



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


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**Online Guide Transmittal 2019-33  
May 16, 2019**

**To:** Department of Transitional Assistance Staff  
**From:**  Paul Sutliff, Assistant Commissioner for Programs and Field Operations  
**Re:** **SNAP: Add a New Person as a SNAP Household Member**

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**Overview**

When adding a new member to a SNAP household, there are some important steps that case managers must follow to ensure that benefits are increased on time and the Department's rules are properly implemented:

- The change must be effective no later than the cyclical month following the month of the reported change.
  - If it is too late to increase the benefits for the next cyclical month, a related benefit must be issued.
  - For newborns, the household must provide an oral or written self-declaration of the newborn's date of birth and SSN (if available).
  - If no SSN is available for a newborn, the household has at least six months to provide the SSN or written verification from the SSA stating that an SSN application has been filed.
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**Purpose**

The purpose of this Online Guide Transmittal is to:

- remind staff of procedures for adding a new person to a SNAP case;
  - clarify procedures for verifying the SSN and establishing the correct benefit effective date for a newborn child; and
  - advise staff of new Online Guide content
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**Revised Online  
Guide Pages**

<b>Topic:</b>	SNAP
<b>Book:</b>	Eligibility Requirements
<b>Chapter:</b>	Household Composition
<b>Page:</b>	Add a New Person as a SNAP Household Member

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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 Procedural Issues Mailbox.

Systems issues should be directed to the Systems Support Help Desk.

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