



*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*

CHARLES D. BAKER
Governor

MARYLOU SUDDERS
Secretary

KARYN POLITO
Lieutenant Governor

JEFF McCUE
Commissioner

**Online Guide Transmittal 2015-47
October 2, 2015**

To: Department of Transitional Assistance Staff
From: *AOS* Anne O'Sullivan, Assistant Commissioner for Change Management
Re: SNAP – Processing Changes for Interim Reports and Web Applications

Background

Effective with BEACON Build 47.6, the following process changes will be implemented:

- When a SNAP Web application is received through the Virtual Gateway and is either a new client (not known to BEACON using SVES match) or a former SNAP client whose case was closed for more than 60 days, the Web Application workflow (Assessed Person/Grantee Page, Address - Web Application, Additional Person, and Match Summary) will be automatically populated and an appointment letter for the application interview will be generated and mailed to the applicant.
-

Purpose

This Online Guide Transmittal provides DTA staff with:

- changes to BEACON;
 - changes for processing web applications; and
 - changes to the Online Guide.
-

**New
BEACON Online
Guide
Books/Pages**

Topic: SNAP
Book: Application Processing
Chapter: Web Application
Subchapter: VG Web Applications
Page: Overview

Topic: SNAP
Book: Application Processing
Chapter: Web Application
Page: The Web Application Overview

Questions

If you have any questions, please email the DTA Mailbox.
Systems questions should be directed to the System Support Help Desk.
