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Field Operations Memo 2006-23
May 18, 2006

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: TAFDC – Other Parent Indicator Removed for Certain AUs

Background

Effective May 2, 2006, the Other Parent indicator on the Results tab of the AU Composition Results window was removed for those recipients who do not meet the definition of “Other Parent.” As stated in Field Operations Memo 2006-16, “Other Parent” is defined as a parent of a child *in common* with the grantee and that parent has the relationship of “spouse”, “unrelated” or “other relationship” to the grantee.

Purpose of Memo

A list of Assistance Units (AUs) with Assessed Persons (APs) whose Other Parent indicator was removed is being e-mailed with this Field Operations Memo. AU Managers and Supervisors must review the APs and make changes to them following procedures in this memo.

The following TAOs do not have AUs on this report:

- Boston Family Housing;
 - Falmouth
 - Former Davis Square; and
 - Hyannis.
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**AU Manager's
Responsibilities**

For each AP listed on the report, AU Managers must review:

- the Personal Relationships window found in the AU Composition section on the Eligibility Explorer;
- the AU Mandatory/Responsible window in the AU Composition Details section;
- the AU Composition Results window; and
- the Work Requirements window

to ensure accurate information has been entered in each window for each AP listed on the report. If the information is incorrect in any of the windows, follow the procedures in this memo to correct it.

For APs listed on the report, when entering information on the Personal Relationship window, it is *important* to remember the following: the relationship must be that of the household member in the Personal Relationship tab to the household member selected from clicking on "Member List" below the window Title Bar. Once selected, the selected person's name will appear in the window Title Bar. See *A User's Guide, Transitional Assistance Programs and BEACON*: Chapter VI, Section D for detailed procedures

For APs listed on the report, the next window the AU Manager must review is the AU Mandatory/Responsible window in the AU Composition Details section on the Eligibility Explorer to ensure that the AP is correctly marked as a member of the Filing Unit and/or Assistance Unit. See 106 CMR 204.300 through 204.310 for inclusion rules for membership in the Filing Unit and Assistance Unit.

**AU Manager's
Responsibilities
(continued)**

The following examples are procedures for grantees who are in the household but who should not be in the AU:

Example 1: Mary is the grantee ineligible for an AU. She is receiving assistance for her grandson, Mark, and her granddaughter Marie. Mary's husband, Bruce lives with Mary. He is on SSI. Bruce's Other Parent indicator has been removed. Mary's AU Manager ensures that the Personal Relationship window is accurate for every member of the household. On the AU Mandatory/ Responsible window, the AU Manager marks Bruce as "Applying – No" and "Mandatory Inclusion – No."

Example 2: Joan and Paul are married and have *no child in common*. Joan has a son. Paul is the stepfather and is not in the AU because he is receiving SSI. Joan's AU Manager ensures that the Personal Relationship window is accurate for every member of the household. On the AU Mandatory/ Responsible window, the AU Manager marks Paul as "Applying – No" and "Mandatory Inclusion – Yes." On the "Inclusion Reason" drop down box, the AU Manager selects "Deemor." On the "Responsibility" drop down box, the AU Manager selects: "Stepparent."

If a current grantee should **not** be part of the AU, the Hotline designee should call the Policy Hotline for procedures.

AU Managers are reminded that if grantees are married, each has at least one child of his or her own and has **no** child in common, the household must be two separate AUs.

Once the AU Mandatory/Responsible window is completed, if it is determined that the AP on the report **meets** the definition of an "Other Parent" the AU Manager must check off the Other Parent indicator on the AU Composition Results window.

Reminder: The "Other Parent" edits listed in Field Operations Memo 2006-16 will inform AU Managers if the person does not meet the "Other Parent" definition.

**AU Manager's
Responsibilities
(continued)**

Once the AU Manager ensures that the Personal Relationship and AU Mandatory Responsible windows reflect the correct role and responsibility of every person in the Assistance Unit and Household, the AU Manager must check the Work Requirements window to ensure that the work requirement reason for the AP is correct. See 106 CMR 203.400 for a listing of who is work program required.

Reminder: All changes to the AU **must** be authorized on the Interview Wrap-up window following established procedures.

Questions

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