



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

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Field Operations Memo 2002-23
September 30, 2002

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: Mandatory Direct Deposit: TAFDC and EAEDC

Background

As a cost-savings measure, the Department is instituting mandatory Direct Deposit for the TAFDC and EAEDC programs. Direct Deposit will now be mandatory for any eligible *grantee* (including those who would be eligible but are currently sanctioned) who has a bank account unless an exemption is met. A list of exemptions is found at the end of this Field Operations Memo. Failure to cooperate with the Direct Deposit process will result in the grantee being sanctioned (closed).

State Letter 1234 updates the Direct Deposit regulations.

**AU Manager
Instructions for
Applicants**

As of October 1, 2002 any applicant who has a bank account and who will be an eligible grantee must be informed of this new eligibility requirement, AU Managers must:

- inform all applicants of the Direct Deposit requirement;
- for applicants with a bank account, give them the regular application time-frames to return the Direct Deposit form (*CA/DD Rev. 5/95*):
 - ◆ if the form is returned place the grantee on Direct Deposit by following the procedures in *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XIV, Section C; or

**AU Manager
Instructions for
Applicants
(continued)**

- ♦ if the form is not returned within the application time-frames or the eligible grantee refuses to go on Direct Deposit, approve the other eligible members of the AU and deny the grantee by:
 - going to the AU Member tab of the AU Composition Results window;
 - selecting Noncooperation as the Reason Category;
 - selecting Failure to Cooperate with Direct Deposit requirements as the Reason;
 - clicking on Update;
 - completing an *NFL-5* to deny the grantee using the reason "Failure to Cooperate with the Direct Deposit Requirement" and the Manual Citation 706.420; and
 - authorizing the approval of the other members of the AU on the Interview Wrap-up window.

Note: If the grantee and the AU are otherwise eligible, the food stamp benefits for the grantee and the AU must be approved within the application time-frames.

**AU Manager
Instructions for
Ongoing
Recipients**

For all recipients, at time of eligibility review or next recipient contact, whichever comes first, AU Managers must:

- inform all eligible grantees of the Direct Deposit requirement;
 - for eligible grantees with a bank account, give them ten days to return the Direct Deposit form (*CA/DD Rev. 5/95*):
 - ♦ if the form is returned within 10 days place the grantee on Direct Deposit by following the procedures in *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XIV, Section C; or
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**AU Manager
Instructions for
Ongoing
Recipients
(continued)**

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- ♦ if the form is not returned within ten days or the grantee refuses to go on Direct Deposit, close the grantee by:
 - going to the AU Member tab of the AU Composition Results window,
 - selecting Noncooperation as the Reason Category,
 - selecting Failure to Cooperate with Direct Deposit Requirements as the Reason; and
 - clicking on Update.

If receiving food stamp benefits, go to the Other Income Status window:

- from the Type dropdown box, select “Food Stamp Attributed Amount”;
 - enter the current date as the “Start Date” and the “Status Date”;
 - from the Status dropdown box, select “Active”;
 - from the Frequency dropdown box, select “Monthly”;
 - from the Form of Payment dropdown box, select “Direct”;
 - click on the “Yes” Countable Food Stamps radio button;
 - on the Income tab, click on “No” for the Garnished radio button;
 - enter \$86 for the monthly amount; and
 - authorize this action on the Interview Wrapup window.
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**Sanctioning a
Currently
Sanctioned
Ongoing
Recipient**

For any currently sanctioned recipient who does not meet the direct deposit requirement, the AU Manager must follow the procedures found in *A User's Guide, Transitional Assistance Programs and BEACON*, Chapter IX, page 17.

The **new** sanction will start once the **original** sanction has ended *without* the client being reopened.

Additionally, in the event that a recipient with multiple sanctions cures one sanction but for another sanction reason remains ineligible, the AU Manager must send the recipient the Status Update Regarding Ineligibility (SURI) form.

Exemptions

A TAFDC or an EAEDC grantee who has a bank account is not required to be on Direct Deposit when:

- the grantee does not have public transportation within one mile of his or her residence or within one mile of the financial institution;
- the disabled grantee can verify lack of access to handicapped-accessible transportation service; or
- the grantee is a victim of domestic violence and the co-owner of the account is the abuser.

See 106 CMR 706.410 (B) and (C).

**Encouraging
Direct Deposit**

All grantees without a bank account should be encouraged to open a bank account and go on Direct Deposit.

Ineligible grantees with a bank account should also be encouraged to go on Direct Deposit.

To encourage grantees to go on Direct Deposit, AU Managers should inform the grantees about "Basic Banking for Massachusetts."

**Basic Banking
for
Massachusetts**

Basic Banking for Massachusetts **checking** accounts charge no more than \$3.00 per month as a service charge and allow a minimum of eight free cash withdrawals per month. Basic Banking **savings** accounts charge no more than \$1.00 per month. Several of these banks allow more than eight free cash withdrawals a month and some allow unlimited withdrawals.

When recipients are told about the Direct Deposit requirement, they should be given the list of banks participating in Basic Banking for Massachusetts (Attachment A). Recipients should be encouraged to find a bank that best suits their needs.

