



**Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
**Department of Transitional Assistance**  
**600 Washington Street • Boston MA 02111**

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Lieutenant Governor

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Secretary

FAX 01-19

Claire McIntire  
Commissioner

**Field Operations Memo 2001-19**  
**April 5, 2001**

**TO:** Transitional Assistance Office Staff  
**FROM:**  Joyce Sampson, Assistant Commissioner for Field Operations  
**RE:** Mislabeled DEFRA Reports

**Mislabeled  
DEFRA  
Reports**

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Field Operations Memo 2001-14 transmitted two DEFRA reports that identified the TAFDC assistance units that received incorrect food stamp benefit amounts in February. The titles of the two reports are:

- the *DEFRA February Food Stamps Underpayments* report;
- and
- the *DEFRA February Food Stamps Overpayments* report.

On Monday, calls were received from two TAOs stating that the information on these reports was incorrect. Upon further investigation by MIS, it was determined that **the reports are mislabeled.**

The *Food Stamps Underpayments* report showing the V payment really is the *OVERPAYMENTS* report showing the amount of the overpaid food stamp benefits. Workers should make the correction on their report by changing the name *Underpayments* report to *Overpayments* report and changing the V payment to overpayment. The number shown in the renamed overpayment column is the amount that must be recouped.

**Also, disregard prior instructions to complete the RFI-OP-1 form.**

**Mislabeled  
DEFRA  
Reports  
(continued)**

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Example:  
*DEFRA February Food Stamp Underpayments Overpayments*

CASE SSN	CASE NAME	V PAYMENT	OVERPAYMENT
001-01-9998	DOE SALLY	04.....	04

The **Food Stamps Overpayments** report showing the amount of an overpayment really is the **UNDERPAYMENTS** report showing the amount MIS issued as the V payment. Workers should make the correction on their report by changing the name **Overpayments** report to **Underpayments** report and overpayment to V payment. The number in the renamed V payment column is the amount issued by MIS.

Example:  
*DEFRA February Food Stamp ~~Overpayments~~ Underpayments*

CASE SSN	CASE NAME	<del>OVERPAYMENT</del>	V PAYMENT
001-01-9999	DOE MARY	17.....	17

**Questions**

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If you have any questions, please have your designee call the Customer Service Center at 617-348-5290.

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