



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

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Governor


MARYLOU SUDDERS  
Secretary

KARYN POLITO  
Lieutenant Governor

JEFF McCUE  
Commissioner

**Online Guide Transmittal 2017-97  
December 1, 2017**

**To: Department of Transitional Assistance Staff**

**From:**  **Paul Sutliff, Assistant Commissioner for Field Operations**

**Re: Cross Programs - The 2018 Earned Income Tax Credit (EITC), Child Tax Credit (CTC), Massachusetts Earned Income Credit (EIC) and Child Care Assistance Mailing**

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**Overview**

In January, the Department will issue the annual Earned Income Tax Credit (EITC), Child Tax Credit (CTC), Massachusetts Earned Income Credit (EIC), and child care assistance informational mailing. The mailing is scheduled to begin January 3, 2018.

The mailing will be sent to all active TAFDC clients, certain former TAFDC clients whose cases closed on or after January 1, 2017, and all active SNAP households, excluding SNAP households receiving TAFDC.

**Note:** TAFDC cases that closed during the 12 months preceding the mailing due to the death of the grantee, and those closed because the client is no longer a Massachusetts resident will be omitted from the mailing.

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**Purpose of the Transmittal**

This Online Guide Transmittal advises DTA staff about the scheduled EITC/CTC/EIC and child care assistance mailing. For details about the mailing, see the Online Guide book:

**Topic:** Scheduled Mailings/Projects  
**Book:** EITC/CTC/EIC & Child Care Mailing

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**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.

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