



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

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**Operations Memo 2013-36
July 26, 2013**

To: Department of Transitional Assistance Staff

From:  Lydia Conley, Deputy Commissioner for Policy, Program and External Relations

Re: TAFDC, EAEDC and SNAP - Department of Youth Services Match

Overview

To enhance program integrity, the Department has enhanced and automated the existing Department of Youth Services (DYS) match and incorporated the functionality into BEACON. This match will give staff more up-to-date data on children placed into the custody of the DYS.

Prior to obtaining this upgraded match, the data provided by DYS was not available within the Department's BEACON system. The new interface mechanism will automate this process and expedite the disposition of data.

Purpose of the Memo

The purpose of this memo is to:

- advise staff of the DYS match now available to the Department;
- provide details regarding the DYS match; and
- inform staff of the availability of an Actuate report.

DYS Match Details

A file provided by DYS will be processed on the 5th and 20th of every month. If the set dates fall on a weekend or holiday, the match will occur on the next business day.

The DYS file will include all children in custody and will match against all active, pending or ineligible clients on BEACON.

**DYS Match
Details
(Continued)**

A new DYS Placement view will be created to display a DYS record that did not have an exact match on SSN, Name and Date of Birth (DOB). This view will be accessible to authorized users in the Fraud, Investigation and Data Match (FIDM) unit only. Staff in the FIDM unit will follow-up on these matches with the household.

A new DYS Placement Match page will be created to display the details of a record selected in the DYS Placement view. The top portion of the page will have a section entitled Match Information while the lower portion will be entitled Match Response.

When an exact match occurs based on SSN, first name, last name and date of birth, and the household member has been in the custody of the DYS for 30 days or more BEACON will:

- close the child in any TAFDC, EAEDC, or SNAP AU if the child is active, pending, or ineligible and the child is not in placement due to one of the following reasons: Home of Parents, Parole Violation Warrant, or Client Discharge; or
- close the TAFDC or EAEDC case if the only child in the household is in DYS custody and the remaining household members are ineligible for cash benefits; or
- close the SNAP case if the only child in the household is in DYS custody and the remaining household members are ineligible for SNAP benefits.

When a closing occurs, BEACON will:

- send a notice informing the household of the reason for the case or household member closing; and
- enter a narrative explaining the action taken.

When a child is placed into the custody of the DYS, the child is ineligible for TAFDC, EAEDC and SNAP benefits in accordance with 106 CMR 203.655, 106 CMR 320.550 and 106 CMR 361.240.

Note: If at reevaluation, case maintenance or other client contact, a case manager observes information about a DYS Match before it is acted upon by the FIDM unit, the information should be addressed and dispositioned by the case manager based on current practice.

Reports

Two new Actuate reports will be generated monthly from activity on the DYS match:

- DYS Match Summary Report; and
- DYS Match Detail Report.

The Summary Report will be placed in the Matches/Managers/Supervisors folder. The Detail Report will be placed in the Matches/Detail folder.

Questions

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