



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


CHARLES D. BAKER
Governor

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Lieutenant Governor

MARY SHEEHAN
Acting Commissioner

**Online Guide Transmittal 2022-81
October 27, 2022**

To: Department of Transitional Assistance Staff
From:  Sarah Stuart, Associate Commissioner for Change Management
**Re: Cross Program: Other Holiday Gift Verification Letter (alternative to
Globe Santa)**

Overview

Many community organizations participate in charitable gift giving to children during the holiday season. Some of these organizations require proof that families are in need.

DTA can provide a Holiday Gift letter for children under 14 that families can present to an organization to participate in a gift giving program.

Purpose

The purpose of this Online Guide Transmittal is to remind staff of:

- the Holiday Gift Verification Letter,
- procedures on how to assist clients, and
- a new Online Guide page.

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.
