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**Field Operations Memo 2008-19**  
**April 4, 2008**

**To:** Transitional Assistance Office Staff  
**From:**  John Augeri, Assistant Commissioner for Field Operations  
**Re:** Restoration of Monthly Migration Process for SSI/FS Households

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**Background**

Prior to the implementation of the Bay State CAP waiver, SSI/FS cases migrated each month into and out of the former Regional SSI/FS Offices. The migration process was stopped as part of the Bay State CAP implementation. To enable the Malden Centralized SSI Office staff to handle the increased number of cases due to conversion and outreach efforts as well as enhancement of Bay State CAP processing, migration has not occurred since July 2005.

On April 4, 2008 the migration process will be reinstated. This Field Operations Memo will discuss both the initial and monthly migration process.

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**Initial Migration Process**

Over the weekend of April 4, 2008, SSI/FS cases and Bay State CAP cases will be transferred to the Malden Centralized SSI Office through the migration process. Approximately 850 Bay State CAP households and 8,250 regular SSI/FS households will be transferred into the Malden Centralized SSI Office as part of the initial migration. These cases will be assigned directly to Malden Centralized SSI Office staff based on the current alpha split.

In addition, approximately 650 SSI/FS households which have earnings or no longer live alone will be transferred to the local TAOs as part of the initial migration process. These households will be sent to the Transfer Specialist for assignment to the appropriate AU Manager.

All affected households will receive transfer notices. The FS Reevaluation Type will also be automatically updated for these households.

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**Monthly  
SSI Migration**

Beginning on April 20, 2008 and each month thereafter, Bay State CAP households and regular SSI/FS households will be migrated into and out of the Malden Centralized SSI Office.

The SSI migration process consists of a three-part comparison of information on SDX, FMCS and BEACON. Factors considered in the comparison include SSI status, AU status, information about shared living arrangements and earned income data.

Before transferring the household, BEACON is programmed to update the FS Reevaluation Type and generate a transfer notice.

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**Households  
Not Subject  
to Migration**

The following households are not subject to the migration process.

- pending (re)applications,
  - households in the process of reevaluation; and
  - households with shared living situations.
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**Manual  
Case Files**

TAO staff must not forward manual case files to the Malden Centralized SSI Office. The Malden Centralized SSI Office staff will establish a new manual case file for each household.

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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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