

FYI

DTA Employment Programs Deskguide

The DTA Employment Programs Deskguide outlines the service components, availability and intended target population of the employment, training and job placement programs offered by the Department in Fiscal Year 2006.

Programs are listed by geographical region.

The Deskguide contains information on all components offered in the Employment Services and the Food Stamp Employment and Training programs and will assist TAO staff in making referrals.

FYI

Partial Data Collection on the Absence Window

Department of Revenue Child Support Enforcement Unit (DOR/CSEU) can begin the process of establishing support orders on non-custodial parents with basic information such as a partial date of birth (i.e., month and year, but not day), state of birth (but not city/town), last year employed or last year in the military (but not month or day).

A future increment of BEACON will allow for partial data entries in certain fields of the Absence window. Until that time, AU Managers can enter any partial data the custodial parent has provided in the Other Identifying Characteristics field on the Personal tab of the Absence window. The field accepts up to 50 characters and spaces combined. This information will, when viewed by DOR through E-tag, allow them to begin the process of establishing paternity or a court order for support.

When entering partial date data in the Other Identifying Characteristics field, AU Managers should use the following format for consistency:

If the day and year of the date of birth are known, but not the month, enter the data as: DOB xx/03/1958.

If the month and day of the date of birth are known, but not the year, enter the data as: DOB 04/03/xxxx.

AU Managers are reminded to emphasize with recipients the importance of cooperating with the DOR child support process (unless Good Cause exists) in their transition to self-sufficiency.

FYI

Pay Stubs with Flexible Credits

Some employers provide *credits*, *flexible benefits*, or *flex credits* as a benefit to offset the costs of medical insurance, life insurance, etc. The term varies among employers. Flex credits are generally identified separately as “credits” on the pay stub, but are added to the employee’s total gross income.

Flex credits provided by employers that are used for benefits such as health insurance or life insurance, but **cannot** be taken as cash by the employee, are not countable as income.

AU Managers must check pay stubs closely to see if credits or flex credits or flexible benefits are identified in the earnings section of the pay stub. If so, follow-up is required. Due to differences among employers in the administration of flex credits, AU Managers must verify the terms of the employer’s flex credit program to determine the correct amount of countable income on the applicant’s or recipient’s pay stub. Be sure to annotate the

From the Hotline

A "From the Hotline" index of question and answer topics written in *Transitions* during 2005 has been compiled below. The index is intended to provide quicker access to policy information. Please remember that this index explains policy/procedure as of the month/year in which the question and answer were issued.

EAEDC

Topic	Month	Related Policy, 106 CMR:
Development of Other Benefits (Unemployment Compensation)	December	702.700(A)
Overpayments/Underpayments	October	706.200 through 706.296
Voluntary Authorization to Release Information	December	702.340(B)

EA

Topic	Month	Related Policy, 106 CMR:
Self-Sufficiency Plan	February	309.040(D)
Voluntary Authorization to Release Information Form	December	702.340(B)

Food Stamps

Topic	Month	Related Procedure/Policy, 106 CMR:
Collateral Contact Department of Mental Health	November September	361.640(B) 2005-13
Department of Mental Retardation	September	2004-41
Expenses-Dependent Care	June	364.500(G)
Failure to Comply with Another Assistance Program	April	363.220(C)
Katrina Procedures	December	N/A
Nutritional Assistance Program	April	N/A

Continued from Page 7

Narratives Tab and keep the documentation from the employer or collateral contact in the AU record.

Specific questions about AUs with pay stubs that include flex credits should be directed to the Policy Hotline.

Food Stamp 36-Month Clock Reset

FS

A User's Guide: Transitional Assistance Programs and BEACON - Update 63

This Update transmits the following changes:

- Chapter IV-C:** A correction was made to page 23 to include language: *if the income exceeds the Food Stamp Gross Monthly Income Limit (see 106 CMR 364.950 or 364.976) for the appropriate standard for the AU size.* This was inadvertently omitted from the requirement for Universal Semiannual reporters.
- Chapter XI-C:** The FS Work Program-Related, 36-month clock was reset by MIS. Effective January 1, 2006, the clock will begin tracking a new 36-month period that ends on December 31, 2008.

Continued on Page 9