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

Online Guide Transmittal 2016-14
March 25, 2016

To: **Department of Transitional Assistance Staff**

From: **Sarah Stuart, Associate Commissioner for Program and Policy Implementation**

Paul Sutliff, Assistant Commissioner for Field Operations

Re: **TAFDC: Automating Dependents' Graduation Status Update**

Overview

In an effort to better track dependents age 18 who are not eligible due to not meeting the school attendance and graduation requirements for TAFDC, the Department is automating the functionality of the Education page in the Assessed Person Nonfinancials workflow.

To that end, a *Graduation Information Update* notice will be sent to TAFDC applicants and clients with a child active or pending in the TAFDC case who is in school and turning 18 years old within 60 days of the notice date.

These changes are effective with BEACON Build 48.3, effective April 4, 2016.

Purpose

This Online Guide Transmittal advises DTA staff about:

- changes to BEACON functionality for updating a TAFDC dependent's graduation status;

- a new Online Guide chapter/page, titled Automating Dependents' Graduation Status Update; and

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Purpose
- updates made to pages in the Online Guide.

New BEACON Online Guide Chapter and Page

The Automating Dependents' Graduation Status Update chapter/page has been added to the TAFDC topic, Basic Case Activities & Maintenance book of the Online Guide.

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Automating Dependents' Graduation Status Update
Page: Automating Dependents' Graduation Status Update

Updated BEACON Online Guide Books/Pages

A link to the *Graduation Information Update* notice has been added to the TAFDC Notices page.

Topic: Notices/Forms
Book: TAFDC
Page: TAFDC Notices

Updates have been made to the Assessed Person Potential Changes Views page.

Topic: TAFDC
Book: TAFDC
Chapter: Views
Page: Assessed Person Potential Changes Views

Questions

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