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Field Operations Memo 2001-32 B
July 27, 2001

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Acting Assistant Commissioner for Field Operations

Re: BEACON Release 2.0 Conversion Procedures

Background

Field Operations Memo 2001-32 A provided pre-conversion instructions and informed TAO Staff that, during the conversion period (close of business August 9 through August 13, 2001), all PACES, FMCS, BEACON Release 1.0 and PRISM information would be converted to BEACON Release 2.0. This is the second memo in the series and informs TAO Staff about the conversion period.

During conversion, PACES, PRISM, ARTS, BEACON Release 1.0, BEACON Release 2.0 and FMCS will be shut down. The BA option on Gateway, MMIS, REVS, SSPS, IIS, PIRS, EBT, NOTES and EBT PIN selection equipment will operate. Policy Online, cc:mail and all PC functions will also be available.

The final memo in this series, "BEACON Release 2.0 Post-Conversion Procedures," will give TAO Staff procedures for prioritizing workload activities performed from August 10 through August 13, 2001 *after* BEACON is operating.

- Purpose of Memo** This Field Operations Memo provides TAO Staff with the following procedures for the conversion period:
- taking applications/reapplications;
 - issuing Immediate Needs/EA Shelter Invoices;
 - issuing Day 7 expedited food stamp benefits and Day 30 initial food stamp benefits;
 - responding to requests to reinstate AUs closed within the past 30 days;
 - responding to requests for case maintenance (e.g., child care authorizations, ESP referrals); and
 - issuing temporary and replacement MassHealth cards.

These are the only activities that AU Managers will be doing from August 10 through August 13, 2001.

Conversion Supports

From August 10 through August 13, 2001 special supports have been developed to assist AU Managers with day-to-day activities:

- a paper application TABA-1 that follows the workflows within BEACON for easier data entry once BEACON is operating;
- "Conversion Tracking Form" (Attachment A) used by AU Managers to record all activities that occurred or benefits that were issued from August 10 through August 13, 2001. This form will also be used to prioritize AU activities for data entry once BEACON is operating;

Note: A copy of this form must be given to the AU Manager's TAO Supervisor daily so the TAO Supervisor can monitor and review the activities.

- the BA option on Gateway to view the status of an AU before conversion; and
 - calculation worksheets found in the "S" drive to determine program eligibility (available by August 7).
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**TAO Director/
Implementation
Manager
Responsibilities**

From August 10 through August 13, TAO Directors/Implementation Managers are responsible for:

- ensuring there is an adequate supply of SSPS invoices for Immediate Needs;
 - ensuring that applicants and recipients receive benefits timely;
 - ensuring all applicants and recipients receive the “While Our Systems Are Upgraded” flier (Attachment B);
 - managing the TAO workflow; and
 - signing all SSPS invoices prior to releasing them to the applicant, recipient or vendor.
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**TAO Supervisor
Responsibilities**

From August 10 through August 13, TAO Supervisors are responsible for:

- monitoring and reviewing the AU Managers’ case maintenance activities using copies of the “Conversion Tracking Form” submitted daily by the AU Manager;
 - approving or denying the AU Managers’ case maintenance activities timely;
 - ensuring that all applicants and recipients are afforded an opportunity to receive benefits they are eligible for from August 10 through August 13; and
 - answering applicants’ or recipients’ questions about benefit eligibility and delivery.
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**AU Manager
Responsibilities**

The remaining sections of this memo give procedures AU Managers must follow when completing case maintenance activities from August 10 through August 13.

**Processing
Applications/
Reapplications**

From August 10 through August 13, when taking applications or reapplications, AU Managers must:

- inform the applicant that the system for taking applications is unavailable. Until the information is entered on BEACON on or after August 14, 2001, no benefits will be issued (unless he or she is eligible for Day 7 expedited/ Day 30 initial food stamp benefits or Immediate Needs).
- complete the BEACON Request for Assistance **form** (RFA-1) for **all** people requesting EA, EAEDC, FS/SSFSP or TAFDC. This establishes the application date.

