



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

MITT ROMNEY
Governor

KERRY HEALEY
Lieutenant Governor

RONALD PRESTON
Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2003-15A
July 7, 2003

To: Transitional Assistance Office Staff

From: *C.D.*
(R.H.) Cescia Derderian, Assistant Commissioner for Field Operations

Re: EAEDC: Eliminating the Eligibility Category of Student and Eliminating the Rent Allowance - Part II

Overview

The FY 04 budget requires the elimination of:

- Students as a categorical eligibility reason for EAEDC; and
- Rent Allowance for EAEDC applicants and recipients.

These changes were effective July 1, 2003 for all EAEDC applicants.

This Field Operations Memo describes the actions taken by MIS to reduce or terminate active EAEDC AUs because of the elimination of the rent allowance or the eligibility category of student.

Regulations

State Letter 1257 revised the EAEDC regulations.

Identifying Which EAEDC AUs Are Affected

EAEDC AUs whose benefits will be reduced or terminated may be identified through two sources.

- Each AU that was decreased or terminated because of the student eligibility change or the elimination of rent allowance can be seen on the View: *Interview Wrap-up - Pending Release*. AU Managers must check the View daily before the action is released. After the action is released the name no longer appears on the View.
- Once the names are removed from the View, information about the reduction or termination will be found on the Narrative Tab for the specific EAEDC AU.

**EAEDC
Student**

MIS will close all EAEDC AUs whose assessed person is the grantee and is coded as “Full Time HS Student < Age 21”. No AU Manager action is required.

Closing dates: The closing dates are based on the SSN:

- SSN ending 5 through 9: EAEDC closing will be the second cycle of July and any Food Stamp change will impact the August FS benefits.
- SSN ending 0 through 4: EAEDC closing will be the first cycle of August and any Food Stamp changes will impact the September FS benefits.

Notices: An MIS-generated 10-day advance notice will be sent. The regular EBC notice will be suppressed.

- If the AU received only EAEDC benefits or EAEDC and Food Stamp benefits as a member in another AU, Attachment A will be sent informing him or her of the EAEDC closing.
- If the AU received EAEDC and Food Stamps benefits, Attachment B will be sent informing him or her of the EAEDC closing, the change in the amount of Food Stamp benefits and the change to NPA FS.
- If the AU received Food Stamp benefits as a member of another FS AU, Attachment E will be sent informing the other FS AU of the change in Food Stamp benefits because the income of an EAEDC recipient in the FS AU has decreased or stopped.

BEACON:

- AUs whose EAEDC is closing will appear on the Daily Priorities Actions View, *Interview Wrap-up - Pending Release*. The Type will show as “Ineligible Student.”
- A note on the Narrative Tab will state, “EAEDC closing because of the elimination of student eligibility.”

Appeals: Special appeal language has been added to the notices to inform the AU that an appeal filed solely on the decision to end the student benefit will be dismissed.

**Rent
Allowance**

MIS will decrease all EAEDC AUs with a Rent Allowance to the Standard of Assistance without the Rent Allowance. In a very few instances, this decrease will result in an EAEDC closing which will be processed by Central Office. No AU Manager action is required.

Change dates: The decrease dates are based on the SSN:

- SSN ending 5 through 9: EAEDC decrease will be the second cycle of July and any Food Stamp change will impact the August FS benefits.
- SSN ending 0 through 4: EAEDC decrease will be the first cycle of August and any Food Stamp changes will impact the September FS benefits.

Notices: An MIS-generated 10-day advance notice will be sent. The regular EBC notice will be suppressed.

- If the AU received only EAEDC benefits or EAEDC and Food Stamp benefits as a member of another AU, Attachment C will be sent informing him or her of the decrease in EAEDC benefits.
- If the AU received EAEDC and Food Stamps benefits, Attachment D will be sent informing him or her of the EAEDC decrease and the change (increase) in the Food Stamp benefits.
- If the AU received Food Stamp benefits as a member of another FS AU, Attachment E will be sent informing the other FS AU of the change in Food Stamp benefits because the income of an EAEDC recipient in the FS AU has decreased or stopped.

BEACON:

- AUs whose EAEDC is decreasing will appear on the Daily Priorities Actions View, *Interview Wrap-up - Pending Release*. The Type will show as "Remove Rental Allowance."
- A note on the Narrative Tab will state, "EAEDC reduction/closing because of the Rent Allowance."

Appeals: Special appeal language has been added to the notices to inform the AU that an appeal filed solely on the decision to end the rent allowance will be dismissed.

EAEDC AUs Not Receiving FS Benefits Of the 402 EAEDC AUs that were identified as “student”, 149 AUs were not receiving Food Stamp benefits.

As part of the larger food stamp outreach effort, the AU Manager responsible for the EAEDC AU should mail a Food Stamp Application package to the EAEDC AUs that are shown on the View: *Interview Wrap-up – Pending Release* for “ineligible student” but have no associated FS AU. Once the completed package is returned to the TAO, it will be assigned to the appropriate AU Manager.

