



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


CHARLES D. BAKER
Governor

MARYLOU SUDDERS
Secretary

KARYN POLITO
Lieutenant Governor

MARY SHEEHAN
Acting Commissioner

**Online Guide Transmittal 2022-59
July 14, 2022**

To: Department of Transitional Assistance Staff
From:  Sarah Stuart, Associate Commissioner for Change Management
Re: Cross Program: Forms Generated with the Verification Checklist (VC-1)

Overview

To better serve clients and increase efficiency for staff, additional forms have been added as addendums to the Verification Checklist (VC-1) in BEACON. These forms when needed, are mailed to the client along with the VC-1.

The following forms can now be generated through central and local print of the VC-1:

- ABAWD Training Program Information Request Form (TPIR)
- ABAWD Work Program Participation Report Form (WPPR)
- ABAWD Work Program Exemption Homeless (WPE-HS)
- Financial Assistance Form (FA-1)
- Request for School Employee Information Form (RSEI-1)
- Veterans Vendor Payments Form (VVPF)

The Verification Chart has been updated to include items previously missing. While these forms listed here are now being generated with the VC-1, some of them such as the ABAWD forms are not in use due to COVID-19 flexibilities. Refer to Work Requirements in the Temporary COVID-19 Verification Procedures.

Purpose

The purpose of this Online Guide Transmittal is to advise staff of the addition of forms to be sent as an addendum to the VC-1.

**New Online
Guide Page**

Topic: Cross Programs
Book: Verifications
Chapter: Verification Checklist (VC-1)
Page: Forms Generated with a VC-1

**Revised Online
Guide Pages**

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Rules
Page: Request for ABAWD Work Program Exemption
Forms

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Rules
Page: Community Service Compliance

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Rules
Page: ABAWD Work Program Exemptions

Topic: SNAP
Book: Work Requirements
Chapter: ABAWD Work Rules
Page: ABAWD Work Rules Participation

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Other Income (Unearned)
Page: Contribution Income

Topic: Cross Programs
Book: Verifications
Chapter: Verification Types
Page: Verification Chart

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.
