



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

DEVAL L. PATRICK
Governor


JUDYANN BIGBY, M.D.
Secretary

TIMOTHY P. MURRAY
Lieutenant Governor

JOHN A. WAGNER
Commissioner

February 5, 2007

To: Transitional Assistance Office Staff

From:  John Augeri, Assistant Commissioner for Field Operations

Re: Update - Resource Team Program New Initiative: Supplemental Security Income (SSI) On- line Applications

Background On June 13, 2006, in a New Initiatives Memo entitled: *New Initiative: Resource Team Program*, the Department announced the creation of a Resource Team in the Newmarket Square, Springfield Liberty and Worcester TAOs. In the Springfield Liberty and Worcester TAOs the Resource Team *Disability Specialist* and *Disability Coordinator* help TAFDC and EAEDC applicants and recipients complete the disability claim process and access other support services.

The only member of the Resource Team located at the Newmarket Square TAO at the present time is the *Vocational Specialist*, whose responsibilities do not include assisting with the disability claim process.

Purpose of Memo This memo informs TAO staff that beginning February 12, 2007, the Resource Team at the Springfield Liberty and Worcester TAOs will offer FREE assistance to **selected** TAFDC and EAEDC recipients in their areas in applying on-line for Supplemental Security Income (SSI) disability benefits.

**Resource Team
SSI On-line
Applications
Help**

The **selection** process for this service is based on a recent Disability Evaluation Services (DES) determination indicating that the selected recipients appear SSI eligible. This service will hopefully result in more recipients receiving favorable SSI disability determinations. Recipient participation in the Resource Team initiative remains voluntary.

Each week, DES will send a list of recipients to the Springfield Liberty and Worcester TAO Directors or designees, identifying certain TAFDC and EAEDC recipients who appear SSI eligible, and recommending those recipients for the SSI on-line application service.

The TAO Directors or designees will review the list and approve for this initiative recipients on the list who: currently live in the TAO catchment area; have not been denied an SSI claim in the prior 60 days; and are US citizens or noncitizens eligible to apply for SSI.

Directors will return to DES the list of approved recipients and those excluded from participating in the SSI on-line application service.

DES will provide a list of approved recipients to the Resource Team in the appropriate TAO. A Resource Team member will mail a letter to those TAFDC and EAEDC recipients in English and Spanish. (See Attachments A and B for copies of Springfield Liberty TAO letters and Attachments C and D for copies of Worcester TAO letters.) A Multilingual Card will be inserted in the envelope.

A recipient who responds to the letter and asks for help with the SSI application, must meet with a Resource Team member at the TAO for two appointments. The first appointment is to begin the SSI application on-line, provide background information required by SSA, and establish the possible SSI eligibility date. At the end of the first appointment, the Resource Team member will schedule another appointment at the TAO with the recipient. This second appointment will include a telephone interview with an SSA representative who will further evaluate the recipient's SSI disability claim.

IMPORTANT: The SSI on-line application is not complete until the second appointment is concluded and the on-line application is confirmed by SSA.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

TAFDC – Springfield Liberty Letter

**A FREE SERVICE FOR YOU THAT MAY INCREASE YOUR
INCOME**

Date

Dear

You may be eligible for Supplemental Security Income (SSI) benefits. If you receive SSI, you will get more money than you do on TAFDC.

Free help is available for you to apply for SSI. This help is offered only in certain areas, and only to people who receive this letter.

If you want help, please call a member of the Resource Team at the Springfield Liberty DTA office. The telephone number is (413) 858-1191. They will schedule an appointment for you at the DTA office. At the appointment, they will help you with your application for SSI.

You may apply for SSI on your own, or you can take advantage of this free service.

Please call the Resource Team at (413)858-1191 within ten days from the date on this letter to schedule an appointment if you want help applying for SSI.

EAEDC – Springfield Liberty Letter

**A FREE SERVICE FOR YOU THAT MAY INCREASE YOUR
INCOME**

Date

Dear

We sent you a letter telling you that you may be eligible for Supplemental Security Income (SSI) benefits. You are required to apply for SSI in order to continue to receive EAEDC benefits. If you receive SSI, you will get more money than you do on EAEDC.

Free help is available for you to apply for SSI. This help is offered only in certain areas, and only to people who receive this letter.

If you want help, please call a member of the Resource Team at the Springfield Liberty DTA office. The telephone number is (413) 858-1191. They will schedule an appointment for you at the DTA office. At the appointment, they will help you with your application for SSI.

You may apply for SSI on your own, or you can take advantage of this free service.

Please call the Resource Team at (413)858-1191 within ten days from the date on this letter to schedule an appointment if you want help applying for SSI.

TAFDC – Worcester Letter

**A FREE SERVICE FOR YOU THAT MAY INCREASE YOUR
INCOME**

Date

Dear

You may be eligible for Supplemental Security Income (SSI) benefits. If you receive SSI, you will get more money than you do on TAFDC.

Free help is available for you to apply for SSI. This help is offered only in certain areas, and only to people who receive this letter.

If you want help, please call a member of the Resource Team at the Worcester DTA office. The telephone number is (508) 767-3212. They will schedule an appointment for you at the DTA office. At the appointment, they will help you with your application for SSI.

You may apply for SSI on your own, or you can take advantage of this free service.

Please call the Resource Team at (508) 767-3212 within ten days from the date on this letter to schedule an appointment if you want help applying for SSI.

EAEDC – Worcester Letter

**A FREE SERVICE FOR YOU THAT MAY INCREASE YOUR
INCOME**

Date

Dear

We sent you a letter telling you that you may be eligible for Supplemental Security Income (SSI) benefits. You are required to apply for SSI in order to continue to receive EAEDC benefits. If you receive SSI, you will get more money than you do on EAEDC.

Free help is available for you to apply for SSI. This help is offered only in certain areas, and only to people who receive this letter.

If you want help, please call a member of the Resource Team at the Worcester DTA office. The telephone number is (508) 767-3212. They will schedule an appointment for you at the DTA office. At the appointment, they will help you with your application for SSI.

You may apply for SSI on your own, or you can take advantage of this free service.

Please call the Resource Team at (508) 767-3212 within ten days from the date on this letter to schedule an appointment if you want help applying for SSI.