



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

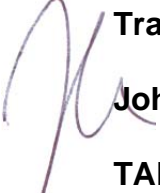
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Commissioner

Field Operations Memo 2010-27
May 21, 2010

To: Transitional Assistance Office Staff
From:  John Augeri, Assistant Commissioner for Field Operations
Re: TAFDC – Monthly Report Changes

Overview

The Department requires employed TAFDC clients to report their earnings on a monthly basis, a process known as “Monthly Reporting.” In addition to employed clients, unemployed clients with a recent history of earned income (those who received earnings during the previous two months) are required to be on Monthly Reporting, and clients who lose their jobs while receiving TAFDC are required to be on Monthly Reporting for three months after the job loss.

State Letter 1358, effective June 1, 2010, eliminates the Monthly Reporting requirement for unemployed clients with a recent history of earned income and reduces the reporting requirement to one month for clients who lose their jobs or have no reported earned income.

Purpose of Memo The purpose of this Field Operations Memo is to advise TAO staff about changes to the Monthly Reporting process.

Recent History of Income Change

Currently, when a client reports no current income, but has a recent history of earned income, the case manager determines whether a Monthly Reporting exception is applicable (such as self-employment), and if not, starts the Monthly Reporting process for the case by going to the Interview Wrap-up EBC Results – Updates tab and clicking on the “Yes” radio button for “Monthly Reporter.”

Effective June 1, 2010, case managers who have a client with no current income, but a recent history of earned income will click on the “No” radio button for “Monthly Reporter” on the Interview Wrapup EBC Results – Updates tab.

**Recent History
of Income
Change
(continued)**

Important: Applicants and clients who are *currently* working must continue to be placed on Monthly Reporting following established procedures.

**Clients Report
Job Loss Change
or No Income**

Currently, clients who lose their jobs while receiving TAFDC are required to be on Monthly Reporting for three months after the job loss.

Effective May 25, 2010 (for June Monthly Reports), if a client reports no earned income on a Monthly Report only one additional Monthly Report will be required to be filled out by the client. If there is still no earned income reported on that Monthly Report, they will be removed from Monthly Reporting.

Example 1: Mary returns her June Monthly Report. She has reported that she received no earned income for the month of May and is no longer working. Mary will receive one more Monthly Report (in July) to fill out.

Example 2: Amy returns her June Monthly Report. She reports one week's worth of wages for the month of May and is no longer working. She will receive a Monthly Report for July. If in July, Amy reports no earned income for the month of June, she will receive one more Monthly Report (in August) to fill out.

Clients will receive the "Monthly Report Cessation Notice" (Attachment A) if there is still no earned income at the start of the next Monthly Report cycle telling them they no longer need to fill out a Monthly Report. BEACON will change the "Yes" radio button for "Monthly Reporter" to "No" on the Interview Wrapup EBC Results – Updates tab.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.

9 Walnut ST
Worcester, MA 01608

MonthlyReportCessation_

Massachusetts Department of Transitional Assistance

MARY JONES
12345 MAIN STREET
WORCESTER, MA 0160X-XXXX

SSN: 999-99-9999
Worcester TAO - DTA

03/09/2010

Dear {Client Name}:

Effective {MR End Date} you will not be required to complete a Monthly Report form. The Department will stop sending the form because you are no longer receiving earned income.

If your circumstances change, for example, if you again start to receive earned income, you must notify the Department within 10 days of the change. We will send you a Monthly Report form to complete at that time. You must notify the Department of any change that may affect your eligibility or amount of assistance.

If you have any questions about this change or your responsibility to report change, please call your local office.