



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2012-38
July 31, 2012

To: Department of Transitional Assistance Office Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC and EAEDC – 10-Day Pending Period Reminder

10-Day Pending Period

Operations Memo 2011-55A informed TAO staff about changes to the Reevaluation process. One of these changes included a cash case closing on the same day as the associated SNAP case if a reevaluation appointment was not kept.

Currently, when a cash case closing is submitted for a case that failed to keep a redetermination appointment and there is an associated SNAP case, if the release date for the action has not passed, even if there is less than 10 days until the release date, BEACON will attach the cash closing to the automated SNAP closing and the client will not receive the 10-day pending period. A BEACON change to prevent this has been planned.

Until the change has been programmed into BEACON, when closing a TAFDC or EAEDC case for failure to keep a redetermination appointment where there is an associated SNAP case, it is important for case managers to ensure that there are 10 days before the BEACON release date of the SNAP closing date before closing the cash case. If there are at least 10 days until the BEACON release date, the closing action should be submitted. If there are not 10 days, case managers should wait until the day after the BEACON release date to submit the cash closing action. TAO staff will be notified when the change has been made to BEACON.

**Determining the
BEACON
Release Date**

To determine the BEACON release date, case managers should access Actuate. To access Actuate case managers must:

- click the “Actuate Report Viewer” option in the Useful Links section of the Home page;
- type in the “WEL ID” in *lower case letters* in both the “Name” and “Password” fields;
- click “Log On” or press “Enter” on the PC keypad;
- click “BEACON3”;
- click “AU Processing Schedule”;
- click “AU Closing Reduction Sched”;
- click “2012”;
- click the most recent quarter; and
- click “AU Closing Reduction Schedule.”

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
