

FYI

Reminder: Helping Applicants and Clients Experiencing Domestic Violence Verify Eligibility

AU Managers must remember to help applicants and clients obtain required verifications, if they are unable to obtain verifications for reasons beyond their control. AU Managers must also remember to allow additional time and to give additional help to applicants and clients who have identified themselves as having trouble providing verifications due to Domestic Violence (DV), if specific documentation, such as a birth record to prove relationship, is taking more time than normally required (10 days) or would put the applicant or client at risk.

AU Managers should consult with the DV Specialist who will work with the AU Manager to help the applicant/client obtain verifications, including alternative methods of verifications and self-declarations.

The AU Manager may refer to the complete list of preferred and alternate verification methods displayed on the BEACON Verification tab for verifying a particular eligibility requirement.

Refer to 106 CMR 702.310 and 106 CMR 702.311 for more information on verification responsibilities for TAFDC and EAEDC, and 106 CMR 361.650 on verification responsibilities for the Food Stamp Program.

FYI

Voter Registration Timely Return of Enrollment Forms

AU Managers are reminded that any person who comes to the TAO, is a U.S. citizen, is age 18 or older or will be age 18 on or before the next election and wants to register to vote must be given the Voter Registration Form to complete. Once completed by the client, the white portion of the form must be returned by the TAO within five days to the local election official in the city or town where the applicant lives. This will ensure timely processing by the Election Commission in that city or town.

