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 2008-61
November 17, 2008

To: **Transitional Assistance Office Staff**

From: **John Augeri, Assistant Commissioner for Field Operations**

Re: **Supplemental Nutrition Assistance Program: Dependent Care Expense Clean-up Report**

Purpose

Field Operations Memo 2008-49 implemented the 2008 Farm Bill provisions which included lifting the cap on the dependent care deduction in the calculation of SNAP benefits. Since the dependent care deduction is now uncapped, it could become error prone if individual dependent care expenses are not carefully entered into BEACON for each household.

This memo informs staff of the *Dependent Care Expense Clean-up Report* and issues procedures to process the report.

Dependent Care Expense Report

MIS created the *Dependent Care Expense Clean-up Report* by identifying cases on file with dependent care expenses attributed to a household member(s) other than the grantee. The report displays Office, CAN, Grantee, Grantee SSN, AU Expense, Paid by, Paid For, and AP Expense and will be emailed to the pertinent TAOs. The following TAOs will not receive a copy of the report: Centralized TAFDC, Malden SSI, Milford, and North Adams.

Dependent care expenses must be attributed to the person incurring the expense. Dependent care expenses entered on BEACON under a child could potentially cause a duplication of the dependent care deduction for that household.

When reviewing the *Dependent Care Expense Clean-up Report*, case managers must look at the physical case record to:

- determine the total dependent care deduction for the household; and
- identify the grantee or other adult household member who is incurring the dependent care expense(s) and the dependent(s) for whom the expense is paid.

Dependent Care Expense Report (continued)

After comparing information in the case record to the information on BEACON, case managers must make corrections, as needed. The corrections will generally include the termination of dependent care expenses that were originally attributed to a child and the addition of dependent care expenses which will now be attributed to the grantee, another adult household member and in rare instances, a minor such as a teen parent.

Indicating a Dependent Care Expense No Longer Exists

- go to the Dependent Care Expenses window;
- click on Member List and select a particular household member (BEACON will display the record of all dependents for whom the selected household member is purportedly paying dependent care expenses for);
- click on the appropriate dependent care expense row;
- click the Select button to populate the Expense Tab;
- change the Exists radio button from Yes to No;
- change the Start Date by entering the current date;
- click on the Update button to update the expense; and
- be sure to wrap-up the transaction in BEACON.

Adding a Dependent Care Expense to an Ongoing Case:

- go to the Dependent Care Expenses window:
- click on the Member List to select the grantee or other household member who is incurring the dependent care expense;
- select the dependent for whom dependent care expenses are being paid from the popup Household Member/Basic Person List.
- choose the dependent care expense type from the Type dropdown list; (the the Start Date field will be prepopulated with the current date;
- select the reason the dependent care is required from the Reason dropdown list;
- choose the frequency the dependent care expense is incurred from the Frequency dropdown list;
- enter the dependent care expense amount in the Expense Amount field;
- indicate by means of the Yes and No radio buttons whether or not the dependent care expense will be used in the cash or SNAP portion of the case;
- click on Add;
- click on OK and click on the Prospective Button;
- select the record in the Prospective Expenses window;
- select the expense amount to be used in Prospective calculation;

Dependent Care Expense Report (continued)

- click on Update and click on Close to close the Prospective Expenses window;
- click on Update and click on Finish;
- go to the verifications tab and select *“Verification of dependent expenses shall be a statement from the employed individual;”* and
- be sure to wrap-up the transaction in BEACON.

  Note: if after reviewing the case the expense is determined questionable, verification must be requested.

Questions

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