



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


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**Online Guide Transmittal 2019-67  
September 16, 2019**

**To: Department of Transitional Assistance Staff**  
**From:  Paul Sutliff, Assistant Commissioner for Programs and Field Operations**  
**Re: SNAP: Income Averaging**

**Overview** Existing Bay State CAP clients who are known to have fluctuating employment related pensions income are no longer eligible to be on Bay State CAP reporting. These households, once identified, will be removed from Bay State CAP.

Income averaging is applicable to households with SSI and fluctuating employment related pensions, regardless of their current certification type. The Department will default to income averaging for households with both SSI and a fluctuating employment related pension. A new checkbox, Mandatory Averaging, has been added to the Other Income Status page in BEACON.

**CCMO Responsibilities** Only staff in the Central Case Management Office (CCMO) have the authorization to check the Mandatory Averaging box. Cases will be reviewed for expenses and efforts made to contact these clients for optional verifications not on file in order to maximize their SNAP benefits.

If a client who receives SSI and fluctuating employment-related pension does not want their pension and SSI incomes to be averaged, s/he must submit a signed self-declaration stating that s/he does not want Mandatory Income averaging applied to their SNAP case. The CCMO staff will explain that the SNAP case will be recalculated based on automatic updates received from SSA and that these recalculations may cause SNAP benefits to fluctuate since their pension and SSI changes. The Department believes it is in the best interest of client food security to have a predictable SNAP benefit amount.

**All Staff  
Responsibilities**

The procedures for **Income Averaging** are restricted to **CCMO staff only**. If the client appears at a local TAO or calls the DTA Assistance line and informs the caseworker that s/he receives both a fluctuating employment related pension and SSI, the caseworker must refer these cases to their supervisor. The supervisor must then call the CCMO, provide the client's APID and advise the CCMO that this client appears to require income averaging.

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**Purpose**

This Transmittal advises staff that the Unearned Income Overview page in the Online Guide has been updated to address Income Averaging due to fluctuating employment related pensions.

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**Revised Online  
Guide Page**

<b>Topic:</b>	SNAP
<b>Book:</b>	Eligibility Requirements
<b>Chapter:</b>	Income
<b>Subchapter:</b>	Other Income (Unearned)
<b>Page:</b>	Unearned Income Overview

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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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