



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


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**Online Guide Transmittal 2018-45
June 29, 2018**

To: Department of Transitional Assistance Staff
From:  Raul Sutliff, Assistant Commissioner for Programs and Field Operations
Re: Cross Programs: DTA Connect Updates

Overview

DTA Connect has been effective in providing clients access to time-sensitive information quickly. As such, the Department has and will continue to make enhancements to the DTA Connect platform to support both clients and staff.

To that end, the web application data sheet was updated to allow staff to use split screen functionality to view web application data sheets while in the BEACON workflow.

In addition effective July 1, 2018, the DTA Connect web portal at www.DTAConnect.com will allow clients to identify their *Interim Report* and *Recertification* forms when uploading. Also, applicants who apply online and establish an account on the client portal will be able to upload documents immediately.

Purpose

This Transmittal advises staff of updated Online Guide content related to:

- the web application data sheet;
- functionalities of the DTA Connect web portal; and
- a new DTA Connect Q & A page.

**Revised Online
Guide Pages**

Topic:	DTA Connect
Page:	DTA Connect
Topic:	SNAP
Book:	Application Processing
Chapter:	Web Application
Page:	The Web Application Workflow
Topic:	SNAP
Book:	Application Processing
Chapter:	Web Application
Page:	Online SNAP Application - Overview

**New Online
Guide Page**

Topic:	DTA Connect
Page:	DTA Connect Q & A

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.
