



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

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**Online Guide Transmittal 2018-65
September 28, 2018**

To: Department of Transitional Assistance Staff
From: Paul Sutliff, Assistant Commissioner for Programs and Field Operations
Re: SNAP: Expenses and Deductions Procedural Updates

Overview

For many SNAP households, the inclusion of optional Expenses / Deductions often plays a critical role in maximizing SNAP benefit allotments. Accordingly, adhering to proper entry, update, and End / Delete procedures is a critical aspect of proper benefit issuance.

As part of an ongoing effort to enhance user experience, the Expenses and Deductions procedural Online Guide pages have been reviewed, consolidated, and updated to clarify common procedural questions.

Please note: several OLG pages have been eliminated in order to consolidate information. Some content has been replaced with procedural screenshots.

Purpose

The purpose of this Online Guide Transmittal is to advise staff of Expenses and Deductions pages that have been reviewed and:

- updated and/or consolidated
 - enhanced with screenshots
 - obsoleted
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**Revised Online
Guide Pages**

Topic: SNAP
Book: Expenses and Deductions
Chapter: Household Expenses
Sub-Chapter: Shelter Expenses
Page: Entering Shelter Expenses Data

Topic: SNAP
Book: Expenses and Deductions
Chapter: Household Expenses
Sub-Chapter: Standard Utility Expenses
Page: Entering Standard Utility Allowance Data

Topic: SNAP
Book: Expenses and Deductions
Chapter: Household Expenses
Sub-Chapter: Homeless Households
Page: Entering Homeless Households Data

Topic: SNAP
Book: Expenses and Deductions
Chapter: Household Expenses
Sub-Chapter: Group Homes
Page: Entering Group Home Data

Topic: SNAP
Book: Expenses and Deductions
Chapter: Health Insurance/Medical Expenses
Sub-Chapter: Medical Expenses
Page: Entering Medical Expenses Data

Topic: SNAP
Book: Expenses and Deductions
Chapter: Health Insurance/Medical Expenses
Sub-Chapter: Health Insurance Expenses
Page: Entering Health Insurance Data

**Obsoleted
Online Guide
Pages**

Topic: SNAP
Book: Expenses and Deductions
Chapter: Household Expenses
Sub-Chapter: Shelter Expenses
Page: Changing Shelter Expenses Data

Topic: SNAP
Book: Expenses and Deductions
Chapter: Household Expenses
Sub-Chapter: Standard Utility Expenses
Page: Changing Standard Utility Allowance Data

Topic: SNAP
Book: Expenses and Deductions
Chapter: Health Insurance /Medical Expenses
Sub-Chapter: Medical Expenses
Page: Changing Medical Expenses Data

Topic: SNAP
Book: Expenses and Deductions
Chapter: Health Insurance/ Medical Expenses
Sub-Chapter: Health Insurance Expenses
Page: Changing Health Insurance Data

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.
