

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


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Governor

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Commissioner

Field Operations Memo 2002-25A
November 15, 2002

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: Food Stamp Program: Temporary Semiannual Reporting Process

Background Field Operations Memo 2002-25 notified TAO staff that certain NPA FS AUs with earned or unearned income (or a history of income within the past six months) will be subject to Universal Semiannual Reporting. This Field Operations Memo provides additional procedures for establishing Semiannual Reporting AUs until the next increment is implemented.

Establishing Semiannual Reporting AUs New applications or reevaluations authorized between 11/18/02 and 12/13/02 must be assigned a three or four month certification period on the Interview Wrap-Up window and the Reevaluation Type "Semiannual Reporting" since current edits will not be removed until the next increment is implemented. A datafix will be run nightly to add 3 months to the Reevaluation End Date.

Note: When it is necessary to make a change on the Interview Wrapup EBC Results Update tab and the Reevaluation Type is "Universal Semiannual Reporting/Mail-in", the current Universal Quarterly Reporting edits will be invoked requiring a three or four month Reevaluation Period.

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