



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

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 Governor  
  
 Jane Swift  
 Lieutenant Governor

William D. O'Leary  
 Secretary  
  
 Claire McIntire  
 Commissioner

**Field Operations Memo 2000-10**  
**February 18, 2000**

**To: Transitional Assistance Office Staff**  
**From: Joyce Sampson, Assistant Commissioner for Field Operations**  
**Re: Action Reason 06 and 07 Revisions for TAFDC Recipients in a Two-Parent Family**

**Overview**

Currently, for TAFDC, in two-parent families, it is not possible in BEACON to differentiate between the nonexempt parent with a Work Program requirement and the nonexempt parent without a Work Program requirement when the Program Code is 2 or 7.

To address this situation, Action Reasons 06 and 07 have been redefined as follows:

Action Reason	Definition
06	In a single grantee family, (except teen parent), nonexempt grantee with or without a Work Program requirement
06	In a two-parent family, nonexempt parent without a Work Program requirement
07	In a two-parent family, nonexempt parent(s) with a Work Program requirement

**Overview (cont.)**

In addition, the following two reports have been developed:

- *2-Parent TAFDC Cases with Work Program Required Individuals for Program Codes 6 and 7 Report* (Attachment A). This report is for informational purposes only.
- *2-Parent TAFDC Cases with Work Program Required Individuals for Program Codes 1, 2, 5 and 8 Report* (Attachment B). This report requires AU Manager action.

Each Transitional Assistance Office will receive two copies of each report. The reports are sorted by Transitional Assistance Office, CAN and alpha within CAN.

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**Systems Action**

For all nonexempt parents in a two-parent family who are Work Program required (coded on PACES with Program Code 6 or 7 and Action Reason 06), Systems has changed Action Reason 06 to Action Reason 07.

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**Report Requiring  
No AU Manager  
Action**

The *2-Parent TAFDC Cases with Work Program Required Individuals for Program Codes 6 and 7 Report* (Attachment A) displays all active two-parent cases with a Program Code 6 or 7 that have been converted from Action Reason 06 to Action Reason 07.

The report contains two sections. Case data are displayed in the left section of the report and other parent data are displayed in the right section of the report. It is possible that identical case data and other parent data may be displayed on the report.

The only change(s) from the conversion process will be the appearance of Action Reason 07 in the case data and/or other parent data section(s) of the report.

**Note: Although the report is for informational purposes only, AU Managers should continue the ongoing practice of reviewing category 2 cases to ensure that the appropriate Program Codes and Action Reasons for the grantee and other parent have been correctly entered onto PACES.**

The following Transitional Assistance Offices will not receive this report: **Athol, Centralized TAFDC, Hyannis, Fall River SSI, Nantucket, Newmarket Homeless, Oak Bluffs, Revere SSI, Roslindale SSI, Southbridge, Springfield SSI, Wareham, Worcester SSI.**

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**Report Requiring  
AU Manager  
Action, Supervisor  
Action and  
Director/Designee  
Action**

The *2-Parent TAFDC Cases With Work Program Required Individuals for Program Codes 1, 2, 5 and 8 Report* (Attachment B) displays all active two-parent cases with a Program Code 1, 2, 5 or 8. Since it is not possible in BEACON to determine the nonexempt parent(s) with a Work Program requirement and the nonexempt parent without a Work Program requirement, the nonexempt Work Program required parent(s) must be identified and coded on PACES with Action Reason 07, if appropriate.

**AU Manager Actions:**

- review each case listed on the report.
- determine whether the grantee, other parent or both parents are required to participate in the Work Program and annotate the report by changing the Action Reason from 06 to 07, if appropriate.
- conduct an eligibility review, if appropriate.
- review the Program Code, Action Reason and Option Code for both the grantee and the other parent to make sure that they are correct.
- submit a PID to data entry to update PACES with Action Reason 07 for the Work Program required grantee and/or other parent and any other Action Reason changes or Program Code changes identified during the review process.
- after confirming the change to Action Reason 07 on PACES, access BEACON and develop an EDP.

**Reminder: A nonexempt parent in a two-parent family who is not required to meet the Work Program requirements must continue to be coded with Action Reason 06.**

**Supervisor Action:**

The supervisor must review and verify that the action(s) taken on PACES and BEACON by the AU Manager is correct and submit the report to the Director or designee.

**Director/Designee Action:**

The Director or designee must fax the report to Nancy Salvucci by March 31, 2000. If you are unable to meet this deadline, please contact your Regional Director. The fax number is (617) 348-5111.

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**Report Requiring  
AU Manager  
Action, Supervisor  
Action and  
Director/Designee  
Action (cont.)**

The following Transitional Assistance Offices will not receive this report: **Centralized TAFDC, Fall River SSI, Falmouth, Nantucket, Newmarket Homeless, Revere SSI, Roslindale SSI, Springfield SSI, Wareham, Worcester SSI.**

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**Questions**

Policy questions should be directed by your Hotline designee to the Policy Hotline at (617) 348-8478. Systems questions should be directed to the Customer Service Center at (617) 348-5290.

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COMMONWEALTH OF MASSACHUSETTS  
 DEPARTMENT OF TRANSITIONAL ASSISTANCE  
 2-PARENT TAFDC CASES WITH WORK PROGRAM REQUIRED INDIVIDUALS FOR PROGRAM CODES 1,2,5 AND 8  
 TAO CAN

PAGE

CASE S S N	CASE HEAD INFORMATION				OTHER		PARENT INFORMATION		TOTAL COUNT
	CASE NAME	PRGM COD	GRANTEE AR	CL NO	CL AR CD	CL S S N	CL NAME		
<b>CAN TOTAL</b>									