

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

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Commissioner

**Field Operations Memo 2000-7C**  
**May 22, 2000**

**To:** Transitional Assistance Office Staff

**From:**  Joyce Sampson, Assistant Commissioner for Field Operations

**Re:** TAFDC Casework Activity

**Background**

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Field Operations Memo 2000-7 B, "TAFDC Casework Activity and Expanded ESP Participation," issued instructions regarding TAFDC Casework Activity, specifically a schedule for completing eligibility reviews.

This Field Operations Memo increases the number of eligibility reviews for certain exempt cases so that in addition to reviewing TAFDC eligibility, food stamp benefits are looked at and adjusted more frequently in an effort to reduce food stamp errors.

With the exception of this change, the TAFDC casework activities found in Field Operations Memo 2000-7 B remain in effect.

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**Revised Eligibility  
Review Schedule**

All exempt cases, **including those with a medical disability**, will have eligibility reviews conducted every six months or more frequently, as needed. The two exceptions to this rule are:

- exempt teen parent cases must be reviewed at least three times per year. One of these must be done as a home visit or at a Teen Living Program (TLP); and
- exempt grantee ineligible cases not receiving food stamp benefits must be reviewed at least once a year.

Special attention should be given to the food stamp portions of these cases, ensuring that household size, household composition, shelter and utility expenses and income deductions, both earned and unearned, are accurate.

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**Questions**

Policy-related questions should be referred by your Hotline Designee to the Policy Hotline at (617) 348-8478.

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