

## From the Forms File

### *Do You Need an Interpreter*

#### *LEP Binder: Things to Know While Awaiting an Interpreter*

The revised *Do You Need an Interpreter?* poster has been shipped to TAOs. In addition, each TAO received an LEP Binder: *Things to Know While Awaiting an Interpreter* to be used by reception staff in communications with LEP clients. Refer to Field Operations Memo 2008-16 for more information on these materials.

### **New Form**

13-230-0308-05

VAR-1 (3/2008)

#### *Vocational Assessment Referral*

This form is used when an AU Manager refers an applicant or client to the vocational specialist. Refer to Field Operations Memo 2008-12 for more information.

### **Revised Form**

09-375-0308-05

09-376-0308-05 (S)

FS-USR-2 (Rev. 3/2008)

#### *Universal Semiannual Reporting (USR) Income Guidelines Form*

The Categorical Eligibility USR AU Gross Monthly Income Standards have been revised to reflect the increased Maximum Gross Monthly Income Standard.

### **Revised Brochure**

09-070-0308-05

09-079-0308-05 (S)

FSP-INFO (Rev. 3/2008)

#### *How to Get Food Stamp Benefits*

The Income Standard for households with children under 19 or a pregnant woman living alone has been revised to reflect the increased Maximum Gross Monthly Income Standard.



## From the Hotline

- Q.** A father who is a Legal Permanent Resident and has no other qualifying noncitizen status is ineligible for the TAFDC Program because he moved to the United States last year. However, he has two children receiving TAFDC benefits and today he attended an Orientation Session. Can my client now receive an incentive payment for attending this session?
- A.** Yes. This father can benefit from the Orientation Session by learning about and taking advantage of ESP programs, activities and support services that lead to economic self-sufficiency for himself and his family.
- More information on the Orientation Session is found in Field Operations Memo 2007- 45.
- Q.** My TAFDC teen parent is 16 years of age and a dependent in her parents' assistance unit. Recently, she attended an Orientation Session and is now requesting an incentive payment. Both of her parents received incentive payments last month for

their Orientation Session attendance. Can an assistance unit receive more than two Orientation Session incentive payments?

- A. Yes. Each parent in a two-parent household is eligible for the payment as well as any dependent teen parent(s) living in the home.

*Before* issuing an incentive payment, remember to check the Related Benefit window of BEACON to determine whether an incentive payment has already been issued to your client.

*After* issuing an incentive payment, remember to update the BEACON Narratives tab with a separate notation for each parent or teen parent, indicating the date he or she attended the Orientation Session, as well as a notation indicating that the incentive payment was issued.

More information on issuing the incentive payment is found in Field Operations Memo 2007-59.

## **Disabled Noncitizens Receiving EAEDC but Not Receiving Food Stamps**

EAEDC, FS

Field Operations Memo 2008-11

Food stamp regulations provide that certain qualified noncitizens may be eligible for food stamp benefits based on disability regardless of date of entry into the U.S. The Department has developed a new automated process in BEACON to identify certain EAEDC noncitizens who are coded by DES as RSDI or SSI certified and currently are not receiving food stamps.

This Field Operations Memo:

- describes the automated selection process and mailing of an outreach letter and special application form to these clients; and
- describes AU Manager responsibilities for processing returned food stamp applications.

## **Vocational Specialists in TAOs (Phase Two)**

TAFDC

Field Operations Memo 2008-12

The New Initiatives Memo entitled *TAFDC - Vocational Specialists in TAOs (Phase One)* dated January 31, 2008 introduced TAO Staff to the vocational specialist initiative. It informed TAO Staff about vocational specialists being placed in the Brockton, Dudley Square, Fall River, Holyoke, Lawrence, Lowell, Malden, New Bedford, North Shore, Revere and Springfield State TAOs. Beginning March 31, 2008 (on an incremental basis), the following TAOs will also receive a vocational specialist. Fitchburg and Framingham will each receive a full-time specialist, while Greenfield, Milford, Southbridge, Taunton, Plymouth, North Adams, Pittsfield, Falmouth and Hyannis will each receive a part-time specialist. TAO staff will be notified of the specific arrival dates of the vocational specialists.

Phase Two will complete the state-wide roll-out of vocational specialists in TAOs. The purpose of Field Operations Memo 2008-12 is to: