



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


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**Online Guide Transmittal 2017-114
December 29, 2017**

To: Department of Transitional Assistance Staff
From:  Paul Sutliff, Assistant Commissioner for Field Operations
Re: Cross Programs – Outreach to Students

Overview

The Department is committed to supporting residents of Massachusetts in their endeavors towards self-sufficiency. One means of achieving this goal is the pursuit of higher education. As such, the Department has coordinated with external partners to complete targeted outreach to students enrolled in school beyond the secondary level.

Outreach will include a notice informing students that they may be eligible for SNAP if they are in receipt of the MassGrant. The *Educational Income and Expense* (EDUC-1) form will be included as an insert.

In addition, BEACON will automatically enter a narrative in the case record of all former applicants/clients who were removed from a household as an ineligible student.

Purpose

The purpose of this transmittal is to advise staff of targeted outreach efforts to students.

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Mailbox.

Systems issues should be directed to the Systems Support Help Desk.