- ♦ If a person qualifies for expedited food stamp benefits, schedule an appointment to complete the application within seven days of the initial contact to meet expedited processing timeframes.

Note: Only Day 7 expedited food stamp benefits and Day 30 initial food stamp benefits will be issued during conversion. See instructions later in this memo for issuing Day 7 expedited food stamp benefits and Day 30 initial food stamp benefits.

- ♦ If a person requests Immediate Needs, a BEACON paper application (TABA-1) must be completed within 24 hours of the initial contact. If the person appears TAFDC or EAEDC cash-eligible, a manual SSPS invoice must be issued in accordance with instructions later in this memo. For Immediate Needs eligibility rules see 106 CMR 702.125 (F).
- ♦ If a person does not qualify for expedited food stamp benefits or does not request Immediate Needs, schedule an appointment no later than August 21, to complete the application.
- ♦ If a person requests Emergency Assistance, check the SSPS system to determine EA eligibility. Complete the Emergency Assistance Application (EA-6, Rev. 3/2001).
- note any applications/reapplications taken on the "Conversion Tracking Form." Also note on the "Conversion Tracking Form" any food stamp applications which qualify for expedited food stamp benefits. These applications **must** be scheduled for an appointment within seven days of the date of application to ensure timely expedited processing.

AU Managers may, but are not required to, fill out the TABA-1 for all other applicants not specifically listed above who come to the TAO requesting benefits. **The TABA-1 replaces the current program applications for cash, EA and food stamp benefits and is available in TAOs.**

**Immediate Needs/
EA Invoices**

From August 10 through August 13, use the cash calculation worksheet found in the "S" drive (available by August 7) to determine income eligibility for the requested program. For rules governing financial responsibility, see: 106 CMR 204.330 for TAFDC, 106 CMR 309.020 for EA and 106 CMR 321.220 for EAEDC. For rules governing counting assets, see: 106 CMR 204.100 through 204.140 for TAFDC, 106 CMR 309.020 for EA and 106 CMR 321.100 through 321.140 for EAEDC.

EXAMPLE 1: Samantha Smith applies for TAFDC and FS on August 10, but is ineligible for expedited food stamp benefits. Samantha states she has no food in her house. The AU Manager completes a TABA-1. She appears to be otherwise eligible for TAFDC. The AU Manager issues an SSPS invoice for food. Note this action on the "Conversion Tracking Form."

EXAMPLE 2: Mary Jones owes three months' rent. She says she **will be receiving** a 14-day notice to quit in a few days. Mary's AU Manager fills out an EA-6 for Emergency Assistance, notes this action on Attachment A and gives Mary an appointment for August 14 when BEACON is operating. When Mary returns with the 14-day notice to quit on August 14, the application can be entered on BEACON and, if Mary is otherwise EA-eligible, an SSPS invoice for rent can be issued.

If it is determined that a TAFDC or EAEDC applicant is eligible for immediate needs or if an EA-eligible applicant/recipient needs an invoice, the AU Manager must:

- complete an SSPS invoice to authorize goods/services/shelter; and
 - ♦ *if the AU was established on PACES prior to the conversion period*, have data-entry staff enter the completed SSPS invoice to get a control number; or
 - ♦ *if the AU was not established on PACES prior to the conversion period*, have data-entry staff enter "SD TAO" number (e.g., SD 410) in the Control Number box and retain a copy of the completed SSPS invoice.
- Reminder:** A control number *is required* on an SSPS invoice before a vendor can be paid.
- note any Immediate Needs/EA invoices issued on the "Conversion Tracking Form."
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**Day 7 Expedited
Food Stamp
Benefits or
Day 30 Initial
Food Stamp
Benefits**

From August 10 through August 13, the EBT Management Unit at Central Office will process and issue Day 7 expedited food stamp benefits and Day 30 initial food stamp benefits through the EBT system.

