



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


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**Online Guide Transmittal 2020-30D
August 28, 2020**

To: Department of Transitional Assistance Staff
From:  Sarah Stuart, Associate Commissioner for Change Management
Re: SNAP: Standardized Procedures for SNAP Emergency Allotments

Overview and Purpose

As part of the Families First Coronavirus Act of 2020, Massachusetts obtained a waiver from the Food and Nutrition Service (FNS) to issue SNAP Emergency Allotments to certain households for the foreseeable future. This Online Guide Transmittal provides updates regarding eligibility for and the processing of SNAP Emergency Allotments.

When the SNAP Emergency Allotments are finalized each month, a DTA Field Operations email will be issued to confirm this action.

Monthly Administering of SNAP Emergency Allotments

Each month, a household that does not receive the maximum SNAP benefit for their household size or is not made whole through a supplement issued by a case manager, will receive the difference in benefits. This payment will be made available to eligible households the month after the it was deemed eligible for the supplement. For example, households that are eligible for the SNAP Emergency Allotment in June will receive the SNAP Emergency Allotment in the beginning of July.

BEACON will automatically issue this payment as an FSP Administrative Benefit.

**Monthly
Administering of
SNAP
Emergency
Allotments
(Continued)**

Case managers must select Supplement/Immediate Issuance when issuing supplements if the household's net income reduces to zero for that month. These households will not be issued the SNAP Emergency Allotment for the month the related benefit is issued as they have already received the maximum monthly benefit for their household size for that month.

Example: A household of 1 receives \$102 per month in SNAP benefits. The household reports a loss of income in July which reduces its net income to zero. The maximum allotment for a household of 1 is \$194. The household must be issued the difference of \$92, for July, by the case manager.

In the example above, BEACON will not issue a SNAP Emergency Allotment as the household already received the maximum benefit amount. However, if the case manager did not issue the related benefit, BEACON would automatically issue the SNAP Emergency Allotment with the monthly sweep. BEACON will create a batch narrative, "COVID-19 FNS Waiver – Emergency SNAP Supplement issued" to automatically populate the households that will be paid this SNAP Emergency Allotment.

Note: Based on guidance from FNS, households active at zero are not eligible for the Emergency SNAP Allotment. These households will not receive a supplement.

**Households Not
Eligible for SNAP
Emergency
Allotment**

Cases that are pending to close due to the closing reasons listed below, are not eligible to receive the SNAP Emergency Allotment:

- Death
 - No longer MA resident
 - Requested closure
 - Incarcerated
 - Institutionalized, including incarceration
 - Fleeing felon
 - Outstanding Default Warrant
 - Parole or Probation Violations
 - IPV's:
 - TAFDC Disqualification for Intentional Program Violation
 - EBT Disqualification for Intentional Program Violation
 - SNAP Disqualification for Intentional Program Violation
 - Disqualified from SNAP due to a Cash IPV
 - Bureau of Special Investigation determined fraud
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**Households Not
Eligible for SNAP
Emergency
Allotment
(Continued)**

- Disqualification for Fraud Court Conviction < \$1000
- Disqualification for Fraud Court Conviction > \$1000
- Drug Felon
- EAEDC Disqualification for Intentional Program Violation
- Fail to schedule a review at end of disqualification period
- Fraudulently Receiving Duplicate Benefits
- Multiple cash and/or SNAP benefit applications
- SNAP Disqualification for Trading SNAP for Drugs
- SNAP Disqualification for Trading SNAP for Guns
- SNAP Disqualification for Trading more than \$500 in SNAP

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 them to DTA.Procedural Issues.

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