



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

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Online Guide Transmittal 2015-57
November 20, 2015

To: Department of Transitional Assistance Staff

From:  Anne O'Sullivan, Assistant Commissioner for Change Management

Re: **SNAP: Extending Simplified Reporting to Additional SNAP Households and the Automatic Processing of Certain Interim Reports**

Overview

To further streamline the recertification process and ease administrative burden, the Department is extending Simplified Reporting to additional SNAP households and automatically processing Interim Reports that meet predetermined criteria.

Effective with BEACON Build 48.1 on November 23, 2015, a new recertification type called Simplified Reporting-24 months (SIMP-24) will be created in BEACON. The creation of this new recertification type allows another population of clients to be certified as Simplified Reporting households. Ongoing households that recertified between May 1, 2015 and November 22, 2015 and who fit the conversion criteria below will be automatically moved to SIMP-24. Converted households currently certified for 24 months will retain their end certification dates. All other converted households will have their certification end dates extended up to 24 months, counting from the start dates of the previously assigned certification periods.

Households that fit the following criteria will be converted to SIMP-24:

- The household has unearned income only;
 - All members of the household are elderly (age 60 or over) or disabled; (regardless of age); and
 - Children, if any, are younger than 16.
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**Overview
(Continued)**

After the November conversion, households meeting the above criteria will continue to be put on SIMP-24 at application, recertification, and upon the reinstatement of an application or recertification.

SIMP-24 will follow the same procedures as Annual Reporting. An Interim Report will be due at the end of the first half of the certification period, and a recertification form due at the end of the certification period. With the implementation of SIMP-24, the *Thank You Notice* will be eliminated at the Interim Report period.

Households with outstanding verifications, documents or Program Integrity Checklist items will not be converted to SIMP-24 at this time. Households certified as Transitional Benefit Alternative (TBA), Bay State CAP and Public Assistance (PA) SNAP households are excluded from Simplified Reporting.

Interim Reports received at the DTA Document Processing Center will be automatically processed and wrapped up in BEACON if:

- the IR is signed;
- **all** No Change boxes on the IR are checked; and
- there are no outstanding documents with a status of available in BEACON; and
- no accompanying documents were submitted with the IR.

Note: If the IR does not meet the criteria outlined above, the IR will not be automatically processed.

Purpose

This Online Guide (OLG) transmittal advises staff of Simplified Reporting conversion. Details, notification to households, and the automatic processing of certain Interim Reports are explained in the OLG pages.

**Updated
BEACON Online
Guide Page**

Topic: SNAP
Book: Reporting Requirements/Recertification
Page: Simplified Reporting and Annual Reporting Including Interim Report

Questions

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