



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

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**Operations Memo 2013-37  
July 26, 2013**

**To:** Department of Transitional Assistance Staff  
**From:** *LC* Lydia Conley, Deputy Assistant Commissioner for Policy, Program and External Relations  
**Re:** TAFDC and SNAP - Parole Violator Match

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**Overview**

In an effort to enhance program integrity, the Department has automated the existing Criminal History Systems Board (CHSB) match and incorporated the functionality into BEACON. This match will enable the Department to obtain information on clients who are parole violators.

The Parole Violator Match **is not** considered verified upon receipt. DTA staff in the Fraud Investigation and Data Match (FDIM) unit will follow-up with cases identified through the match process.

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**Purpose of Memo**

The purpose of this memo is to:

- advise staff of the Parole Violators Match now available to the Department;
  - explain the responsibilities of the FIDM unit in the match process; and
  - advise staff of the availability of the new Actuate Reports.
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**Parole Violator Match Details**

The Parole Violator match will be run weekly. If a social security number (SSN) on the incoming file from CHSB matches the SSN of any household member with a status of active, pending or ineligible in a TAFDC or SNAP case, BEACON will:

- display the match in the Parole Violator view; and
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**Parole Violator  
Match Details  
(Continued)**

- display on the Parole Violators Match page, specific data of any client selected in the view.

FDIM staff will:

- follow-up with the client and request verification, if necessary;
- disposition the case by entering information in the AU Details window of the match page;
- initiate a recoupment on the case for any verified period of ineligibility for which the household member collected program benefits the household was not entitled to receive, if necessary; and
- enter a narrative on BEACON explaining the action taken on the case.

Parole violators are ineligible for TAFDC and SNAP in accordance with 106 CMR 701.110 and 106 CMR 367.800

**Important:** This match data is not available to field staff in the ECF/Match History Tab. Therefore, TAO staff will not be involved with the processing of this match. If a client calls the TAO inquiring about Parole Match information, the case manager must instruct the client to call the FIDM Unit at 1-800-322-9279.

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**Actuate Reports** Two new Actuate reports will be generated monthly from activity on the Parole Violator match:

- the Parole Violator Match Summary Report; and
- the Parole Violator 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.

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**Questions**

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

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