

- **Mailings of the MassHealth Cards:** The first scheduled mailing of the new MassHealth Cards will take place in July. Additional mailings will occur in August and in September. The return address on the envelope will be the TAO address. Concerns and issues regarding the anticipated amount of returned mail are being addressed at Central Office.
- **Posters:** Each TAO will receive posters developed by MassHealth that will contain information about the new MassHealth Card. Posters will be in English and Spanish.
- **Training:** E-Learning training sessions will be available through PACE. Lessons will be in 3 modules: a guided walkthrough; an interactive lesson; and a job aid. Followup classroom training will be available for those needing additional training.
- **REVS Password:** If your password has expired, you will need to have it reset. Passwords expire after 60 days. REVS will contain an indicator when the MassHealth Cards have been mailed.

You will continue to receive monthly updates on the status of the development and implementation of NewMMIS.

FYI

TAFDC

Participation and Attendance Form Data Entry Online Guide

Participation and Attendance forms are sent out to clients the first business day (Monday unless Monday is a holiday) of the week before the last Saturday of the month. These forms must be returned by the client no later than the 10th of the following month (or the first business day after the 10th of the month if the 10th is a weekend or holiday). AU Managers must enter the forms into BEACON no later than the 18th of that month (or the first business day after the 18th of the month if the 18th is a weekend or holiday) to prevent a participation sanction from being created. AU Managers may enter the prior participation month's returned *Participation and Attendance* forms onto BEACON up until the Friday before the last Saturday of the current month.

A Participation and Attendance Form Data Entry Online Guide has been created to give TAO staff a listing of the last day of the month that *Participation and Attendance* forms may be entered onto BEACON for the previous month's participation. This guide will be sent out to all TAFDC staff and will be added to Policy Online in the Online Guides option in mid-June.

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