



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

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Commissioner

**Online Guide Transmittal 2015-55
October 2, 2015**

To: Department of Transitional Assistance Staff
From: *AOS* Anne O'Sullivan, Assistant Commissioner for Change Management
Re: **SNAP: Creation of Business Group SNAP Short Actions**

Overview

This Online Guide Transmittal updates the Requesting and Completing a SNAP Processing Action page. The purpose of this Transmittal is to notify staff of the creation of the new business group SNAP Short Actions which includes a pool of Action types that can generally be completed within 15 minutes. Workers in the Processing Queue after 4PM will automatically be assigned to this business group.

**Updated
BEACON Online
Guide Pages**

Topic: Business Process Redesign (BPR)
Book: Procedures (BPR)
Chapter: Processing Procedures
Page: Requesting and Completing a SNAP Processing Action

Questions

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