



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

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**Online Guide Transmittal 2021-88
November 10, 2021**

To: Department of Transitional Assistance Staff

From:  **Sarah Stuart, Associate Commissioner for Change Management**

Re: Cross Program: Updates to Temporary COVID-19 Verification Procedures

Overview

On March 10, 2020, a State of Emergency was declared by Governor Baker to support the Commonwealth's response to the coronavirus pandemic. Since then, DTA has taken the necessary steps to ensure that active clients do not experience a disruption in benefits, while maintaining timely benefits for new applicants.

Initial procedures were issued on March 18, 2020. Over the past year, subsequent Transmittals and Online Guide updates have clarified and enhanced these initial procedures. The Department continues to streamline and update these temporary procedures.

Purpose

The purpose of this Online Guide Transmittal is to provide clarification and advise staff of several updates to the Temporary Verification Procedures page in the COVID-19 book.

Key Program Updates

Economic Assistance Programs

To align EAEDC and TAFDC verification procedures with SNAP, updates have been made to the Online Guide regarding Work Number verification procedures for clients who:

- report they are no longer working,
- have an active Work Number match; and,
- have wages reported on the Work Number in the last 30 days

In addition, procedures regarding assets have been removed from the Online Guide as assets no longer count for TAFDC and EAEDC eligibility.

SNAP

Verification requirements for the following items have changed:

- The verification requirements for EAEDC Noncitizens who are applying for SNAP due to disability have been updated.
- Terminated income is only to be counted at application and only for Unemployment Compensation income types at this time.

Revised Online Guide Page

Book: COVID-19
Page: Temporary COVID-19 Verification Procedures

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.