Reminder Field Operations Memo 2003-15 discussed procedures for pending EAEDC applications taken before and after 7/1/2003.

AU Managers are reminded to inform the denied student applicant of the other EAEDC eligibility reasons and possibly TAFDC eligibility, depending on the individual’s age and living situation.

Questions If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

One Davis Square
Somerville, MA 02145

Important Notice - Read Carefully
Este Mensaje Es Importante - Lea Cuidadosamente

Massachusetts Department of Transitional Assistance

Mary Jones
101 Main Street
Somerville, MA 02148

SSN: 999-99-9999
Davis Square TAO - DTA

07/xx/2003

NOTICE OF INELIGIBILITY OF STUDENTS IN EAEDC

Dear Mary Jones:

Your EAEDC benefits will stop on 07/27/2003 because the new state budget effective July 1, 2003 has ended the eligibility category of students under the EAEDC program.

You may still be able to receive EAEDC benefits if you are disabled, participating in the Massachusetts Rehabilitation Commission, caring for a disabled person in your home or under the age of eighteen and living with an unrelated adult who provides care for you. If you meet one of these conditions, please contact your worker at the number listed below.

If you disagree with this decision, you have the right to request a fair hearing. If you are appealing solely based on the decision to end the student benefit, your request for a hearing will be dismissed. The back side of this notice contains important information about your hearing rights including the circumstances in which assistance is continued. To request a hearing, complete the back side of this notice.

The provision in the state budget requiring this action is line item 4408-1000 in Section 2 of the General Appropriations Act for Fiscal Year 2004. The Department's regulations implementing this provision are: 106 CMR: 320.000, 343.245.

If you have any questions about your case, you should call 617-999-9999, and ask for your worker Mary Brown.

You may ask for help from your local legal services office by calling: Greater Boston Legal Services at 617-371-1234.

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07/xx/2003

NOTICE OF INELIGIBILITY OF STUDENTS IN EAEDC

Dear Mary Jones:

Your EAEDC benefits will stop on 07/28/2003 because the new state budget effective July 1, 2003 has ended the eligibility category of students under the EAEDC program.

You may still be able to receive EAEDC benefits if you are disabled, participating in the Massachusetts Rehabilitation Commission, caring for a disabled person in your home or under the age of eighteen and living with an unrelated adult who provides care for you. If you meet one of these conditions, please contact your worker at the number listed below.

Your food stamp benefits will go to \$180.00 on 08/14/2003 because your countable income for food stamp purposes has changed.

A new worker in the food stamp unit will handle your food stamp case. Your certification period is from 08/14/2003 through 02/14/2004. At a later date you will be sent a separate notice about your recertification responsibilities.

If you disagree with this decision, you have the right to request a fair hearing. If you are appealing solely based on the decision to end the student benefit, your request for a hearing will be dismissed. The back side of this notice contains important information about your hearing rights including the circumstances in which assistance is continued. To request a hearing, complete the back side of this notice.

The provision in the state budget requiring this action is line item 4408-1000 in Section 2 of the General Appropriations Act for Fiscal Year 2004. The Department's regulations implementing this provision are: 106 CMR: 320.000, 343.245, 364.500, 364.600, 365.170.

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NOTICE OF ELIMINATION OF EAEDC RENT ALLOWANCE

Dear Mary Jones:

Your EAEDC benefits will go to \$303.70 on 07/29/2003 because the new state budget effective July 1, 2003 has ended the \$35.00 rent allowance paid to EAEDC recipients.

If you disagree with this decision, you have the right to request a fair hearing. If you are appealing solely based on the decision to end rent allowance, your request for a hearing will be dismissed. The back side of this notice contains important information about your hearing rights including the circumstances in which assistance is continued. To request a hearing, complete the back side of this notice.

The provision in the state budget requiring this action is line item 4408-1000 in Section 2 of the General Appropriations Act for Fiscal Year 2004. The Department's regulations implementing this provision are: 106 CMR: 321.420, 343.245, 705.910.

If you have any questions about your case, you should call 617-999-9999, and ask for your worker Mary Brown.

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07/xx/2003

FOOD STAMP CHANGE NOTICE

Dear Mary Jones:

Your food stamp benefits will go to \$180.00 on 08/14/2003 because the income of an EAEDC recipient in your food stamp case has gone down or stopped. The EAEDC recipient received a separate notice about this change.

The Department's regulations implementing this provision are: 106 CMR: 364.500, 364.600, 365.170.

You are entitled to food stamp benefits, if eligible, without regard to age, race, color, sex, handicap, religious creed, national origin, or political beliefs. If you believe that the Department, in making your eligibility determination, has discriminated against you, contact your local Transitional Assistance Office to find out how you can file a complaint.

If you have any questions about your case, you should call 617-999-9999, and ask for your worker Mary Brown.

You may ask for help from your local legal services office by calling: Greater Boston Legal Services at 617-371-1234.