



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


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**Online Guide Transmittal 2018-44
June 29, 2018**

To: Department of Transitional Assistance Staff
From:  Paul Sutliff, Assistant Commissioner for Programs and Field Operations
Re: Cross Programs: Earned and Unearned Income Procedures

Overview

The Online Guide has been revised and examples have been added to simplify earned and unearned income procedures across all programs. These revisions include the separation of specific self-employment topics into standalone pages.

Established procedures remain unchanged with the exception of:

- earned income from corporation business types now being entered as wages into BEACON and no longer being entered as self-employment income for SNAP, TAFDC, or EAEDC. Procedures remain the same for any other income received from this source, the most common being dividend income.
- SNAP only clients who are paid in cash but have no business expenses are no longer considered self-employed; this income is now entered as wages into BEACON

Purpose

This transmittal advises staff of the addition of new pages, restructuring of existing pages, and the addition of clarifying examples for earned and unearned income types.

**New Online
Guide Pages**

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Page: Types of Earned Income

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Self-Employment
Page: Rental, Roomer, and Boarder Income

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Self-Employment
Page: Migrant Farm Laborers

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Page: C Corporation & S Corporation Income

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Page: Limited Liability Company (LLC) Income

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: IRS Tax Documents
Page: How to Read a 1040 Federal Income Tax Form

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: IRS Tax Documents
Page: Common IRS Forms Used

**Revised Online
Guide Pages**

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Self-Employment
Page: Self-Employment

**Removed Online
Guide Pages**

Topic: SNAP
Book: Eligibility Requirements
Chapter: Income
Subchapter: Earned Income
Page: Earned Income Introduction

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