



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


MITT ROMNEY  
Governor

KERRY HEALEY  
Lieutenant Governor

RONALD PRESTON  
Secretary

JOHN A. WAGNER  
Commissioner

**Field Operations Memo 2004-7**  
**February 20, 2004**

**To:**  **Transitional Assistance Office Staff**  
**From:** **Cescia Derderian, Assistant Commissioner for Field Operations**  
**Re:** **EAEDC: Eliminating the Eligibility Category of MRC**

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**Overview**

Budget shortfalls have left the Department without sufficient EAEDC funding for the remainder of fiscal year 2004. This deficiency requires the elimination of Participating in the Massachusetts Rehabilitation Commission (MRC) Program as a categorical eligibility reason for EAEDC. This does not mean that the EAEDC recipient must stop participating in the MRC program.

This change is effective 3/1/2004 for all EAEDC applicants and recipients participating in the MRC program.

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**Regulations**

EAEDC regulations are being revised effective 3/1/2004. 106 CMR 320.250, *Participating in a Massachusetts Rehabilitation Commission Program*, will be deleted.

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**Purpose of Memo**

This memo provides information and/or instructions on the following topics:

- Current EAEDC recipients listed as participating in MRC on the Work Requirements window as of 2/19/2004;
  - EAEDC-MRC pending applications dated before 3/1/2004; and
  - EAEDC-MRC applications taken on or after 3/1/2004.
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**Current  
EAEDC  
Recipients  
Participating  
in MRC**

On 2/20/2004 an MRC Informational Notice (Attachment A) will be sent automatically to EAEDC recipients who are listed on the Work Requirements window as participating in MRC, informing them of the elimination of MRC as an eligibility condition for EAEDC.

**Return Date  
3/12/2004**

Included with the MRC Informational Notice will be a Medical Report form and a Disability Supplement form. If the recipient thinks he or she is disabled, the recipient is instructed to take the Medical Report to his or her doctor to verify the disability. **The return date for the completed Medical Report and the Disability Supplement is 3/12/2004.**

**Report**

On 2/23/2004 a report identifying the MRC EAEDC recipients who were sent the MRC Informational Notice will be available in the TAOs. AU Managers **should not initiate action** to terminate benefits for an EAEDC recipient participating in MRC. As described below, MIS will automatically close EAEDC AUs whose eligibility is based solely on being an MRC participant.

**AU Manager  
Responsibility**

The AU Manager should:

- Be aware of the EAEDC recipients who were sent the MRC Informational Notice;
- If the recipient submits the completed Medical Report and Disability Supplement by 3/12/2004, immediately follow the procedures in the User's Guide, Chapter XIII, Section H, *Disability*. Remember, if the disability is expected to last 60 days or more, the information on both the Work Requirements and the Disability windows must be updated.

Be sure to make changes to the Required Status Reason on the Work Requirements and Disability windows. **It is extremely important that the new "disability" reason replace the "participating in MRC" reason on the EAEDC tab. Information in this field will be used in the selection criteria for termination. If the EAEDC recipient also receives food stamp benefits, make sure the Required Status Reason is "Meets TAFDC/EAEDC Requirements" on the Food Stamp tab.**

Save the changes on the Work Requirements window.

Go to the Interview Wrap-up window and authorize the change.

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**Current  
EAEDC  
Recipients  
Participating  
in MRC  
(continued)**

- If the EAEDC recipient shows proof that he or she meets one of the other EAEDC eligibility criteria, immediately process the change as normal. Be sure to select the appropriate new reason in the Required Status Reason dropdown box on the Work Requirements window. **It is extremely important that the new reason replace the “participating in MRC” reason. Information in this field will be used in the selection criteria for termination.** If the EAEDC recipient also receives Food Stamp benefits make sure the Required Status Reason is “Meets TAFDC/EAEDC Requirements” on the Food Stamp tab.

**Still listed as  
Participating in  
MRC**

On 3/15/2004, the EAEDC benefits for those **recipients with the reason “participating in MRC” will be automatically terminated** effective the first cycle in April. A system-generated notice will be sent. See Attachment B.

**Notice: close  
EAEDC and  
Increase FS**

If the EAEDC recipient receives food stamp benefits, a system-generated notice about the EAEDC termination and the increase in food stamp benefits will be sent. See Attachment C. The recipient’s Food Stamp Work Program exemption status in the Required Status Reason on the Food Stamp tab will be automatically changed to “Physically or Mentally Unfit.” At the next recertification, this reason must be reviewed for accuracy.

**Member in  
Another FS AU**

If the recipient is a member in another food stamp household, benefits will be changed and a special system-generated notice with the food stamp disposition will be sent to the other food stamp household. See Attachment D. The recipient’s Food Stamp Work Program exemption status in the Required Status Reason on the Food Stamp tab will be automatically changed to “Physically or Mentally Unfit.” At the next recertification, this reason must be reviewed for accuracy.

