



*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

JEFF McCUE  
Commissioner

**Online Guide Transmittal 2015-39  
July 10, 2015**

**To: Department of Transitional Assistance Staff**  
**From: *AOS* Anne O'Sullivan, Assistant Commissioner for Change Management**  
**Re: SNAP Employment and Training (E & T) Program:  
Corrected Online Guide Pages**

---

**Overview**

This Online Guide Transmittal changes two pages in the SNAP Work Requirements section to update information about exemptions to program participation requirements for unfit for work observed. The updates are as follows:

- the reference to exemption due to unfit for work observed has been removed from the E & T section; and
- the reference to exemption from E & T participation due to unfit for work observed has been removed from the Work Program section.

---

**Work  
Requirements  
Medical Form**

**Reminder:** The *Food Stamp Work Requirement Medical Report* form may be used to verify that a SNAP client is unfit for work due to one or more of the following situations:

- pregnancy;
  - participation in a vocational or rehabilitation program;
  - participation in mental health counseling;
  - participation in a drug or alcohol treatment program; and
  - a mental or physical illness which reduces the individual's ability to financially support him or herself.
-

**Work  
Requirements  
Medical Form  
(continued)**

**Note:** A client who is SNAP Work Program required or SNAP E & T required may also verify that he or she is unfit for work using a letter or form from a competent medical authority or facility providing services.

Staff must make the form available to anyone claiming an unverified Work Requirement exemption for a mental and/or physical illness or disability (temporary or permanent), which results in the client being unfit for work and encourage him or her to have this form completed.

For SNAP Work Program requirement purposes, unfit for work means the client has a physical or mental illness or impairment that reduces his or her ability to financially support him or herself. A case manager can make such a determination without further verification if it is apparent that a client is unable to work. For example, a recent amputee who is recovering from surgery may be deemed unfit for work.

**Obsolete**

---

Field Operations Memo 2004-22 is obsolete.

**Updated  
BEACON Online  
Guide Pages**

---

The following pages in the Work Requirements section of the SNAP Topic have been updated:

**Topic:** SNAP  
**Book:** Work Requirements  
**Chapter:** Employment & Training (E & T)  
**Page:** SNAP E & T Exemptions

**Topic:** SNAP  
**Book:** Work Requirements  
**Chapter:** Work Program Requirements (WP)  
**Page:** SNAP Work Program Exemptions

**Questions**

---

If you have any questions, please email the DTA Mailbox.  
 Systems questions should be directed to the Systems Support Help Desk.

---