


JANE SWIFT  
Governor

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

ROBERT P. GITTENS  
Secretary

CLAIRE MCINTIRE  
Commissioner

Field Operations Memo 2002-5  
April 2, 2002

**To:** Transitional Assistance Office Staff  
**From:**  Cescia Derderian, Acting Assistant Commissioner for Field Operations  
**Re:** Pending EA Applications

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**Background**

This memo alerts TAO staff that there are insufficient funds in the EA account that pays rental arrearage and disaster benefits to continue these benefits until the end of FY 2002 (June 30, 2002). Because of this fiscal crisis, it is very important that any pending EA applications for rent arrearage or disaster benefits be processed as soon as possible.

It is expected that funds will be available to cover the SSPS invoices for rent arrearages and disaster benefits if entered in SSPS on or before 4/12/2002.

It is estimated that funds for rent arrearages and disaster benefits will be almost completely exhausted by 4/16/2002. Approval of invoices on or after 4/16/2002 are subject to available funding.

**Every effort must be made to ensure that requests for rental arrearage payments or disaster benefits ready to be processed are entered in SSPS on or before 4/12/2002. All invoices entered on or before 4/12/2002 will be honored unless otherwise notified via SSPS that no further invoices can be entered because of insufficient funding. Invoices entered on SSPS on or after 4/16/2002 for benefits requested on or before 4/12/2002 will be processed through SSPS on a first-come, first-served basis. When the funds are depleted, no more invoices may be issued, even if the application was made before 4/16/2002.**

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**April 12, 2002  
Deadline**

To meet the 4/12/2002 deadline, the AU Manager must:

- review all current pending EA applications, identifying requests for rental arrearage or disaster benefits;
- mark new EA applications for rental arrearage or disaster benefits being made between now and 4/12/2002;
- **make sure the EA-1 is completed and entered in SSPS by 4/12/2002.** No invoice will be accepted after 4/12/2002 if the EA-1 was not entered;
- keep all of the EA applications for rental arrearage or disaster benefits in one location for easy identification;
- call, write or tell each applicant for rental arrearage or disaster benefits about the 4/12/2002 deadline, stressing the importance of returning the required verifications as soon as possible;
- send or give a copy of the notice (Attachment A - dated 4/2/2002) to the pending or new applicants;
- advise the applicant that there is no guarantee the invoice will be approved if it is entered on or after 4/16/2002; and
- based on the verifications submitted, determine eligibility and submit the invoice for data-entry in SSPS up to 4/12/2002.

**Simplified Chart**

EA APPLICATION for.....	DATED	SSPS INVOICE
Rent Arrearage or Disaster Benefits	on or before 4/12/2002	complete, enter and issue the SSPS invoice: <ul style="list-style-type: none"> <li>• as soon as possible;</li> <li>• by 4/12/2002; or</li> <li>• after 4/12/2002 only if accepted in SSPS</li> </ul>
Rent Arrearage or Disaster Benefits	on or after 4/16/2002	no SSPS invoice may be issued
Shelter, including shelter due to a disaster	anytime no restrictions	follow regular EA processing procedures

**Questions**

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

See Field Operations Memo 2002-6 for instructions on processing EA applications dated on or after 4/16/2002.



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ATTACHMENT A

4/2/2002

**PENDING APPLICATIONS for  
RENTAL ARREARAGE or DISASTER BENEFITS  
DATED BEFORE 4/12/2002**

The Department can pay for EA rental arrearages or disaster benefits only when there is enough money in the account to pay the landlords or vendors. Due to the current budget problems, the money in this account is very low.

It is estimated that there should be enough money to cover these benefits if they are issued by **4/12/2002**. Benefits may be approved only if funds are available in the account. You have made an application for one of these benefits. It is very important for you to get all of the verifications to your worker **as soon as possible**. If you are eligible for the benefit and if it is on or before 4/12/2002, your worker can issue payment for the benefit. If it is after 4/12/2002, your worker can issue payment only if there are funds in the account. **Once the funds in the account are gone, no payment will be made and your request will be denied.** The Department will keep your application and if funds become available you will be contacted.

It is very important that you immediately talk with a Housing Assistance Program (HAP) worker who can offer you housing assistance help during this critical time. The HAP worker can talk with your landlord about keeping your current housing, explaining the current budget situation, and/or helping you find other housing.

Talk with your worker if you have any questions.