

## **FYI**

### **Changes to Policy Online**

This month you will see the following changes to Policy Online.

#### **Online Forms**

The Online Forms option now includes the following forms:

#### **Cross-Program**

- *Request for an ADA Accommodation*
- *Central Office Accommodation Appeal Committee Review*

#### **EA Forms**

- *Declination of Transfer*
- *Project RISE & F.O.R. Families Referral Form*
- *Request for Sex Offender Registry Information*
- *Release of Information between DTA and DPH F.O.R. Families (English & Spanish)*
- *EA Noncompliance Referral (E & S)*
- *Homeless Transportation Request Form*
- *Relocation Benefit Verification*
- *Shelter Interruption Statement (E & S)*
- *Notice of Placement Pending EA Eligibility Determination (E & S)*
- *Child Care Referral Notice for Homeless Families*
- *Referral for Housing Assistance Program Services (E & S)*
- *EA Self-Sufficiency Plan - Phase II - Part 3 (E & S)*
- *Notice of Approval or Denial for Request for Continued Shelter after Six-Month Period (E & S)*
- *Notice of Transfer at Shelter Request (E & S)*
- *Informational Contacts (E & S)*
- *Notice of Shelter Transfer (E & S)*

#### **Food Stamps Form**

- *Food Stamp Disability Verification for Elderly Noncitizens (E & S)*

“Most of us are greater than we believe.”

Pablo Casals

## **FYI**

### **Curing Food Stamp Work Program (FS/WP) Sanctions**

Food stamp regulations require that FS/WP clients who fail to comply with the FS/WP requirements for three months in a three-year period be ineligible for the remainder of the 36-month period. (**Note:** The current three-year period began on 1/1/2006 and will end on 12/31/2008.)

AU Managers are reminded that, when a client is sanctioned for failure to comply with the FS/WP, he or she may regain eligibility by working an average of 80 hours in a 30-day period or by performing community service in accordance with 106 CMR 362.320(G)(2). The sanction may be cured at any time during the sanction period when the client presents verification of compliance through work or community service.

Once a client regains eligibility, he or she will remain eligible for the remainder of the 36-month period as long as he or she continues to comply. Additionally, if a client regains eligibility and subsequently loses a job due to circumstances beyond his/her control, he or she can participate in the

Food Stamp Program for another three months without complying with FS/WP requirements. See 106 CMR 362.320 (H) and (I) for details.

## **FYI**

### **Denying Cases for Missed Interview**

TAFDC and EAEDC AU Managers are reminded that, when denying a TAFDC or EAEDC application before the 30th day for missing two interviews, the FS application must remain pending and not be denied before the 30th day. TAFDC and EAEDC regulations at 106 CMR 702.115(D)(4) allow for the denial of an application if the applicant has missed two scheduled interviews anytime within 30 calendar days from the application date. When there is an application for food stamps associated with the TAFDC or EAEDC application, the second appointment letter serves as a Notice of Missed Interview (NOMI) for the Food Stamp Program. If the applicant misses the second appointment, the food stamp portion of the application cannot be denied before the 30th day. See Field Operations Memo 2006-30 for complete food stamp application processing guidelines.

## **FYI**

### **EA Online Forms**

All Emergency Assistance (EA) forms in English and Spanish are now available on the DTA Intranet under *Online Forms*. To access the forms, go to *DTA Online, Policy Online, Online Forms*, and select *EA*. Information is entered on the form by completing the text fields. A copy of the completed form can be saved electronically by clicking on *Save As* in the File menu. Rename the document and save it in an appropriate folder.

## **FYI**

### **Food Stamp Program: Increase in Federal Mileage Rate**

Food stamp regulations at 106 CMR 364.400 allow elderly and/or disabled household members to deduct medical expenses in excess of \$35 per month. This includes the reasonable cost of transportation and lodging to obtain medical treatment or services. These regulations also allow a deduction for dependent care expenses incurred for transportation to and from a dependent care site.

If a client claims mileage for transportation to and from medical appointments, or claims mileage for transportation to and from a dependent care site, the federal mileage rate of 50.5 cents per mile must be used to calculate the transportation cost that will be allowed as a medical deduction, or a dependent care deduction.

## **FYI**

### **NewMMIS**

This FYI provides an update on the NewMMIS project scheduled for implementation on September 29, 2008.

- **New MassHealth Card:** MassHealth Cards will be issued to each individual member rather than only to the head-of-household and will display the name and new identification number.
- **New Number:** The new identification number is a 12-digit number and is not based on Social Security number. Clients will be able to use either the new or old number before and after NewMMIS begins. The only number that will not be accepted post-NewMMIS will be numbers that start with ZZ which is a number used for newborns.