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Field Operations Memo 2006-38
September 25, 2006

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: **BEACON Changes to Food Stamp Reevaluation Types**

Overview

BEACON automatically sends food stamp recertification notices to NPA FS AUs and to SSI PA FS AUs approximately 45 days before the end of the certification period based on the TAO to which the AU is assigned and on the information that has been entered in BEACON windows. The information entered in BEACON will set the FS Reevaluation Type and will send the AU a notice and/or recertification form, if any. Because some AUs do not require a face-to-face interview, it is especially important to make sure that the correct information has been entered into BEACON.

Currently BEACON identifies six Reevaluation Types: Recertification, Home Visit Recertification, SSI / Mail-In Recertification, Telephone Recertification, Universal Semiannual Reporting / Mail-In and CAP FS AU. With increment 2.1.20, two Reevaluation Types will be eliminated: *Home Visit Recertification* and *Telephone Recertification*.

Purpose of Memo

The purpose of this memo is to:

- describe the BEACON changes included with Increment 2.1.20 that affect Reevaluation Type; and
 - stress the importance of making sure the correct information has been entered into BEACON so the system will select the correct Reevaluation Type and send the AU the appropriate notice and recertification form, if any.
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**BEACON
Changes**

With the implementation of BEACON increment 2.1.20, based on information entered in BEACON windows, the system will “suggest” the appropriate Reevaluation Type on the Reevaluation and the Interview Wrapup windows by pre-populating the “Reevaluation Type” field. The AU Manager, however, has the option to change the Reevaluation Type based on the household’s circumstances. The **Type** dropdown box in the Reevaluation and the Interview Wrapup windows will now identify up to four options, depending on the TAO to which the AU is assigned: *Recertification, Universal Semiannual Reporting / Mail-In, SSI Mail-In Recertification and CAP FS AU*.

When the AU is assigned to any TAO other than the Malden Centralized SSI Office, BEACON will select **Recertification** if the information in the BEACON windows indicates the AU requires a face-to-face interview. The notice sent to these NPA FS AUs identifies the date by which the recertification must be completed at the TAO. AU Managers are reminded that a face-to-face interview may be waived if a hardship reason exists.

Based on the information entered into the system, BEACON will select **Universal Semiannual Reporting** for any NPA AU that has earned or unearned income (or a history of income) with the following exceptions (366.110 C):

- (a) the NPA FS AU has a related TAFDC Monthly Reporting AU;
- (b) the NPA FS AU has a related TAFDC Extension AU;
- (c) the NPA FS AU is a TBA FS AU;
- (d) the FS AU contains a person who is Food Stamp Work Program Required;
- (e) the FS AU contains a self-employed recipient; or
- (f) all adult members of the FS AU are elderly or disabled and have no earned income.

BEACON will automatically mail the recipient a pre-printed form every six months along with instructions and an apply-by date by which the recipient must return the completed form and necessary verifications.

For single-person SSI/FS AUs that are assigned to the Malden Centralized SSI Office, BEACON will select **SSI Mail-In Recertification** and will automatically mail the recipient a notice and recertification form.

BEACON will automatically select **CAP FS AU** for Bay State CAP AUs. BEACON will automatically mail the pre-printed forms with instructions based on this Reevaluation Type. Once the form is mailed, the AU Manager may select CAP FS AU to initiate the reevaluation on BEACON. See Field Operations Memo 2006-8 for procedures and instructions.

**BEACON
Datafixes**

With the implementation of BEACON increment 2.1.20, MIS will carry out the following datafixes to correct the mailings based on Reevaluation Type. These datafixes will impact all TAOs, including the Malden Centralized SSI Office.

Bay State CAP:

- MIS will set active CAP FS AUs with no reevaluation initiated to a reevaluation type equal to “CAP FS AU.”

AUs Assigned to Malden Centralized SSI Office:

- MIS will transfer any NPA FS AU assigned to the Malden Centralized SSI Office to the appropriate TAO.
- MIS will set any active non-CAP FS AUs to “SSI Mail-In Recertification.” The only valid non-CAP reevaluation type for an AU assigned to Malden is “SSI Mail-In Recertification.”

AUs Assigned to TAOs other than Malden Centralized SSI Office:

- Almost 1,500 Elderly/Disabled AUs have a reevaluation type equal to “SSI Mail-In Recertification.” The reevaluation type will be changed to “Recertification.”

Reminder: Elderly/Disabled AUs are eligible for a waiver of the face-to-face interview.

**Changes to the
BEACON User’s
Guide**

With the implementation of BEACON increment 2.1.20, a new chart entitled “Food Stamp Reevaluation Types Allowed by AU Assignment” will be added to *A User’s Guide: Transitional Assistance Programs and BEACON* as Appendix D. (For easy reference, a copy of this chart is included with this memo.) The purpose of the chart is to provide a summary of the appropriate Reevaluation Types according to AU assignment.

Questions

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

APPENDIX D

This appendix contains a chart that shows the appropriate FS reevaluation type allowed by the AU assignment.

Food Stamp Reevaluation Types Allowed by AU Assignment				
FS Reevaluation Type	Malden Centralized SSI		Other TAO	
	NON-CAP	CAP	NON-CAP	CAP
Recertification	Not Allowed	Not Allowed	Allowed	Allowed Note: The AU Manager can switch to <i>Recertification</i> if the client no longer is eligible for Bay State CAP benefits.
SSI / Mail-In Recertification	Allowed	Allowed Note: The AU Manager can switch to <i>SSI/Mail-In Recertification</i> when a former CAP client will remain on regular FS in the Malden Centralized SSI TAO.	Not Allowed	Not Allowed
CAP FS AU	Not Allowed	Allowed	Not Allowed	Allowed
Universal Semiannual Reporting / Mail-In	Not Allowed	Not Allowed	Allowed Note: The AU Manager can switch to <i>Recertification</i> if the client is not appropriate for <i>Universal Semiannual Reporting / Mail-In</i> .	Not Allowed