job. This change is being made so the Department may better report employment information.

Purpose of Memo

The purpose of this memo is to give TAO Staff procedures for answering this “Health Insurance Offered” question.

Entering Health Insurance Information for TAFDC Applicants and Recipients

When adding new employment income to an AU, the AU Manager must:

- select the appropriate employed TAFDC AU member from the Member List,
- click the Yes radio button indicating “Exists,”
- enter the date the employment started in the “Start Date” field, and
- click on the “Employer” pop-up button and enter in the information on the “Employer Detail” window.

The AU Manager must then ask the question “Is Health Insurance offered?” on the “Employer Detail” window. If the Health Insurance Offered question is not completed by the AU Manager an edit message will read “Please Select Yes or No for health insurance offered.”

Verification that the employer offers health insurance may be made by one of the following:

- for an ESP participant, verification from the “Job Placement Affidavit”;
- a statement from the employer verifying that the job offers health insurance (even if the health insurance coverage begins at a future date);
or
- the recipient’s first pay stub, which will identify the health insurance deduction on it.

If none of these verifications are provided, the Health Insurance Offered question should be answered “No.” If the recipient brings proof of the health insurance offered at a later date, the health insurance offered question can be answered on the “Employer Detail” window at that time. Once the “Employer Detail” window is completed, save the changes and then complete the fields on the Employed tab as required.

Remember: TAFDC recipients who are employed must go on Monthly Reporting. See *A User’s Guide: Transitional Assistance Programs and BEACON*, Chapter XVI, Section F for procedures to place an employed recipient on Monthly Reporting.

**Entering Past
Employment
Information**

The “Employed Last 12” Yes/No radio button on the Employment Status window will be enabled for new applicants and reapplicants who were previously employed but do not report current employment. Additionally, if the “Employed Last 12” Yes/No radio button is marked “Yes,” the “Health Insurance Offered Last 12” Yes/No radio button will be enabled for all recipients.

Informational edits will pop up if either the “Total Earned Last 12” field or the “Health Insurance Offered Last 12” Yes/No radio button is not selected by the AU Manager. The edit message will read “Please Enter the Total Earned Last 12 Months” or “Please Select Yes or No for Insurance Offered Last 12 Months,” respectively.

Questions

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