



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

DEVAL L. PATRICK
Governor

TIMOTHY P. MURRAY
Lieutenant Governor

JUDYANN BIGBY, M.D.
Secretary

DANIEL J. CURLEY
Commissioner

Operations Memo 2012-28
June 19, 2012

To: Department of Transitional Assistance Staff

From: Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC, EAEDC and SNAP – Income Verification for SSI State Supplement Program (SSP)

Overview

The current Income Verification notice is generated to a client and lists benefits (TAFDC, EAEDC and/or SNAP as well as Child Support DEFRA payments, if any) a client is receiving. If a client does not receive a benefit, \$0.00 will appear in that field.

Effective April 1, 2012, the Department of Transitional Assistance (DTA), in partnership with University of Massachusetts Medical School (UMMS), assumed the administration of the state portion of Supplemental Security Income (SSI) payments. Effective with BEACON Build 44.8 (scheduled for June 25th, 2012), these SSI State Supplement Program (SSP) payments are being added to the Income Verification letter.

Additionally, the revised letter will clarify information about child support DEFRA payments.

Purpose of Memo

This Operations Memo advises TAO staff about:

- procedures for generating an Income Verification; and
 - the changes to the Income Verification notice.
-

**Generating an
Income
Verification
Letter**

The Income Verification notice is generated by:

- clicking the Letter Request Enabled icon on the Documents, Appointments, Letters and EBT tab of the Tools tab;
Note: The Letter Request page can be launched by TAO staff by clicking the Letter Request icon on the Client Search toolbar.
 - selecting Income Verification from the Letter drop-down box once the Letter Request page appears;
 - selecting Printing location; and
Note: Selecting Central will process the request in a Batch Job and send the letter from Schraffts, selecting Local will print the request at the TAO.
 - clicking Generate.
-

**Income
Verification
Changes**

Effective with BEACON Build 44.8, the Income Verification (Attachment A) has been changed as follows:

- A field has been added to display the SSI State Supplement Program (SSP) payment;
Important: Clients who do not now receive or who have not in the past received TAFDC, EAEDC or SNAP, will not have an amount displayed for the state portion of the SSI payment.
 - An explanation has been added to the letter telling clients when the last child support DEFRA payment was made. If no DEFRA payment was made, the statement will read: "Our records also show that you received a DOR Child Support payment paid through DTA in the amount of \$0.00." No date will appear.
-

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.

Attachment A

{BEACON_USER_STREET_ADDRESS} CAN {#}
{BEACON_USER_CITY, STATE, ZIP}

Massachusetts Department of Transitional Assistance

{RECIPIENT_NAME}
{RECIPIENT_ADDRESS}
{RECIPIENT_CITY/TOWN, STATE, ZIP}

Agency ID: {CLIENT_ID}
{BEACON_USER_OFFICE_NAME}

{MM/DD/YYYY}

Re: Income Verification

Please be advised that a review of Department of Transitional Assistance computer records indicates that your household receives monthly benefits, as follows:

TAFDC Amount:	{TAFDC_AMOUNT}
EAEDC Amount:	{EAEDC_AMOUNT}
SNAP Amount:	{FS_AMOUNT}
SSI State Supplement Program (SSP) Amount Only:	{SSI_AMOUNT}

Our records also show that you received a DOR Child Support payment paid through DTA in the amount of {CHILD_SUPPORT_AMOUNT} {on} {CHILD_SUPPORT_DATE}.

This information is accurate as of {DOC_CREATION_DATE}.

Sincerely,
{BEACON_USER_NAME}

{BEACON_USER_PHONE}