



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


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**Online Guide Transmittal 2020-44
June 19, 2020**

To: Department of Transitional Assistance Staff
From:  Sarah Stuart, Associate Commissioner for Change Management
Re: SNAP: Bay State CAP Phase II

Overview

Bay State CAP was developed through the cooperative effort of the Department of Transitional Assistance (DTA), the Social Security Administration (SSA) and the United States Department of Agriculture (USDA). The Bay State CAP Program enrolls Supplemental Security Income (SSI) applicants and recipients in SNAP using information gathered by SSA during the application or the redetermination of eligibility for SSI benefits. This reporting type benefits clients by establishing a certification period of 3 years with minimal reporting requirements and a streamlined recertification process. DTA is able to see administrative efficiencies and certain error protections.

DTA has sought to make additional improvements to the Bay State CAP process. In September 2019, DTA implemented Bay State CAP Phase I. This initiative provided Bay State CAP clients with the opportunity to opt out of Bay State CAP. Phase I also instituted income averaging for Bay State CAP households with fluctuating income.

The Department is now operationalizing Phase II which includes purposeful changes aimed at providing better and more timely service to Bay State CAP households.

Purpose

This Transmittal advises staff of updates to Bay State CAP processing based on the enhancements outlined in the overview.

Bay State CAP Phase II

Phase II will move most case maintenance and recertification activities for Bay State CAP cases to the statewide FAW pool for processing. Additionally certain updates previously restricted to all DTA staff will now be available. These changes include the ability to:

- process address and household composition changes
- close a Bay State CAP case due to the reason of death.

A new monthly batch job will convert a household from regular SNAP to Bay State CAP if the household meets Bay State CAP criteria. This enables more clients to have the beneficial reporting type of Bay State CAP, if the conversion will result in a SNAP benefit calculation higher or equal to their current certification type. This calculation will be done by BEACON. Staff do not need to do a comparison calculation.

To prevent clients who do not wish to be on Bay State CAP, or are ineligible to be on Bay State CAP, from being picked up by this batch job a new Bay State CAP Eligibility page has been created. This page replaces the Bay State CAP Client Options page and includes an “Ineligible for Bay State CAP” reason that will be used to flag certain clients as ineligible for Bay State CAP.

New Online Guide Pages

Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Monthly Conversion

Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Eligibility

**Revised Online
Guide Pages**

Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Overview
Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Case Maintenance
Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP - Recertification
Topic:	SNAP
Book:	Certification Types
Chapter:	Bay State CAP
Page:	Bay State CAP Examples
Topic:	SNAP
Book:	Eligibility Requirements
Chapter:	Income
Subchapter:	Other Income (Unearned)
Page:	Unearned Income Overview

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.