From August 10 through August 13, the AU Manager must calculate and have the EBT Management Unit issue Day 7 expedited food stamp benefits or Day 30 initial food stamp benefits if an FS/SSFSP applicant who:

- qualifies for expedited food stamp benefits and provides proof of identity on the seventh day after initial application or comes into the TAO on the seventh day after initial application for an interview and appears eligible; or
 - provides all requested verifications on day 30 and is eligible for food stamp benefits.
 - ***To calculate the food stamp benefit amount for FS-Only or SSFSP-Only AUs***, the AU Manager must:
 - ◆ use the FS/SSFSP benefit calculation worksheet found in the "S" drive (available by August 7) to determine eligibility for food stamp benefits and the monthly food stamp benefit amount; and
 - ◆ prorate the monthly food stamp benefit amount to determine the Day 7 expedited or Day 30 initial food stamp benefit amount. See 106 CMR 364.650.
 - ***To calculate the food stamp benefit amount for Combination (FS/SSFSP) AUs***, the AU Manager must:
 - ◆ *Step One:* Use the FS/SSFSP benefit calculation worksheet found in the "S" drive (available by August 7) to determine eligibility for food stamp benefits. Include all household members and full (non-prorated) income and expense amounts in this calculation.
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**Day 7 Expedited
Food Stamp
Benefits or
Day 30 Initial
Food Stamp
Benefits
(Continued)**

- ♦ *Step Two:* Use the Proration Workbook found in the “S” drive to determine the prorated income and expenses of household members ineligible for FS benefits, as applicable.
- ♦ *Step Three:* Use the FS/SSFSP benefit calculation worksheet to determine the FS monthly benefit amount. Exclude household members ineligible for FS benefits and use prorated income and expense amounts in this calculation. **This is the FS monthly benefit amount.**
- ♦ *Step Four:* To determine the SSFSP monthly benefit amount, subtract the amount in Step Three from the amount in Step One. **The difference is the SSFSP monthly benefit amount.**
- ♦ *Step Five:* Prorate the monthly FS benefit amount calculated in Step Three and the monthly SSFSP benefit amount calculated in Step Four to determine the FS and SSFSP Day 7 expedited or FS and SSFSP Day 30 initial food stamp benefit amounts. See 106 CMR 364.650.
- **To issue food stamp benefits,** the AU Manager must:
 - ♦ complete the Request to Issue Food Stamps Benefits form (Attachment C);
 - ♦ sign the form;
 - ♦ have the TAO Director/designee sign the form;
 - ♦ give the completed form to the EBT liaison to fax it to the EBT Management Unit at 617-348-5501;
 - ♦ ensure the applicant has an EBT card;
 - ♦ tell the applicant when the EBT benefits will be available (that if the EBT Management Unit receives the completed form by 5:00 p.m., the benefit will be available by 7:00 p.m.); and
 - ♦ ensure all applicants receive the “While Our Systems Are Upgraded” flier.

Note any Day 7 expedited food stamp benefits or Day 30 initial food stamp benefits issued on the “Conversion Tracking Form.”

**Reinstating AUs
Within 30 Days of
Closing**

From August 10 through August 13, for any former TAFDC or EAEDC AU closed within the past 30 days who requests reinstatement, the AU Manager must:

- have the former recipient sign a BEACON Request for Assistance **form** (RFA-1) as a record of reinstating;
- inform the former recipient that the system is unavailable and that the information will be entered onto BEACON on or after August 14;
- inform the former recipient that all benefits for which he or she is eligible will be received retroactive to the eligibility date once entered;
- note any reinstatements to be processed on the "Conversion Tracking Form"; and
- ensure all former recipients receive the "While Our Systems Are Upgraded" flier.

For any former TAFDC or EAEDC recipient/AU closed within the past 30 days *for failure to provide verifications* who requests reinstatement, the AU Manager must also:

- determine what verification(s) are needed to reinstate the AU; and
- make a photocopy of all verification(s) provided by the former recipient.

Former recipients/ AUs who have closed within the past 30 days for failure to provide verifications, if eligible, would be reopened retroactive to the day after the closing date, once BEACON is in production.