**Daily Priority  
Actions View**

An EAEDC AU that is being terminated will appear on the Daily Priority Actions View: Interview Wrap-up – Pending Release type: MRC Removal. A comment, “EAEDC closing because of elimination of Massachusetts Rehabilitation Commission Program” will be automatically entered on the Narrative Tab.

**Pending  
EAEDC-MRC  
Applications  
Dated Before  
3/1/2004**

The AU Manager must inform all EAEDC-MRC applicants of the elimination of MRC as an eligibility reason effective 3/1/2004. Advise the applicant of the other EAEDC eligibility reasons – disability, age, caring for a disabled person or an unrelated child.

**New Applications**

- At the time of the EAEDC application, the AU Manager must give a VC-1, an MRC Informational Notice for Applicants (Attachment E), a Medical Report and the Disability Supplement to a new applicant whose eligibility will be based on MRC participation. Be sure to enter the return date on the MRC Informational Notice for Applicants. File a copy of the VC-1 in the AU record. The applicant has 30 days to return the Medical Report and Disability Supplement or provide proof of eligibility based on another reason.

**Pending  
Applications**

- For an already pending EAEDC application, the AU Manager must mail the VC-1, an MRC Informational Notice for Applicants (Attachment E), a Medical Report and the Disability Supplement to a pending applicant whose eligibility will be based on MRC participation. To identify the EAEDC-MRC applicants, review the Pending Applications on the Daily Priority Actions view to identify pending EAEDC applicants. In the Eligibility Explorer, go to Program Change, select the EAEDC application and the primary reason for the EAEDC application will be displayed. Be sure to enter the return date on the MRC Informational Notice for Applicants. File a copy of the VC-1 in the AU record. The applicant has 30 days to return the Medical Report and Disability Supplement or provide proof of eligibility based on another reason.

If the applicant provides the Medical Report and the Disability Supplement or proof of EAEDC eligibility based on another reason, the AU Manager must complete the remaining workflows on the Eligibility Explorer as required. At the Interview Wrap-up, calculate the benefits and authorize the EAEDC approval.

**Note:** Because a supply of Attachment E will **not** be sent from Schraffts, copies must be made at each TAO. Be sure to write the TAO address at the top of each notice.

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**Pending  
EAEDC-MRC  
Applications  
Dated Before  
3/1/2004**

If the applicant does not provide the Medical Report and Disability Supplement or any other proof of EAEDC eligibility based on another reason within the 30 days:

- Complete the remaining workflows on the Eligibility Explorer;  
**Note:** Be sure to enter the MRC information even though the AU will be denied. The MRC information will be used for Food Stamp Work Requirements, if necessary.

**Retroactive  
Payment**

- If the applicant appears to have met the MRC eligibility criteria between the date of application and 2/29/2004, he or she is entitled to a retroactive payment. Manually determine the prorated amount of benefits owed the applicant. Multiply the monthly EAEDC amount by 12, divide the number by 365, and multiply that number by the number of days from the date of application until 2/29/2004. When calculating the monthly EAEDC amount all rules regarding countable income apply;

Example: Application dated 2/4. Applicant was eligible for 26 days of EAEDC benefits.  $338.70 \times 12 / 365 \times 26 \text{ days} = \$289.50$

- Day 1: go to Program Administration to create the Related Benefit. Select the benefit type “Retro Payment for Supplement,” complete the information on the window, and click Add. Go to Interview Wrap-up and authorize the pending release;
- Day 2: once the Related Benefit is issued,
  - go to the AU Composition Results window to enter the denial reason for the pending EAEDC AU by selecting Admin TAO from the Reason Category and Administrative Closure from the Reason dropdown box;
  - go to the Interview Wrap-up, make a Selection Request to deny the AU, calculate EBC Results and authorize the EAEDC denial request;
- Complete and send the NFL-5 notifying the EAEDC applicant that the request for EAEDC benefits has been denied for failure to meet an EAEDC categorical requirement, using manual citation 106 CMR 320.000; and
- Enter on the Narrative Tab a brief comment about the EAEDC MRC participant denial, an NFL-5 being issued and issuing the related benefit.

If the RFA also included a request for food stamp benefits, be sure to process the food stamp application. A system-generated EBC notice with the food stamp disposition will be issued.

**EAEDC- MRC  
Applications  
On or After  
3/1/2004**

An application filed on or after 3/1/2004 in which the reason for application is based solely on the applicant's participation in MRC must be manually denied by the AU Manager. Inform the applicant that EAEDC benefits may no longer be authorized. The AU Manager should advise the applicant that he or she could be eligible based on one of the other EAEDC categorical reasons, such as being disabled, caring for the disabled or being a member in a caretaker family. If another eligibility reason exists, use that as the reason for application instead of "Mass Rehab Participant."