Questions

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

Basic Banking for Massachusetts 2002 Participating Banks

Adams Co-operative Bank	First Federal Savings Bank of Boston
Athol-Clinton Co-operative Bank	Fitchburg Savings Bank, FSB
Auburndale Co-operative Bank	Flagship Bank & Trust Company
Avon Co-operative Bank	Fleet Bank
Bank of Canton	Florence Savings Bank
Bank of Fall River	Framingham Co-operative Bank
Barre Savings Bank	Georgetown Savings bank
Bay State Federal Bank	Gloucester Cooperative Bank
Bay State Savings Bank	Haverhill Cooperative Bank
Belmont Savings Bank	Heritage Bank
Benjamin Franklin Savings Bank	Hingham Institution for Savings
Berkshire Bank	Holbrook Co-operative Bank
Beverly National Bank	Hometown Bank, a Cooperative Bank
Boston Federal Savings Bank	Hoosac Bank
Boston Private Bank & Trust Company	Horizon Bank
Braintree Cooperative Bank	Hudson Savings Bank
Bridgewater Cooperative Bank	Hyde Park Cooperative Bank
Bristol County Savings Bank	Hyde Park Savings Bank
Broadway National Bank	Institution for Savings in Newburyport and its Vicinity
Brookline Savings Bank	Ipswich Bank
Cape Ann Savings Bank	Ipswich Co-operative Bank
Cape Cod Cooperative Bank	Lafayette Federal Savings Bank
Central Bank	Lee Bank
Century Bank and Trust Company	Legacy Banks
Chelsea-Provident Co-operative Bank	Marlborough Co-operative Bank
Chicopee Savings Bank	Marlborough Savings Bank
Citizens-Union Savings Bank	Martha's Vineyard Co-operative Bank
Citizens Bank of Massachusetts	MASSBANK
Colonial Co-operative Bank	Mechanics Co-operative Bank
Commence Bank	Medford Co-operative Bank
Commonwealth Co-operative Bank	Medway Co-operative Bank
Community National Bank	Melrose Cooperative Bank
Compass Bank	Mercantile Bank
Country Bank for Savings	Merrimac Savings Bank
Danvers Savings Bank	Middlesex Bank & Trust Company
Dean Co-operative Bank	Middlesex Savings Bank
Dedham Co-operative Bank	Milford Federal Savings and Loan Association
Dedham Institution for Savings	Millbury National Bank
Dukes County Savings Bank	Millbury Savings Bank
Eagle Bank	Monson Savings Bank
East Boston Savings Bank	Natick Federal Savings Bank
East Bridgewater Savings Bank	Newburyport Five Cents Savings Bank
East Cambridge Savings Bank	Newton South Co-operative Bank
Eastern Bank	North Abington Co-operative Bank
Easton Cooperative Bank	North Brookfield Savings Bank
Everett Co-operative Bank	North Cambridge Co-operative Bank
Fall River 5 Cents Savings Bank	North Easton Savings Bank
Falmouth Bank	North Middlesex Savings Bank
Family Federal Savings, F. A.	North Shore Bank
Fidelity Bank	Northern Bank & Trust Company
First Federal Savings Bank of America	The Lowell Five Cent savings Bank
Northmark Bank	The Pittsfield Cooperative Bank
Norwod Cooperative Bank	The Provident Bank
Pentucket Bank	The Savings Bank
Peoples Federal Savings Bank	

Basic Banking for Massachusetts 2002 Participating Banks

People's Savings Bank of Brockton
 Pilgrim Co-operative Bank
 Randolph Savings Bank
 Reading Co-operative Bank
 Rockland Trust Company
 Salem Five Cents Savings Bank
 SaugusBank
 Savers Co-operative Bank
 Security Federal Savings Bank
 South Adams Savings Bank
 South Shore Co-operative Bank
 South Shore Savings Bank
 Southbridge Savings Bank
 Sovereign Bank
 Stoneham Savings Bank
 TeleCom Cooperative Bank
 The Community Bank
 The Edgartown National Bank
 The First National Bank of Ipswich

United Cooperative Bank
 Wainwright Bank & Trust
 Wakefield Co-operative Bank
 Walpole Co-operative Bank
 Ware Cooperative Bank
 WarrenBank
 Washington Savings Bank
 Watertown Savings Bank
 Webster Five Cents Savings Bank
 Wellesley Co-operative Bank
 WESTBANK
 Weymouth Co-operative Bank
 Williamstown Savings Bank
 Winchester Cooperative Bank
 Winchester Savings Bank
 Winter Hill Bank
 Woronoco Savings Bank
 Wrentham Co-operative Bank

The 146 banks listed above qualify for **Basic Banking for Massachusetts** by providing both checking and savings accounts that meet the **Basic Banking for Massachusetts** guidelines. Thirty-two other banks listed below provide either a checking or savings account that meets **Basic Banking for Massachusetts** guidelines.

Los 146 bancos mencionados anteriormente califican para la **Banca Básica de Massachusetts** al proveer cuentas corrientes y de ahorros que cumplen con las reglas de la **Banca Básica de Massachusetts**. Existen otros treinta y dos bancos que proveen o cuentas corrientes o de ahorros que cumplen con las reglas de la **Banca Básica de Massachusetts**. Estos son:

Checking Account (Cuenta Corriente):

Asian American Bank & Trust
 Athol Savings Bank
 Banknorth Massachusetts
 Cambridge Savings Bank
 Cambridgeport Bank
 Easthampton Savings Bank
 Equitable Co-operative Bank
 First Essex Bank
 Lawrence Savings Bank
 Mansfield Bank
 Medford Bank
 Mutual Federal Savings Bank
 Northampton Cooperative Bank
 PeoplesBank
 South Coastal Bank
 Strata Bank
 The Bank of Western Massachusetts
 UniBank
 Westfield Bank

Savings Account (Cuenta de Ahorros):

Beverly Cooperative Bank
 Bridgewater Savings Bank
 Granite Savings Bank
 Foxboro Federal Savings
 Greenfield Savings Bank
 Liberty Bank & Trust Company
 Luzo Community Bank
 Marblehead Savings Bank
 Mayflower Bank
 Rockport National Bank
 Slades Ferry Bank
 Westborough Bank