

## Quality Corner (cont.)

indicated on the bills. As a precaution, AU Managers must be mindful of the amount being entered, and the frequency being selected on BEACON for that specific amount. For example, a payment of \$1,000 per month is an unlikely amount for homeowner's insurance.

## From the Forms File

### New Poster

02-655-1007-05

02-656-1007-05 (S)

DV-Poster-1(10/2007)

*You Deserve to Be Safe*

The *You Deserve to Be Safe* poster tells clients that Domestic Violence Specialists are available to assist them. The poster must be displayed in TAO waiting areas.

### Revised Forms

02-032-1007-05

02-130-1007-05 (S)

NFL-5 (Rev. 10/2007)

*Notice of Denial of Application*

02-033-1007-05

18-055-1007-05 (S)

NFL-5A (Rev. 10/2007)

*Denial Notification*

Minor changes have been made to the above forms including the addition of a line for a Social Security number on the NFL-5 and a line for the TAO name on the NFL-5A.



## From the Hotline

The questions and answers below pertain to child care eligibility and services. For more information on this topic, refer to 106 CMR 207.210(A).

- Q.** I recently approved the Employment Development Plan (EDP) of my TAFDC client who is working at home and is self-employed. She has asked for a child care referral. She believes the ages of her children and the nature of her job prevent her from caring for her children during the hours that she is working. Can I make this child care referral?
- A.** Yes. Even though your client is working from her home, a child care referral is appropriate.
- NOTE:** Self-employed individuals are exempt from the Monthly Reporting requirements as outlined in 106 CMR 702.930.
- Q.** My TAFDC client has an approved EDP and is currently providing child care to other children at a day care center. He is requesting a child care referral for his own six-year-old child because he

says that the day care center doesn't accept children who are over four years of age. Can I make a child care referral for this client?

**A.** Yes. There are several reasons why a TAFDC client with an approved EDP who is employed as a child care worker may request and be eligible for a child care referral. Below are two basic reasons:

- If your TAFDC client is working at a day care center or for another employer, he may not have the option of enrolling his own child at the same location.
- If your TAFDC client is working at a day care center or for another employer, the day care center or employer may allow your client to enroll his own child, but only for a substantial fee.

**Q.** Under the list of job titles on the Employment Status window in BEACON, how do I know whether to select “Babysitter” or “Formal Child Care Worker” for my TAFDC client?

**A.** If your client’s earnings are equal to or greater than the state’s minimum wage (currently \$7.50 per hour but \$8.00 per hour beginning January 1, 2008), then select “Child Care Worker” as the job title.

If your client’s earnings are less than the state’s minimum wage, then “Babysitter” is the appropriate job title.

**NOTE:** In the Food Stamp Program, remember that certain non-reimbursable dependent care expenses may be deducted from the gross earned income when determining the food stamp benefit amount. Refer to 106 CMR 364.400(D) for further details.

Dependent care deduction information in the TAFDC program is found in 106 CMR 204.275.

### **EA Alternative Placements - Hotels/Motels**

EA  
Field Operations Memo 2007-54

Due to the increased number of requests for EA shelter placements, alternative placement in hotels/motels is being used to ensure that all EA-eligible homeless families are provided with shelter.

This memo advises TAO staff about the procedures related to hotel/motel placements, such as documentation, BEACON, and SSPS.

### **EAEDC: Agencies Helping Noncitizen Clients Become Citizens**

EAEDC  
Field Operations Memo 2007-55

The Department is issuing a current listing of agencies that help our noncitizen clients become citizens. These agencies are grouped by region and provide assistance with the naturalization process in the form of citizenship classes and assistance with completing the N-400 Application for Naturalization form. These organizations receive some state funding through the Citizenship for New Americans Program.