



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


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Commissioner

**Online Guide Transmittal 2017-88  
October 27, 2017**

**To: Department of Transitional Assistance Staff**  
**From:  Paul Sutliff, Assistant Commissioner for Field Operations**  
**Re: SNAP – School Employees and Mandatory Income Averaging**

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**Overview**

Due to the manner in which school employees receive income, special certification procedures may be required. Teachers and other school employees, who receive their annual income in a period of time shorter than one year, must have their income averaged over a twelve (12) month period if they:

- work under a renewable annual contract;
- have written reasonable assurance of employment for the upcoming academic year; and
- are salaried and not paid on an hourly basis.

The procedures for entering the income of school employees subject to mandatory income averaging must be applied to all PA and NPA SNAP cases.

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**Purpose**

The purpose of this Online Guide Transmittal is to advise staff of:

- the new *Request for School Employee Information* form and
  - updated guidance on school employees.
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**Request for School Employee Information Form**

A new *Request for School Employee Information* form was developed to help case managers determine when to apply mandatory income averaging procedures. The form contains three sections:

- Section One: Employer/Client Information
- Section Two: Release of Information
- Section Three: School Department/Educational Agency Response

The client is subject to mandatory income averaging if Yes is answered to all questions found in section three of the form. Case managers must enter the client's salary (found on line 4 of the form) as an annual amount in the Earned Income page.

A No response to any question in section three will exclude the school employee from mandatory income averaging procedures. Case managers must enter the client's wage stubs based upon his/her pay frequency.

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**Revised Online Guide page**

**Topic:** SNAP  
**Book:** Eligibility Requirements  
**Chapter:** Income  
**Subchapter:** Earned Income  
**Page:** Earned Income Introduction

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**New Online Guide Page**

**Topic:** SNAP  
**Book:** Eligibility Requirements  
**Chapter:** Income  
**Subchapter:** School Employees  
**Page:** School Employees

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**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.

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