The individual must be afforded the right to file the application. If the application is completed and the applicant does not meet another EAEDC categorical requirement, the AU Manager must:

- Complete the workflows on the Eligibility Explorer. Be sure to enter the MRC information even though the AU will be denied. The MRC information will be used for Food Stamp work program requirements, if necessary;
- Go to the AU Composition Results window to enter the denial reason for the pending AU by selecting Admin TAO from the Reason Category and Administrative Closure from the Reason dropdown box;
- Go to the Interview Wrap-up window to authorize the EAEDC denial;
- Complete and send the NFL-5 notifying the EAEDC applicant that the request for EAEDC benefits has been denied for failure to meet an EAEDC categorical requirement, using manual citation 106 CMR 320.000; and
- Enter on the Narrative Tab a brief comment about the EAEDC MRC denial and an NFL-5 being issued.

If the RFA also included a request for food stamp benefits, be sure to process the food stamp application. A system-generated EBC notice with the food stamp disposition will be issued.

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**Questions**

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

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One Davis Square  
Somerville, MA 02145

Important Notice - Read Carefully  
Este Mensaje Es Importante - Lea Cuidadosamente

**Massachusetts Department of Transitional Assistance**

Mary Jones  
101 Main Street  
Somerville, Ma 02148

SSN: 999-99-9999  
Davis Square TAO - DTA

02/20/2004

**IMPORTANT NOTICE ABOUT YOUR EAEDC BENEFITS**

Dear Mary Jones:

We are writing to tell you of a change that will affect your EAEDC benefits. In order to continue to receive EAEDC benefits, you must take the action that is described in this notice.

You now receive EAEDC benefits because you are participating in a program with the Massachusetts Rehabilitation Commission (MRC). The Department intends to eliminate participation with MRC as an eligibility category on March 1, 2004.

You may still be able to receive EAEDC, however. Other ways you can be eligible are if:

- You are disabled under the rules of the EAEDC Program;
- You are caring for a disabled person in your home;
- You are caring for an unrelated child under 18 years of age in your home; or
- You are age 65 or older.

If you meet any of these conditions, please contact your worker no later than 03/12/2004.

If you think you are disabled, we have included a Medical Report with this notice for your doctor to fill out. We have also enclosed a Disability Supplement for you to fill out.

Please return both of these forms to your worker no later than 03/12/2004. If you need assistance in doing this, please contact your worker as soon as possible. We will assist you in establishing your eligibility for EAEDC.

If we do not hear from you, we will take steps to close your EAEDC case. You will be sent a separate notice to inform you of this.





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Somerville, MA 02145

Important Notice - Read Carefully  
Este Mensaje Es Importante - Lea Cuidadosamente

**Massachusetts Department of Transitional Assistance**

Mary Jones  
101 Main Street  
Somerville, Ma 02148

SSN: 999-99-9999  
Davis Square TAO - DTA

03/15/2004

**NOTICE OF INELIGIBILITY OF MRC PARTICIPATION IN EAEDC**

Dear Mary Jones:

Your EAEDC benefits will stop on 04/13/2004 because a change in state law effective March 1, 2004 ends the eligibility category of participating in the Massachusetts Rehabilitation Commission under the EAEDC program and you failed to provide the Medical Report and the Disability Supplement verifications.

If you disagree with this decision, you have the right to request a fair hearing. If you are appealing solely based on the decision to end the participating in the Massachusetts Rehabilitation Commission eligibility category, your request for a hearing will be dismissed. The back side of this notice contains important information about your hearing rights including the circumstances in which assistance is continued. To request a hearing, complete the back side of this notice.

The Department's regulations implementing this provision are: 106 CMR: 320.000, 343.245.

If you have any questions about your case, you should call 617-999-9999, and ask for your worker Mary Brown.

You may ask for help from your local legal services office by calling: Greater Boston Legal Services at 617-371-1234.



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03/15/2004

**NOTICE OF INELIGIBILITY OF MRC PARTICIPATION IN EAEDC**

Dear Mary Jones:

Your EAEDC benefits will stop on 04/13/2004 because a change in state law effective March 1, 2004 ends the eligibility category of participating in the Massachusetts Rehabilitation Commission under the EAEDC program and you failed to provide the Medical Report and the Disability Supplement verifications.

Your food stamp benefits will go to \$180.00 on 04/14/2004 because your countable income for food stamp purposes has changed.

A new worker in the food stamp unit will handle your food stamp case. Your certification period is from 04/14/2004 through 10/13/2004. At a later date you will be sent a separate notice about your recertification responsibilities.

