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

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Online Guide Transmittal 2019-60
September 16, 2019

To: **Department of Transitional Assistance Staff**

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

Re: **SNAP: Bay State CAP Phase I**

Overview

Bay State CAP clients can choose to opt-out of Bay State CAP reporting at any time. Clients who would like to opt-out of Bay State CAP reporting must complete a *Bay State Client Options* form or provide a signed self-declaration stating that s/he no longer wants to be on Bay State CAP Reporting.

If a client chooses to opt-out of Bay State CAP reporting, the household will be placed on EDSAP or Simplified Reporting. A conversion notice will be mailed to the client advising of the new certification type and reporting responsibilities. Additionally, cases with a Bay State CAP closing reason sourced from the SDX batch will no longer be subject to a shortened 3-month certification period, but will be converted to EDSAP or Simplified Reporting, based on household circumstances.

All First Available Workers have the authority to initiate a client's request to opt out of Bay State CAP. Initiating the opt-out on BEACON will prompt the system to automatically send an optional VC-1 with the *Bay State CAP Client Options* form to the client. When the form is returned, the processing necessary to complete the opt out is restricted to certain Central Office staff and TAO managers.

Purpose	This Transmittal advises staff of the following updates to the Online Guide:

- A new Online Guide page that advises workers about Bay State CAP Client Options;

- Revised Online Guide pages to address other updates pertinent to Bay State CAP opt out; and

- A revised examples page to aid staff.

New Online Guide Page

Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Client Options

Revised Online Guide Pages

Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Overview

Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Recertification

Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Case Maintenance

Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Examples

Topic:	SNAP
Book:	Certification Types
Chapter:	Simplified Reporting
Page:	Simplified Reporting Overview

Topic:	SNAP
Book:	Certification Types
Chapter:	Simplified Reporting
Page:	Simplified Reporting During Case Maintenance

Revised Online Guide Pages (cont.)

Topic:	SNAP
Book:	Certification Types
Chapter:	Simplified Reporting
Page:	Simplified Reporting Interim Report

Topic:	Business Process (BP)
Book:	Procedures
Chapter:	Document Handling
Page:	Document Indexing & Dispositioning

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.