



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

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Governor



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Secretary


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**Online Guide Transmittal 2017-66
August 25, 2017**

To: Department of Transitional Assistance Staff

From:  Sarah Stuart, Associate Commissioner for Change Management
 Paul Sutliff, Assistant Commissioner for Field Operations

Re:  TAFDC, EAEDC and SNAP: Holiday Gift (Globe Santa Program) Verification Mailing

Overview

Each year, the Globe Santa Program provides age-appropriate holiday toys and books to eligible children who live in the geographical areas designated by the Globe Santa Program.

To be eligible to participate in Globe Santa, families must be active TAFDC, EAEDC or SNAP clients, live in the Globe Santa geographic area, and have a child living with them who is 12 or under as of December 31, 2017. The Department will send the *Globe Santa Program Holiday Gift Verification* notice with a *Holiday Gift Verification Form* to these families.

Purpose

This Online Guide Transmittal advises DTA staff about:

- anticipated dates of two scheduled Holiday Gift (Globe Santa) Verification mailings; and
 - a description of the mailings.
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Dates of Globe Santa Mailings

This year, the first Holiday Gift (Globe Santa) Verification mailing is scheduled to be sent the week of August 28, 2017. A second mailing to new cases approved for TAFDC, EAEDC and SNAP after August 25, 2017 is scheduled for the week of October 16, 2017.

Description of Mailings

Active TAFDC, EAEDC and SNAP grantees who live in the Globe Santa geographical area and have a dependent child age 12 and under, will be sent the *Globe Santa Program Holiday Gift Verification* notice. This notice is accompanied with the *Holiday Gift Verification Form* which lists the name, date of birth and gender of children in the household who are age 12 and under as of December 31, 2017. It includes specific instructions for drafting letters to the Boston Globe to submit with the verification, and a checklist to ensure that all information is provided to meet the client's request.

The notices will be printed on green paper to assist the Globe in verifying the validity of the notices. TAO staff should encourage clients to use the green notice that is mailed to them, as it will help the Globe staff process the request.

Questions

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