



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

MITT ROMNEY
Governor


TIMOTHY MURPHY
Secretary

KERRY HEALEY
Lieutenant Governor

JOHN A. WAGNER
Commissioner

Field Operations Memo 2006-8
January 19, 2006

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: DTA Recertification of Bay State CAP AUs

Overview

Recertification of Bay State CAP Assistance Units (AUs) will occur either when the Social Security Administration (SSA) redetermines eligibility for Supplemental Security Income (SSI) or when the Department of Transitional Assistance (DTA) recertifies the AUs. It is expected that the majority of Bay State CAP AUs will be recertified for food assistance benefits as part of the SSI redetermination. However, some Bay State CAP AUs will not be redetermined for SSI within the three-year certification period for food assistance benefits. The final USDA approval for Bay State CAP allows DTA to recertify Bay State CAP AUs.

Bay State CAP Recertifications Due in March 2006

When Bay State CAP was implemented in February 2005, active FS AUs that met the eligibility criteria were converted to Bay State CAP, and their certification periods were extended to 36 months. The certification periods of converted AUs that were at the end of a two-year certification period were extended for only one year. These AUs are due for recertification during the month of March 2006.

Bay State CAP Recertifications Performed by DTA

All DTA recertifications for Bay State CAP AUs will be mail-in recertifications. If SSA has not updated the redetermination field on the State Data Exchange (SDX) system 45 days before the food stamp certification end date, BEACON will mail the appropriate Bay State CAP Recertification form.

Bay State CAP Recertifications Performed by DTA (Continued) There are two versions of the form:

- 1) The FS-BSC-RC/AA form will be sent to individuals who are coded for SSI purposes in State Living Arrangement A (living alone). *See Attachment A.*
- 2) The FS-BSC-RC/AB form will be sent to individuals who are coded for SSI purposes in State Living Arrangement B (living with others). *See Attachment B.*

The Bay State CAP Recertification Forms The Bay State CAP Recertification Forms will be pre-filled with information known to the Department. All pre-filled information has been verified in BEACON. The signed and completed form must be returned to the appropriate TAO by the *Apply-by-Date* for Bay State CAP food assistance benefits to continue uninterrupted.

Side One of each form serves as the recertification notice. It includes basic information about the recipient as well as the name and phone number of the AU Manager assigned to the AU. It also tells the recipient the date by which the form must be returned for Bay State CAP benefits to continue uninterrupted.

On Side Two of the form, the recipient can indicate the best day and time to be reached by telephone. Both versions of the form also request shelter information needed to calculate the Bay State CAP benefit amount. The FS-BSC-RC/AB collects additional information about the recipient's living arrangement. For continued Bay State CAP eligibility, State Living Arrangement B individuals must indicate that they: 1) live with others but purchase and prepare most of their meals separately; or 2) are homeless and live in a homeless shelter; or 3) are a resident of a licensed group home for the blind/disabled.

BEACON Changes As part of Release 2.1.18, functionality has been added to BEACON to allow a Bay State CAP AU to be recertified by DTA staff.

Processing a Bay State CAP Recertification The first BEACON-generated Bay State CAP Recertification forms will be mailed to recipients in the middle of January 2006. The AU Manager must review the returned Bay State CAP Recertification form.

- ◆ If the Bay State CAP Recertification Form is complete and the AU will remain on Bay State CAP, the AU Manager must:
 - Open the Reevaluation Window, click on the *Initiate* checkbox to begin the *CAP FS AU* recertification. **This will set the Shelter Expense window to “requires re-edit.”**
-

**Processing a
Bay State CAP
Recertification
(Continued)**

-
- Depending on the answer to the shelter question, click on the high (\$450 or greater) or low (less than \$450) CAP shelter radio button on the Shelter Expense window.
 - On the Verifications tab, choose *Bay State CAP Recertification Form* to verify the shelter expense.
 - Return to the Reevaluation window and click on the *Submit* checkbox.
 - Complete the Interview Wrap-up process. On the Updates tab, BEACON will automatically enter the type of recertification (*CAP FS AU*) and the new three-year certification period.
 - Once authorized, BEACON will generate a Bay State CAP Recertification Notice. *See Attachment C.*
- ◆ If the returned Bay State CAP Recertification Form is unsigned, incomplete or has additional information that makes the client ineligible for Bay State CAP (*e.g. a written statement that meals are no longer purchased/prepared separately*), the AU Manager must contact the AU by phone to discuss continued Bay State CAP eligibility.
 - If the recipient will remain eligible for Bay State CAP, follow the CAP FS recertification instructions above.
 - If the recipient is no longer eligible for Bay State CAP, the AU Manager must go to the Reevaluation window to select the proper FS reevaluation type and extend the certification period two additional months so that a regular FS recertification notice can be mailed.
Note: If the AU must be transferred to another TAO, be sure to place a note in the BEACON Narratives tab.
 - ◆ If the Bay State CAP Recertification Form is not returned, the AU will close as part of the Timely Case Closing process without another notice being sent to the recipient. **The AU Manager may Reinstate the AU as a Bay State CAP FS AU if the completed form is returned within 30 days of the closing date.**

**Interim SSI
Redetermination**

If SSA updates the redetermination field on the State Data Exchange (SDX) system after the Bay State CAP Recertification form has been mailed to the recipient, BEACON will automatically recertify the AU and extend the certification period for three years. The AU Manager must not act on the returned Bay State CAP Recertification Form and will be unable to initiate a CAP FS recertification on BEACON.
Note: These AUs will receive a BEACON-generated Bay State CAP recertification notice.

