



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


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Online Guide Transmittal 2017-89
December 8, 2017

To: Department of Transitional Assistance Staff
From:  Paul Sutliff, Assistant Commissioner for Field Operations
Re: Cross Programs – Verifications Overview

Overview

Whenever a client applies, is reevaluated, or notifies DTA of, a change s/he must provide the necessary proof to be eligible for benefits. These proofs are called verifications. Verifications are the use of documentary evidence, collateral contacts, external databases, or self-declaration to establish the accuracy of client statements.

Scheduled for December, a number of BEACON enhancements will be implemented to the verification process. Prior to these enhancements, all Online Guide sections pertaining to verifications will be consolidated into one Cross Program book. The first chapter of this Online Guide book entitled Verifications Overview is now available.

Purpose

The purpose of this Online Guide Transmittal is to:

- identify a new chapter in the Online Guide entitled Verifications Overview which outlines requirements for staff regarding verifications.
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**New Online
Guide Pages**

Topic: Cross Program
Book: Verification
Chapter: Verifications Overview
Page: What are Verifications?

Topic: Cross Program
Book: Verification
Chapter: Verifications Overview
Page: Providing Assistance in Obtaining Verifications

Topic: Cross Program
Book: Verification
Chapter: Verifications Overview
Page: Avoiding Over verification

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Mailbox. Systems issues should be directed to the Systems Support Help Desk.
