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

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Online Guide Transmittal 2016-16
March 25, 2016

To: **Department of Transitional Assistance Staff**

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

ul Sutliff, Assistant Commissioner for Field Operations

Re: **TAFDC, EAEDC and SNAP: Automating Clients' Pregnancy Status Update**

Overview

The Department is automating the functionality of the Pregnancy page in the AU Composition Details workflow to better track the pregnancy status of TAFDC, EAEDC and SNAP household members.

If 30 days after the pregnancy due date on the Pregnancy page for a TAFDC, EAEDC or SNAP household member, no change has been entered on the pregnancy status, the household member will automatically be sent a *Pregnancy Information Update* notice. The notice is available in English and Spanish.

For cash, the notice provides instructions for the household member to contact the case manager identified on the notice, and for a SNAP case, to contact the DTA Assistance Line at 1-877-382-2363 to report the change in the household size within 10 days from the notice date.

This change is effective with BEACON Build 48.3, scheduled for April 4, 2016.

Purpose   This Online Guide Transmittal advises DTA staff about:

- changes to BEACON functionality for updating the pregnancy status of TAFDC, EAEDC and SNAP household members;

- a new Online Guide book/pages, titled Automating Clients' Pregnancy Status Update; and

- updates made to pages in the Online Guide.

New BEACON Online Guide Book/Pages

A new Automating Clients' Pregnancy Status Update book and pages have been added to the Cross Programs topic section of the Online Guide.

Topic: Cross Programs
Book: Automating Clients' Pregnancy Status Update
Page: Automating Clients' Pregnancy Status Update
Page: Case Manager Responsibilities for Pregnancy Update

A new Pregnancy Information Update Notice page has been added to the Cross Programs Notices/Forms topic section of the Online guide. This page contains an example of the *Pregnancy Information Update* notice.

Topic: Notices/Forms
Book: Cross Programs
Page: Pregnancy Information Update Notice

Updated BEACON Online Guide Books/Pages

Updates concerning the enhanced functionality of the Pregnancy page and the issuance of the *Pregnancy Information Update* notice have been made to the following pages in the Online Guide:

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Exemptions
Page: Exemptions from Time-Limited Benefits

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Pregnancy
Page: Pregnancy

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: Assessed Person Potential Changes Views

Updated BEACON Online Guide Books/Pages (continued)

Topic:	EAEDC
Book:	Basic Case Activities & Maintenance
Chapter:	Views
Page:	Assessed Person Potential Changes Views

Topic:	SNAP
Book:	Work Requirements
Chapter:	General Work Requirements
Page:	General SNAP Work Requirements Exemptions

Topic:	SNAP
Book:	Work Requirements
Chapter:	General Work Requirements
Page:	ABAWD Work Program Exemptions

Questions

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