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09-502-1007-05

FS-ACSE (Rev. 10/2007)

Other Agency Certification of Shelter Expenses for Licensed Group Home Residents

The Other Agency Certification of Shelter Expenses for Licensed Group Home Residents (FS-ACSE) form, which is completed by group home providers, has been revised. The maximum coupon allotment figure of \$152.00 has been removed from the “For Department Use Only” section. This was done so it will not be necessary to revise the form when the yearly food stamp cost-of-living adjustment is made. When calculating the tenant shelter expense, AU Managers are responsible for entering the current maximum coupon allotment for a household of one.

02-557-1007-05

DVWR-CL (Rev. 10/2007)

Check List for a Domestic Violence Waiver Request

The check box that requires the additional completion of the Family Cap Exception/Waiver Request form to be included in the Domestic Violence Waiver Request package if a waiver of the Family Cap rule due to domestic violence is requested has been deleted from the Check List for a Domestic Violence Waiver Request form.

02-201-1107-05

02-260-1107-05 (S)

T-A34/36 (Rev. 11/2007)

Assignment of Support Cooperation with Child Support Enforcement Division of the Massachusetts Department of Revenue (DOR) Good Cause Claim

The T-A34/36 form has been revised to make it clear that all applicants and recipients of the TAFDC program must assign rights to support and cooperate in establishing paternity, regardless of the source of the funding for the program. Use this version of the T-A34/36 and discard all other versions.

Revised Brochure

09-070-1007-05

09-079-1007-05 (S)

FSP-INFO (Rev. 10/2007)

How to Get Food Stamp Benefits

The Income Standard for households without children under 19 or without elderly or disabled household members has been revised to reflect the increased Maximum Gross Monthly Income Standard due to the Food Stamp COLA.

From the Hotline

The questions below pertain to Low Income Housing Energy Assistance Act (LIHEAA) payments, the new H-EAT Fuel Assistance Program Initiative and the Standard Utility Allowance. For more information on the Standard Utility Allowance (SUA), refer to 106 CMR 364.400(G). For more information on the new H-EAT Initiative, please refer to Field Operations Memo 2007-31 and Field Operations Memo 2007-31A.

Q. Food Stamp Program rules allow households receiving or anticipating receipt of LIHEAA payments to have their benefits calculated using the heating/cooling SUA. These traditional LIHEAA fuel assistance payments are approved for clients who pay for heat or for certain clients who have shelter

expenses that are disproportionate to their income.

If a LIHEAA client moves or is no longer incurring a cost to heat his or her home, do we indicate these changes on BEACON?

A. Yes.

There are no changes in Food Stamp Program procedures for clients in receipt of LIHEAA. Therefore, a food stamp client receiving LIHEAA payments who verifies an address change should be asked about his or her utility obligations. Any appropriate changes should be made on BEACON. These changes could occur at recertification or as a part of a case maintenance activity.

- If a food stamp client in receipt of LIHEAA payments reports a change of address and a continuation of heating/cooling charges, then make no changes to the heating/cooling SUA and update BEACON with the new address.
- If a food stamp client in receipt of LIHEAA payments reports a change of address and states that he

or she is no longer paying for any heating/cooling charges, then update BEACON with the new address and new utility expense information.

NOTE: Active food stamp clients who no longer incur heating/cooling expenses will be selected for the H-EAT Program in the future, as long as they are not in receipt of Bay State CAP and are not homeless.

Q. If a change of address is reported by a client in the H-EAT Program, how do I proceed?

A. The H-EAT Program operates differently from the traditional LIHEAA Program. Food stamp clients in the H-EAT Program are entitled to the heating/cooling SUA for an entire year, *even if the household reports a change in address or a change in utility obligations*. While the client's address change should be recorded on BEACON, no changes should be made to the H-EAT client's SUA.

TAFDC: DTA Orientation Sessions

TAFDC

Field Operations Memo 2007-45

Beginning April 2007, the Department implemented Orientation Sessions in TAOs statewide. DTA Orientation Sessions uniformly communicate to TAFDC applicants and clients information about DTA programs and support services, especially ESP opportunities available to them. Each TAO has a PowerPoint presentation, located in the "W" Drive, in the folder entitled "Orientation."

This memo:

- promotes the use of the PowerPoint presentation as a tool for DTA Orientation Sessions; and
- details a standardized format for conducting DTA Orientation Sessions.

