



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


DEVAL L. PATRICK  
Governor

TIMOTHY P. MURRAY  
Lieutenant Governor

JUDYANN BIGBY, M.D.  
Secretary

JULIA E. KEHOE  
Commissioner

**Field Operations Memo 2007-53**  
**September 28, 2007**

**To:** Transitional Assistance Office Staff  
**From:**  John Augeri, Assistant Commissioner for Field Operations  
**Re:** EAEDC – Personal Needs Allowance (PNA) Increase

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**Overview**

Effective July 1, 2007 the Legislature increased the Personal Needs Allowance (PNA) which affects EAEDC clients in Living Arrangement C and E (see 106 CMR 321.410). The PNA was increased from \$60.00 to \$72.80 monthly.

This Field Operations Memo informs staff about the:

- automated BEACON update of clients' benefits with the increased PNA amount;
- issuance of benefits payments for money owed to clients from July 1, 2007 or the benefit effective date, if after July 1, 2007; and
- new notices that have been developed for the PNA increase.

This Field Operations Memo is informational. No AU Manager action is necessary.

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**PNA Increase**

Effective October 1, 2007, all EAEDC clients in Living Arrangement C and E will have their PNA automatically increased from \$60.00 monthly to \$72.80 monthly. This increase will be reflected in their October benefit.

All clients in Living Arrangement C and E will receive a letter about this change. Clients in Living Arrangement C and E who receive a cash benefit only will receive **Attachment A**. Clients in Living Arrangement C who receive a cash and food stamp benefit receive **Attachment B**.

A notation, "Recalculated AU benefit retroactive to (effective date) due to PNA increase," will appear on the BEACON Narratives tab.

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**Retroactive Payments**

Since the PNA change was effective July 1, 2007, some clients will receive retroactive payments for money owed to them from July 1, 2007. These retroactive payments will be paid separately from the October cyclical payment.

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**Food Stamp Benefits for Clients in Living Arrangement C**

The annual Food Stamp COLA (Cost of Living Adjustment) is run in September and will result in an increase in the October food stamp benefit. The increase to the PNA will occur at the same time. However, the PNA increase will not affect the new food stamp benefit amount. Clients will receive a notice about the increase in food stamps due to the COLA. Please be aware that for those clients in Living Arrangement C who also receive a food stamp benefit, they will receive a PNA notice that will address their food stamps as well.

No AU Manager action is needed to recalculate the food stamp benefits for these clients.

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**Questions**

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

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**Attachment A**

**BEACON NOTICE  
ENGLISH SAMPLE**

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2201 Washington Street  
Roxbury, MA 02119

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

**Massachusetts Department of Transitional Assistance**

Mary Jones  
101 Main Street  
Boston, Ma 02119

SSN: 999-99-9992  
Dudley Square TAO - DTA

10/04/2007

Dear Mary Jones:

Your EAEDC benefits will go to \$\_\_\_\_\_ on 10/04/2007 because your Personal Needs Allowance has increased by \$12.80 a month. The increase was effective 07/01/2007. You will receive a separate check for money owed to you from \_\_\_\_\_.

The regulation(s) used in reaching these decisions are 106 CMR: 321.420.

If you have any questions about your case, you should call 617-999-9999 and ask for your worker, Mary Smith.

To ask about free legal services, call: Greater Boston Legal Services at 800-323-3205.

**Attachment B**

**BEACON NOTICE  
ENGLISH SAMPLE**

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This increase will not affect your food stamp benefits.

The regulation(s) used in reaching these decisions are 106 CMR: 321.420, 364.500, 364.980.

If you have any questions about your case, you should call 617-999-9999 and ask for your worker, Mary Smith.

To ask about free legal services, call: Greater Boston Legal Services at 800-323-3205.