Former recipients/ AUs who have closed within the past 30 days for any other reason, if eligible, would be reopened as of the day they come into the TAO, once BEACON is in production.

Ongoing Case Maintenance

From August 10 through August 13, if any recipient requests case maintenance (e.g., child care authorizations, ESP referrals), the AU Manager must:

- inform the recipient that the system for processing case maintenance is unavailable and that the information will be entered onto BEACON on or after August 14;
 - make a photocopy of all verification(s) provided by the recipient;
 - note any actions on the "Conversion Tracking Form"; and
 - ensure all applicants and recipients receive the "While Our Systems Are Upgraded" flier.
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Issuing Temporary MassHealth Cards

From August 10 through August 13, if it is determined that an **applicant** needs a temporary MassHealth card, issue a paper MassHealth card. Access MMIS to get the tenth digit for each person in need of emergency medical services.

If a **recipient** needs a replacement MassHealth card, go to REVS to issue a replacement card.

For procedures to issue temporary MassHealth cards or replacement MassHealth cards see Field Operations Memo 2001-15.

Conversion and the Division of Hearings

From August 10 through August 13, if an applicant or recipient files an appeal for an action taken before or during conversion, the AU Manager must:

- give the applicant/recipient a stand-alone appeal form (DOH-10, Rev. 12/96), if requested;
 - inform the applicant/recipient that the Division of Hearings will track the appeal request; and
 - note this on the "Conversion Tracking Form."
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Attachment D

Attachment D, developed by MIS, lists what systems will and will not be available during conversion and BEACON production. If there are any questions on this attachment, contact Customer Support Services at 617-348-5290.

Questions

Policy-related questions should be referred by your Hotline designee to the Policy Hotline at 617-348-8478. Systems-related questions should be referred to Customer Support Services at 617-348-5290.

While Our Systems Are Upgraded

From August 10 through August 13, we are upgrading to our new system:
BEACON.

For Our Current Recipients:

Your cash and/or food stamp benefits will continue uninterrupted during this time.

We can also provide you with replacement EBT cards and replacement MassHealth cards, if necessary.

For Our Current Applicants:

If you are applying *and are eligible*, we will be able to provide you with the following:

- ✓ Emergency Food Stamp Benefits;
- ✓ Emergency Cash Invoices for:
 - ◆ Food, and/or
 - ◆ Rent.
- ✓ New EBT cards to access benefits; and
- ✓ New MassHealth cards.

You will be given an appointment to return to this Office to complete your application if an application cannot be taken today.

If your case closed and you are providing us with the necessary verification to reopen your case:

We will make every effort to reopen your case and give you benefits you are eligible for as soon as possible once our system is updated on August 14.

We apologize for any inconvenience this may cause. If you have any questions, please contact your Transitional Assistance Worker.



Commonwealth of Massachusetts
Department of Transitional Assistance

REQUEST TO ISSUE FOOD STAMP BENEFITS

To: EBT Management Unit, Central Office - Fax 617-348-5501 - Alternate fax 617-423-1526

From _____, EBT Liaison TAO # _____ Phone _____

Verify EBT Card and PIN issuance prior to faxing.

Print Name of Applicant/ Recipient

SSN

Signature of Applicant/Recipient

Date

Requests that the Department issue EBT expedited food stamp benefits in the amount of \$ _____
for the period _____ to _____
(Date) (Date)

