



*Commonwealth of Massachusetts*  
*Executive Office of Health and Human Services*  
*Department of Transitional Assistance*

CHARLES D. BAKER  
Governor

MARYLOU SUDDERS  
Secretary

KARYN POLITO  
Lieutenant Governor

JEFF McCUE  
Commissioner

**Online Guide Transmittal 2015-28**  
**June 26, 2015**

**To:** Department of Transitional Assistance Staff

**From:** *AOS* Anne O'Sullivan, Assistant Commissioner for Policy, Program and External Relations

**Re:** Voter Registration Procedures

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**Overview**

As a result of the recent settlement of the *Delgado* lawsuit, voter registration procedures have been revised. This transmits the voter registration changes in the Online Guide that must be followed during all in-office applications, reevaluations, recertifications and client reported address changes.

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**Purpose**

The purpose of this transmittal is to inform DTA staff of the issuance of the voter registration procedures in the Online Guide.

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**New BEACON  
Online Guide  
Book**

**Topic:** Cross Programs  
**Book:** Voter Registration  
**Chapter:** Overview and Administrative Responsibilities  
**Page:** Voter Registration Overview

**Topic:** Cross Programs  
**Book:** Voter Registration  
**Chapter:** Overview and Administrative Responsibilities  
**Page:** TAO Staff Responsibilities

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**New BEACON  
Online Guide  
Book**  
(continued)

<b>Topic:</b>	Cross Programs
<b>Book:</b>	Voter Registration
<b>Chapter:</b>	Overview and Administrative Responsibilities
<b>Page:</b>	Voter Registration Reporting Requirements
<b>Topic:</b>	Cross Programs
<b>Book:</b>	Voter Registration
<b>Chapter:</b>	Instructions for Assisting Clients in Voter Registration
<b>Page:</b>	Informing Clients about Registering to Vote
<b>Topic:</b>	Cross Programs
<b>Book:</b>	Voter Registration
<b>Chapter:</b>	Instructions for Assisting Clients in Voter Registration
<b>Page:</b>	Completing the Massachusetts Official Voter Registration Form in the Office
<b>Topic:</b>	Cross Programs
<b>Book:</b>	Voter Registration
<b>Chapter:</b>	Instructions for Assisting Clients in Voter Registration
<b>Page:</b>	Procedures for all Clients who are in the TAO to Apply, Recertify or Change their Address
<b>Topic:</b>	Cross Programs
<b>Book:</b>	Voter Registration
<b>Chapter:</b>	Instructions for Assisting Clients in Voter Registration
<b>Page:</b>	Procedures for those Applying, Recertifying and Reevaluating by Web/Telephone
<b>Topic:</b>	Cross Programs
<b>Book:</b>	Voter Registration
<b>Page:</b>	Voter Registration Policy and Procedures
<b>Topic:</b>	TAFDC
<b>Book:</b>	Basic Case Activities & Maintenance
<b>Chapter:</b>	Reevaluations
<b>Page:</b>	Reevaluations
<b>Topic:</b>	EAEDC
<b>Book:</b>	Basic Case Activities & Maintenance
<b>Chapter:</b>	Reevaluations
<b>Page:</b>	Reevaluations

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**Updated  
BEACON Online  
Guide  
Books/Pages**

**Topic:** Cross Programs  
**Book:** Applications  
**Chapter:** TAFDC Application Interview  
**Page:** Application Interview AU Composition  
Details/Results

**Topic:** Cross Programs  
**Book:** Applications  
**Chapter:** EAEDC Application Interview  
**Page:** Application Interview AU Composition  
Details/Results

**Topic:** TAFDC  
**Book:** Basic Case Activities & Maintenance  
**Chapter:** Reevaluations  
**Page:** Reevaluations Overview

**Topic:** EAEDC  
**Book:** Basic Case Activities & Maintenance  
**Chapter:** Reevaluations  
**Page:** Reevaluations Overview

**Topic:** SNAP  
**Book:** Reporting Requirements/Recertification  
**Page:** Recertifying a Case in BEACON

**Topic:** SNAP  
**Book:** Reporting Requirements/Recertification  
**Page:** SNAP Reporting Requirements and  
Recertification

**Topic:** SNAP  
**Book:** Application Processing  
**Chapter:** SNAP Application Processing  
**Page:** Processing a SNAP Application in BEACON

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**Deleted  
BEACON Online  
Guide  
Books/Pages**

**Topic:** TAFDC  
**Book:** Basic Case Activities & Maintenance  
**Chapter:** Reevaluations  
**Page:** Reevaluations Face-to-Face Interview

**Topic:** EAEDC  
**Book:** Basic Case Activities & Maintenance  
**Chapter:** Reevaluations  
**Page:** Reevaluations Face-to-Face Interview

**Topic:** TAFDC  
**Book:** Basic Case Activities & Maintenance  
**Chapter:** Reevaluations  
**Page:** Reevaluations Telephone Interview

**Topic:** EAEDC  
**Book:** Basic Case Activities & Maintenance  
**Chapter:** Reevaluations  
**Page:** Reevaluations Telephone Interview

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**Questions**

If you have any questions, please email the DTA Mailbox. Systems questions should be directed to the Systems Support Help Desk.

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