If you disagree with this decision, you have the right to request a fair hearing. If you are appealing solely based on the decision to end the participating in the Massachusetts Rehabilitation Commission eligibility category, your request for a hearing will be dismissed. The back side of this notice contains important information about your hearing rights including the circumstances in which assistance is continued. To request a hearing, complete the back side of this notice.

The Department's regulations implementing this provision are: 106 CMR: 320.000, 343.245, 364.500, 364.600, 365.170.

If you have any questions about your case, you should call 617-629-9999 and ask for Mary Smith.

You may ask for help from your local legal services office by calling: Greater Boston Legal Services at 617-371-1234.



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Somerville, MA 02145

Important Notice - Read Carefully  
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**Massachusetts Department of Transitional Assistance**

Mary Jones  
101 Main Street  
Somerville, Ma 02148

SSN: 999-99-9999  
Davis Square TAO - DTA

03/12/2004

Dear Mary Jones:

Your food stamp benefits will go to \$328.00 on 04/14/2004 because the income of an EAEDC recipient in your food stamp case has stopped. The EAEDC recipient received a separate notice about this change.

The Department's regulations implementing this provision are: 106 CMR: 364.500, 364.600, 365.170.

You are entitled to food stamp 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.

If you have any questions about your case, you should call 617-629-9999, and ask for your worker Mary Smith.

You may ask for help from your local legal services office by calling: Greater Boston Legal Services at 617-371-1234.



## MRC Information Notice for Applicants

TAO Address \_\_\_\_\_  
\_\_\_\_\_

Date: / /

EAEDC Applicant,

You have applied for EAEDC benefits because you are participating in a program with the Massachusetts Rehabilitation Commission (MRC). The Department intends to eliminate participation with MRC as an eligibility category on March 1, 2004.

You may still be able to get EAEDC. Other ways you can be eligible are if:

- You are disabled under the rules of the EAEDC Program;
- You are caring for a disabled person in your home;
- You are caring for an unrelated child under 18 years of age in your home; or
- You are age 65 or older.

If you meet any of these conditions, tell your worker immediately. You must be able to prove that you meet one of the ways described above to get EAEDC benefits.

We are giving you a Medical Report for your doctor to fill out. Give it to your doctor if you think you are disabled. We have also enclosed a Disability Supplement for you to fill out. We are also giving you a Verification Checklist form that tells you all of the other proofs that you must bring in.

Please return both of these forms to your worker within the next 30 days, no later than / /2004. If you need help with the forms, please contact your worker as soon as possible. We will help you in establishing your eligibility for EAEDC.

If we do not hear from you within the 30 days, we will take steps to deny your EAEDC case. You will be sent a separate notice to inform you of this.

\_\_\_\_\_  
Worker's Name

\_\_\_\_\_  
Worker's Telephone Number

## AVISO IMPORTANTE PARA MRC SOLICITANTES DE EAEDC

TAO Address \_\_\_\_\_  
\_\_\_\_\_

Fecha: / /

EAEDC Solicitante,

Usted ha solicitado beneficios de EAEDC porque participa en un programa del Massachussets Rehabilitation Commission (MRC). El Departamento va a eliminar la participación de MRC de sus categorías de elegibilidad, comenzando el 1° de Marzo del 2004.

Es posible que usted pueda continuar a recibir beneficios de EAEDC. Algunos otros criterios usados para ser elegible son:

- Si usted es incapacitado bajo las reglas del Programa de EAEDC;
- Si usted esta a cargo del cuidado de una persona incapacitada en su hogar;
- Si usted esta a cargo del cuidado de un niño, quien no es parte de su familia, el cual tiene menos de 18 años de edad; o
- Si usted tiene 65 años de edad o mayor.

Si usted cumple con alguna de estas condiciones, por favor póngase inmediatamente en contacto con su trabajador social. Usted debe comprobar si reúne uno de los requisitos descritos arriba para conseguir beneficios de EAEDC.

Le estamos dando un formulario de Reporte Médico para que su doctor lo llene. Entrégueselo a su doctor si usted piensa que es incapacitado. También hemos incluido un formulario Suplementario de Incapacidad para que lo llene usted. También le estamos dando a usted una lista de comprobación de verificación que le dice a usted que otras pruebas a usted debe traer.

Por favor devuelva ambos formularios a su trabajador social en los próximos 30 días. Si necesita ayuda para este proceso, por favor póngase en contacto con su trabajador lo antes posible. Le ayudaremos a establecer su elegibilidad para EAEDC.

Si usted no se pone en contacto con nosotros en los próximos 30 días, comenzaremos el proceso de negar su caso de EAEDC. Le informaremos acerca de este proceso por separado, por medio de un aviso.

\_\_\_\_\_  
Trabajador(a) de Asistencia

\_\_\_\_\_  
Numero de Teléfono