Federal Food Stamps

State Food Stamps

Print Name of TAO and CAN#

Signature of TAO Worker

Date

Print Name of TAO Director/Designee

Signature of TAO Director/Designee

Date

CENTRAL OFFICE USE ONLY

EBTM Requested by _____ Date _____

Authorization Number 0051

Benefit Code F9S

F9SS

CCU Processed by _____ Date _____

cc: Tom Tiernan, State Food Stamps

EBT-9 (1/2001)
16-025-0101-05

Status As of 04/19/01

Attachment D

<i>System/Subsystem</i>	<i>Prior to Conversion</i>	<i>During Conversion</i>	<i>BEACON R2.0 Production</i>	<i>Comments</i>
Mainframe				
BB: BEACON PILOT WB				
INQB - MASTER FILE INQUIRY	Available	Not Available	Available	
RHIB - CLIENT HISTORY INQUIRY MENB	Available	Not Available	Available	
FCBB - CHECK REPLACEMENT	Available	Not Available	Available	
EDUB - LEARNFARE	Available	Not Available	Available	
CANB - CAN NUMBER UPDATE	Available	Not Available	Decommission	
CHKB - BENEFITS ISSUED SCREEN	Available	Not Available	Available	
BA: BEACON PILOT WA		<i>Production as of Monday following start of Conversion.</i>		
FMCS : Financial Management Control System				
File Inquiry	Available	Production	Available	
File Update Data Entry	Available	Not Available	Decommission	
Terminate Session	Available	Production	Available	
SSPS : Special Services Payment System				
Authorization Menu	Available	Production	Available	
Invoice Authorization	Available	Production	Available	
Shelter Authorization	Available	Production	Available	
Protective Payments (New)	Available	Production	Available	
Protective Payments (Tumaround)	Available	Production	Available	
EA-1 Authorization	Available	Production	Available	
Payment Menu	Available	Production	Available	
Invoice Approval	Available	Production	Available	
Initiate Payroll	Available	Production	Available	
Financial Collection Report Submission	Available	Production	Available	
Maintenance Menu	Available	Production	Available	
Vendor File Maintenance	Available	Production	Available	
Service Code Maintenance	Available	Production	Available	
Invoice Adjustment by Invoice Number	Available	Production	Available	
Invoice Adjustment by Check Number	Available	Production	Available	
Void Invoice	Available	Production	Available	
Void EA/ER-1	Available	Production	Available	
Void 30 Day Authorization Period	Available	Production	Available	
Bulletin/Error Table Maintenance	Available	Production	Available	
Shelter Rate Maintenance	Available	Production	Available	
Shelter Invoice Adjustment	Available	Production	Available	
Terminate EA	Available	Production	Available	
Inquiry Menu	Available	Production	Available	
Recipient Inquiries	Available	Production	Available	
Document Inquiries	Available	Production	Available	
Vendor Inquiries	Available	Production	Available	
Service Code Inquiry	Available	Production	Available	
Redet: Redetermination	Available	Not Available	Decommission	
IEVS: Income Eligibility Verification System				
	Available	Production	Available	
PIRS : Photo-ID Replacement System				
	Available	Production	Available	
VIEWDIR: VIEWDIRECT				
	Available	Available	Available	
VIEWPC: DOCUMENTDIRECT				
	Available	Available	Available	
A: TSO				
	Available	Available	Available	

