



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

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**Online Guide Transmittal 2018-47
June 29, 2018**

To: Department of Transitional Assistance Staff
From: Paul Sutliff, Assistant Commissioner for Programs and Field Operations
Re: SNAP: Updated Recertification Procedures for Waived Households and Clarifications on Unclear Information

Overview

The recertification interview may be waived for households where all adult members are elderly and/or federally certified as disabled with no earned income. To reinforce this concept new recertification procedures are being introduced for waived households that submit a *Recertification* form with missing pages or incomplete sections. Additional guidance is being issued to clarify procedures for handling unclear and significantly conflicting information between reporting periods.

Purpose

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

- updated processing procedures for waived households that submit an incomplete *Recertification* form; and
 - updated Simplified Reporting examples for unclear and significantly conflicting information.
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**Revised Online
Guide Pages**

Topic: SNAP
Book: Certification Types
Chapter: Change Reporting
Page: Change Reporting Recertification

Topic: SNAP
Book: Certification Types
Chapter: Simplified Reporting
Page: Simplified Reporting During Case Maintenance

Topic: SNAP
Book: Certification Types
Chapter: Simplified Reporting
Page: Simplified Reporting Recertification

Topic: SNAP
Book: Certification Types
Chapter: Simplified Reporting
Page: Simplified Reporting Examples

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.
