



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance

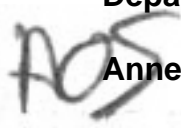
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Online Guide Transmittal 2015-59
December 4, 2015

To: Department of Transitional Assistance Staff
From:  Anne O'Sullivan, Assistant Commissioner for Change Management
Re: SNAP: Collection of Racial and Ethnic Data

Overview

FNS conducted a Civil Rights Compliance Review with the Department in 2014. As a result, it was suggested that the Department maximize the collection of racial and ethnic data for SNAP applicants and explain why this data is collected. This Online Guide Transmittal informs staff about updates to the Guide.

Updates have been made to the Assessed Person page. Additionally, a new page entitled Racial and Ethnic Data Collection Overview and Responsibilities has been created to provide guidance in this area.

Purpose

The purpose of this Transmittal is to notify staff of the FNS requirement to ask applicants to identify their race and ethnicity and record that data in BEACON. Staff must explain that this data is used to determine how effectively programs are reaching potentially eligible persons, to evaluate compliance with civil rights laws, and to assure that benefits are administered in a nondiscriminatory manner.

**Updated
BEACON Online
Guide Pages**

Topic: SNAP
Book: Application Processing
Chapter: SNAP Application Processing
Page: Processing a SNAP Application in BEACON

Topic: Cross Programs
Book: Request for Assistance (RFA)
Chapter: Assessed Person

**New BEACON
Online Guide
Page**

Topic: SNAP
Book: Civil Rights
Page: Racial and Ethnic Data Collection Overview and Responsibilities

Questions

If you have any questions, please email the DTA Mailbox.
Systems questions should be directed to the Systems Support Help Desk.