		<i>Status As of 04/19/01</i>		Attachment D
<i>System/Subsystem</i>	<i>Prior to Conversion</i>	<i>During Conversion</i>	<i>BEACON R2.0 Production</i>	<i>Comments</i>
WA: EAS Menu	<i>Available through end of week Conversion</i>	<i>Not Available as of week end of conversion</i>	<i>Decommission</i>	
FMCS : Financial Management Control System				
File Inquiry	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
File Update Data Entry	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	Used for CIP DES/DOR Matches
Terminate Session	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
SSPS : Special Services Payment System				
Recipient Inquiries	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Document Inquiries	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Vendor Inquiries	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Service Code Inquiry	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Authorization Menu	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Maintenance Menu	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
ESPH : Employment Services Program History				
Client Browse	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Resource Browse	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Employer Browse	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Office Browse	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Transitional Placement Browse	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Full Employment Openings Browse	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
Redet: Redetermination	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
IEVS: Income Eligibility Verification System	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
PIRS : Photo-ID Replacement System	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
EBT Microfiche	<i>Available</i>	<i>Available</i>	<i>Available</i>	
WB PACES				
CICS News - 99 - MIRS				
INQY - MASTER FILE INQUIRY	<i>Available</i>	<i>Available</i>	<i>Decommission</i>	
MENU - APPLICATION MENU	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
EXEC - EXECUTIVE SUMMARY	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
PEND - CASES PENDING REPORT	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
HIST - TXN HISTORY BY CASE NUMBER	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
CALC - CASE MANAGEMENT BENEFIT CALC	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
TDIN - CASE INPUT (TAFDC)	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
FMC1 - CASE INPUT	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
FIW1 - INCOME DATA ENTRY I	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
FIW3 - MULTIPLE ADDRESS	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
MSRE - CASE MANAGEMENT/MR TRACKING	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
CORN - CORNELIUS	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
RHIM - CLIENT HISTORY INQUIRY MENU	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
TD02 - CLIENT DATA INPUT (TAFDC)	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
FMC2 - CLIENT DATA INPUT	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
FIW2 - INCOME DATA ENTRY II	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
APPL - NOTICE OF APPEALS ENTRY	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
FCB1 - CHECK REPLACEMENT	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
CICS News - 99 - CRUP	<i>Available</i>	<i>Not Available</i>	<i>Decommission</i>	
WE: REVS	<i>Available</i>	<i>Available</i>	<i>Available</i>	
MMIS	<i>Available</i>	<i>Available</i>	<i>Available</i>	
UMS: Registry of Motor Vehicles	<i>Available</i>	<i>Available</i>	<i>Available</i>	

Status As of 04/19/01

System/Subsystem	Status As of 04/19/01			Comments
	Prior to Conversion	During Conversion	BEACON R2.0 Production	
SAVE: Systematic Alien Status Verification Entitlement	Available	Available	Available	
MMARS	Available	Available	Available	
PCRS: Payroll Cost Reporting System / PMIS: Payroll Management Information System	Available	Available	Available	PMIS is for history only. Replaced by HRCMS
WAREHOUSE (MMARS Data)	Available	Available	Available	
Mid Range Systems				
PRISM II	Available	Inquiry Only	Decommission	@Risk - Update functionality will be available but should not be used
BEACON R1.0	Available	Inquiry Only	Decommission	@Risk - Update functionality will be available but should not be used
IIS: Image Identification System	Available	Available	Available	
DTA Data Warehouse	Available	Available	Available	
Actuate Report Viewer	Available	Available	Available	
PC Applications				
ARTS: Applications/Reevaluation Tracking System	Available	Inquiry Only	Decommission	@Risk - Update functionality will be available but should not be used
Policy Online	Available	Available	Available	
LearnFare	Available	Available	Available	
DTA Intra net	Available	Available	Available	
Internet Explorer	Available	Available	Available	
ETNA: Extension Tracking Notice Application	Available	Available	Available	No MF down load during Conversion
EBT/Edge	Available	Available	Available	
R:Drive - Extension Request Documentation	Available	Available	Available	
DVLog: Domestic Violence Tracking	Available	Available	Available	
HR/CMS	Available	Available	Available	
QPLEX: MOSES & Unemployment Insurance	Available	Available	Available	
RREPS: Recipient Replacement Emergency Payment System	Available	Available	Available	No MF upload or download during Conversion
TOP (FTROP): Tax Offset Program	Available	Available	Available	No weekly updates on collections in BEACON
MOTS: Matches Output Tracking System	Available	Available	Available	
Teen Parent Tracking	Available	Available	Available	
Globe Santa	N/A	N/A	N/A	
FCWS: Finance Check Writer System	Available	Available	Available	
FST: Food Stamp Disqualification	Available	Available	Available	No MF download during Conversion
CTS: Correspondence Tracking System	Available	Available	Available	
HATS: Hearings & Appeals Tracking System	Available	Available	Available	
HAPS: Housing Assistance Program	Available	Available	Available	
HUTS: Housing Unit Tracking System	Available	Available	Available	
SOAA: State Office of Affirmative Action	Available	Available	Available	
Lotus Smart Suite	Available	Available	Available	
cc:Mail	Available	Available	Available	
Lotus Notes	Available	Available	Available	
File and Print Services	Available	Available	Available	