



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

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**Online Guide Transmittal 2017-69  
August 25, 2017**

**To:** Department of Transitional Assistance Staff  
**From:** Sarah Stuart, Associate Commissioner for Change Management  
Paul Sutliff, Assistant Commissioner for Field Operations  
**Re:** Cross Programs – DTA Connect: Document Submission

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## Overview

DTA Connect allows clients to upload documents directly to their Electronic Case Folder (ECF). However, because of their size and content, certain documents must not be submitted via DTA Connect. Clients who use the upload functionality receive a message instructing them that they must not submit the following documents via DTA Connect:

- Applications, Interim Reports, and Recertifications
- documents for the Burial, Fraud, Overpayment, Quality Control, and Hearing Units
- TAFDC and EAEDC Disability Supplements and Medical Reports
- Voter Registration forms

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## Purpose

The purpose of this Transmittal is to inform staff of updated processing procedures for documents that have been submitted via DTA Connect.

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## Updated Online Guide Page

**Topic:** DTA Connect  
**Book:** DTA Connect  
**Page:** DTA Connect

**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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