Questions

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

Bay State CAP Recertification Form

Malden Centralized SSI Office
200 Pleasant Street
Malden, MA 02148

Mary Jones
102 Stuart Street
Everett, MA 02183

SSN: 999-99-0011

Date: 3/28/2006

Your AU Manager:
George Smith
Malden Centralized SSI Office

AU Manager Telephone Number:
781-999-9991
Fax Number:
781-388-7341

Part I: INSTRUCTIONS

You must complete and sign this form to continue your Bay State CAP food assistance benefits. The signed form must be returned on or before **5/16/2006**. If this form is not returned on time, your food assistance benefits may stop or be reduced. Be sure to answer the question on the reverse side of this form. Your food assistance benefits will be based on what you tell us.

Return this form to:

Malden Centralized SSI Office
200 Pleasant Street
Malden, MA 02148

You need to complete the reverse side of this form if you want your Bay State CAP food assistance benefits to continue.

Bay State CAP Recertification Form

Name: Mary Jones
SSN: 999-99-0011

Part II: Contacting You

Your AU Manager may call you as part of the recertification or to ask for necessary verification.

A good day and time to reach you by phone:

Circle all that apply: Days: Monday Tuesday Wednesday Thursday Friday

Time(s): _____

Our records indicate that your phone number is 617-888-8888

Is this still a good phone number for us to reach you? Yes No

If you would like us to call you at a different phone number, please list it below.
Please call me at _____.

Part III: Shelter Cost Information

My monthly housing cost, not including utility bills, is:

\$450 or more a month

Less than \$450 a month

Part IV: Your Signature

By signing below, I am stating that the shelter cost information above is correct and that I continue to live alone or that I live with others but purchase and prepare most of my meals separately.

Signature

Date

Bay State CAP Recertification Form

**Malden Centralized SSI Office
200 Pleasant Street
Malden, MA 02148**

Mary Jones
102 Stuart Street
Everett, MA 02183

SSN: 999-99-0011

Date: 3/28/2006

Your AU Manager:
George Smith
Malden Centralized SSI Office

AU Manager Telephone Number:
781-999-9991
Fax Number:
781-388-7341

Part I: INSTRUCTIONS

You must complete and sign this form to continue your Bay State CAP food assistance benefits. The signed form must be returned on or before **5/16/2006**. If this form is not returned on time, your food assistance benefits may stop or be reduced. Be sure to answer the question on the reverse side of this form. Your food assistance benefits will be based on what you tell us.

Return this form to:

**Malden Centralized SSI Office
200 Pleasant Street
Malden, MA 02148**

You need to complete the reverse side of this form if you want your Bay State CAP food assistance benefits to continue.

Bay State CAP Recertification Form

Name: Mary Jones
SSN: 999-99-0011

Part II: Contacting You

Your AU Manager may call you as part of your recertification or to ask for necessary verification.

A good day and time to reach you by phone:

Circle all that apply: Days: Monday Tuesday Wednesday Thursday Friday

Best Time(s): _____

Our records indicate that your phone number is 617-888-8888.

Is this still a good phone number for us to reach you? Yes No

If you would like us to call you at a different phone number, please list it below.

Please call me at _____

Part III: Shelter Cost Information

My monthly housing cost, not including utility bills, is:

- \$450 or more a month Less than \$450 a month

Part IV: Living Arrangement

Please check one (1) of the following:

- I live with others and purchase and prepare the majority of my meals (11 or more per week) separately.

OR

- I am homeless and live in a homeless shelter.

OR

- I am a resident of a licensed group home for the blind/disabled.

Part V: Your Signature

By signing below, I am stating that the shelter cost and living arrangement information above is correct.

Signature

Date

BAY STATE CAP RECERTIFICATION NOTICE

The Department has approved your recertification for Bay State CAP food assistance benefits. Your eligibility begins on 04/14/2006 at \$180.00 per month.

Your certification period for Bay State CAP food assistance benefits is from 04/14/2006 through 04/13/2009. You may automatically recertify your Bay State CAP food assistance benefits through the Social Security Administration (SSA) if you are redetermined by SSA on or before the end of your certification period. Otherwise you will be sent a separate notice about your recertification for Bay State CAP food assistance benefits.

You will get your Bay State CAP food assistance benefits on the 14th of each month. The first Bay State CAP food assistance benefits you will receive will be for the period of 04/14/2006 through 05/13/2006.

You must report changes in your income and household circumstances to the Social Security Administration (SSA). You may report changes in your expenses, i.e. shelter costs, utility costs, medical expenses over \$35.00, dependent care costs to your local Office of Transitional Assistance within 10 days. Reporting these expenses to your worker may increase your Bay State CAP food assistance benefits.

Please call your worker {WORKER_NAME} at {USER_TELEPHONE_NUMBER} if you have any questions about your case.

If you are unable to apply for Bay State CAP food assistance benefits, obtain your Bay State CAP food assistance benefits, or buy food by yourself, you may want to choose someone to do these things for you. This person will be your authorized representative. You are entitled to Bay State CAP food assistance benefits, if eligible, without regard to age, race, color, sex, handicap, religious creed, national origin, or political beliefs. If you believe that the Department, in making your eligibility determination, has discriminated against you, contact your local Transitional Assistance Office to find out how you can file a complaint.

To ask about free legal services, call: {LEGAL_SERVICE_INF}.