



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

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**Operations Memo 2014-34
April 17, 2014**

To: Department of Transitional Assistance Staff

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

Re: TAFDC Work Program Requirement Discrepancies Report

Overview

A new Actuate report called the TAFDC Work Program Requirement Discrepancies Report has been developed to identify Work Program requirement inconsistencies for clients in an active TAFDC case.

Purpose of Memo

The purpose of this memo is to:

- advise staff of the TAFDC Work Program Requirement Discrepancies Report; and
 - describe how the report is to be used.
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Location of Report

The TAFDC Work Program Requirement Discrepancies Report is located in the Field Ops Staff TAO Reports folder and is labeled WorkReqDiscrepanciesReport. Beginning April 22, 2014, this report will be updated and available on a monthly basis.

Contents of Report

The report is organized by TAO, supervisor and AU manager, with the following fields for each client that appears to have a discrepancy with their currently identified Work Requirement-TAFDC status:

- AU Grantee Name;
 - AU SSN;
 - Client Name;
 - Client SSN;
 - Required Status Reason (for work program); and
 - Discrepancy Description.
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Discrepancy Descriptions

There are nine types of Discrepancy Descriptions that are displayed in this report.

Characteristic Discrepancy - Age will display if the Work Requirement-TAFDC page is coded as:

- Age 18 FT High School Student;
- Dependent Child Age 1-18;
- Grantee/Other Parent > Age 60;
- MA Elig Child Age < 1;
- Teen Parent-FT HS Student;
- Teen Parent-GED & Train./Employ; or
- Teen Parent-Struct. LivingProg

for a household member who does not meet the corresponding age requirements for that status reason.

Characteristic Discrepancy - Citizenship will display if the Work Requirement-TAFDC page is coded as:

- Inelig Noncit. Comm. Serv;
- Inelig Noncit. Child < 2; or
- Inelig Noncit. Exempt

for a household member who is not otherwise identified in BEACON as an ineligible noncitizen.

Characteristic Discrepancy - Disability will display if the Work Requirement-TAFDC page is coded as:

- Both Parents Disabled in AU;
- Caring for a Disabled Person;
- Disab. Parent in a 1 Parent AU; or
- Disab. Parent in a 2 Parent AU

for a household member who is not otherwise identified in BEACON as Disabled or Essential to Care, or whose status as such has expired.

**Discrepancy
Descriptions**
Continued

Characteristic Discrepancy - Pregnancy will display if the Work Requirement-TAFDC page is coded as:

- Pregnant/Due within 120 days

for a household member whose information in the Pregnancy page is contradictory.

Characteristic Discrepancy - Responsibility will display if the TAFDC Work Requirement-TAFDC page is coded as:

- Non Liable Ineligible Grantee

for a household member who is not otherwise identified as a non-legally liable relative.

Characteristic Discrepancy - SSI will display if the Work Requirement-TAFDC page is coded as:

- Inelig Grnt/Other Prnt on SSI
- SSI GR/OP

for a household member who is not otherwise identified as SSI Disabled and/or an SSI recipient.

Characteristic Discrepancy - Status will display if the Work Requirement TAFDC page is coded as:

- Inelig Grnt/Other Prnt on SSI;
- Inelig Noncit Child < 2;
- Inelig Noncit Comm Serv;
- Inelig Noncit Exempt; or
- Non Liable Ineligible Grantee

for a household member who is not otherwise identified.

Characteristic Discrepancy - Young Child will display if the Work Requirement-TAFDC page is coded as:

- 2 Prt Yngst Child < 2;
 - 2 Prt Yngst Child 2 to School;
 - 2 Prt, Noncitizen School or Older;
 - 2 Prt, Yngst Child School or Older;
 - 2Prt Noncitizen 2 to School;
 - 2Prt Noncitizen Child < 2;
 - 2Prt Only FamCap >3mos < School;
 - Child < 2 Years Old in the AU;
 - Child < 2 Years Old on SSI;
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**Discrepancy
Descriptions**
Continued

- Family Cap Child < 3 months;
- Ineligible Noncit Child < 2;
- Noncitizen 2 to School;
- Noncitizen, School or Older;
- Only Child Adptn < 2;
- Only Child Fos Care < 2;
- Only Child Sanctioned < 2;
- Only Child SSI < 2;
- Only FamCap Child >3mo < School;
- Youngest Child School or Older; or
- Youngest Child 2 to School

for a household member who does not have a dependent child who meets the corresponding age requirement or status (child of record, Family Cap or SSI).

Characteristic Discrepancy - Obsolete Code will display if the Work Requirement-TAFDC page is coded with a status type that is no longer valid such as Youngest Child School thru 8.

**Case Manager
Responsibilities**

On a monthly basis, case managers must review this report. Case managers with clients on the report must review each case in BEACON to determine the reason for the discrepancy and resolve the issue. For example:

Examples

Example 1: Ms. Kristofferson appears on the report with a Characteristic Discrepancy - Young Child. Her Work Requirement-TAFDC is currently coded as Exempt with a Required status reason of Child < 2 Years Old in the AU. A review of the case file shows that her daughter recently turned 3 years old. The case manager must contact the client and assess her work program requirement in accordance with existing procedures.

Example 2: Mr. Sherman appears on the report with a Characteristic Discrepancy - SSI. His Work Requirement-TAFDC is currently coded as Exempt with a Required status reason of SSI GR/OP and with an ineligibility reason of Eligibility for SSI. A review of the ECF shows that Mr. Sherman is marked as not disabled in the Disability page. The case manager confirms that Mr. Sherman has in fact been determined Disabled by SSA and is in receipt of SSI benefits. The case manager corrects the Disability page, updates the Narrative tab and performs an Interview Wrapup in accordance with existing procedures.

If a discrepancy cannot be resolved with a review of the case record, case managers must schedule the client for an interview.

Questions

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