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Executive Office of Health and Human Services
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Field Operations Memo 2005-8 A
April 1, 2005

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: TAFDC – Work Program Sanction Functionality Change and Participation Good Cause Warning Notices: Clarification

Clarification

Field Operations Memo 2005-8, page 3 reminded AU Managers to enter the Food Stamp Attributed Amount (“Riverside Rule”) before Authorizing the pending Work Program Sanction on the Interview Wrap-up window.

As a clarification to the instruction, AU Managers should **not** delete the pending Work Program sanction if it is determined to be an appropriate sanction. The Food Stamp Attributed Amount must be added to the existing sanction by doing the following:

Before authorizing the Level 3 sanction, the AU Manager must:

- Go to the Other Income window and on the Source Tab, enter:
 - Type - Food Stamp Attributed Amount;
 - Exists - Yes;
 - Start Date (current date);
 - Status - Active;
 - Status Date (current date);
 - Countable TAFDC – No, Countable FS - Yes;
 - Frequency - Monthly; and
 - Form of Payment – Direct.
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**Clarification
(continued)**

- On the Income Tab, select:
 - Garnished - No;
 - Enter the dollar amount determined to be the Food Stamp Attributed Amount for this AU;
 - Click on Add, activating the Prospective button;
 - Click on the Prospective button opening the Prospective window;
 - Highlight and select the record in the window;
 - Check off the Prospective Averaging block that corresponds to the monthly FS Attributed Amount in the Gross Income box;
 - Click on Update;
 - Click on Close which returns to the Other Income Status window; and
 - Click on Finish.

- Verify the Food Stamp Attributed Amount;

- Go to the Interview Wrap-up window:
 - Select the Request for the Work Program Sanction;
 - Click on Selection;
 - Click on Open All;
 - Select the Income and Expenses - Other Income: Food Stamp Attributed Amount;
 - Click on Close;
 - Click on EBC Results;
 - Click on Calculate;
 - Click on Close; and

- Click on Authorize, click on Update and click on Finish.

Questions

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