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Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 95-31-A
December 1, 1995

To: Local Office Staff

From: Joyce Sampson, Assistant Commissioner for Field Operations

Re: Update to Field Operations Memo 95-31

Background

This memo is the first in a series of updates to Field Operations Memo 95-31. Until a TAFDC Reference Guide is issued, updates to Field Operations Memo 95-31 will continue to be issued in this format.

Update

This memo updates Attachment Q. Delete Attachment Q from Field Operations Memo 95-31 and insert Attachment Q issued by Field Operations Memo 95-31-A.

Questions

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

TAFDC PACES TD/Worksheet Deskguide		
TD/ Worksheet Block Name/Number	**Code**	**Complete When:**
4 (Category)	2 = TAFDC	Entering any TD or Worksheet transaction to PACES
16 (Multiple Address)	X = TAFDC experimental group	• Identifying experimental group
37 (Review)	Date of eligibility review for TAFDC.	• Transitioning an AFDC case to TAFDC
33 (Action Reason) 33, 53, 89, 92 (cases with PA FS), 96 (Action Reason)	See pages Q-3 through Q-8 for a list of TAFDC eligibility and ineligibility action reasons	• Transitioning an AFDC case to TAFDC • Opening a new case • Reopening a case
44 (PG CD/Program Code) *Note:* Exempt recipients receive the current need and payment standard, and are entitled to 30 and 1/3 for full eligibility period Nonexempt recipients receive a reduced need and payment standard, and are entitled to 30 and 1/2 for full eligibility period	A = Exempt B = Exempt - but participating in the Full Employment Program C = Exempt - pending disability review 0 = Active case pending TAFDC eligibility review 1 = Nonexempt - two-parent family with youngest child in AU under age 2* 2 = Nonexempt - youngest child in AU age 2 to mandatory full-time school age 3 = Control group 5 = Nonexempt - participating in the Full Employment Program and youngest child in AU age 2 to mandatory full-time school age 6 = Nonexempt - youngest child in AU mandatory full-time school age 7 = Nonexempt - participating in the Full Employment Program and youngest child in AU mandatory full-time school age 8 = Nonexempt in a two-parent family, participating in the Full Employment Program and youngest child in AU is under age 2* * also applies to child under 2 who would be in AU but for receipt of SSI	• Closing or denying a case • Changing status from nonexempt to exempt • Changing status from exempt to nonexempt

51 (ST Status)	8	• Closing a Teen Parent's food stamp case
59 (CAT ELG Categorically Eligible) Enter a T Transaction	X	
70 (Type of Entry)	I	• issuing a supplement when a recipient stops FEP employment
72 (Type of Entry)	U	• issuing a special advance supplement payment to ensure that the AU does not experience a loss in monthly income
97 (MS/R Marital Status/ Relationship)	See Appendix B of the *Systems User's Guide*, Volume 1: PACES for the existing codes New Codes X = Nonaided dependent in household (system-generated for dependents numbered 01-49 with a CO transaction) V = Teen Parent who is a dependent W = Dependent child of Teen Parent who is a dependent	• Transitioning an AFDC case to TAFDC • Opening a new case • Reopening a case • Identifying a dependent teen parent and/or her dependent child
98 ED (Education), 99, 100 Wk/Ex/Hr and Last Emp (Work Experience/ Hourly Wage and Last Year Employed)	See the block descriptions of the *Systems User's Guide*, Volume 1: PACES, Chapter III for the existing codes	Mandatory for grantees, sanctioned grantees and teen parents, when: • Transitioning an AFDC case to TAFDC • Opening a new case • Reopening a case • Changing exemption status
101A (Teen Living Arrangement) Enter to the right of Block 101 and circle	D— Delete entry I = Living independently P = Living with parents R = Living with an adult relative or legal guardian over 20 years of age S = Living in a teen structured living program T = Living independently and awaiting a teen structured program placement	• Transitioning an AFDC case to TAFDC • Opening a new case • Reopening a case • Closing or denying a case
FIW1 10 (Assets)	Use Type 1 only for total countable assets Code 3 - for non-countable vehicle for FS Dever calculation	• Transitioning an AFDC case to TAFDC • Opening a new case • Reopening a case • Closing or denying a case
FIW2 22	Deeming income from the parent of a teen parent under the age of 18 Use client number 57, 58 or 59 only Type = DE or DU Enter gross amount of income Make no entry in CS/CO/AL IRS D = total number of people in the filing unit excluding the minor parent and her children and the person whose income is being entered	• Transitioning an AFDC case to TAFDC • Opening a new case • Reopening a case • Closing or denying a case If case includes a teen parent living with parent (s)

TAFDC Eligibility Action Reasons

Description	Code	Block(s)
Dependent approved for MA	02	96
Administrative corrections to MMIS	03	33/96
BSI referral-result of front-end detection	03	33/89
Case approved for Emergency Assistance (EA) only	03	33/89
Case established only to provide immediate need to an applicant who appears eligible	03	33/89/96
Grandfathered ESP participant	04	33/53/89/92/96
Nonexempt teen parent who has completed high school or GED program	05	33/53/89/92/96
Able-bodied adult 20 years or older	06	33/53/89/92/96
Failed to cooperate with the disability process	07	33/53/89/92/96
Disabled parent in a two-parent family whose incapacity established a deprivation factor for the AU	09	33/53/89/92/96
Disabled parent	10	33/53/89/92/96
Dependent child	11	89/92/96
Both parents disabled	12	33/53/89/92/96
Adult/parent whose youngest child in AU or child on SSI is under 2 or youngest child would be in AU but for the receipt of SSI	13	33/53/89/92/96
Pregnant (last four months)	14	33/53/89/92/96
Caring for disabled spouse or other parent/child	15	33/53/89/92/96
Teen parent in high school or attending a full-time GED program and an approved training or employment-related activity (30 hours)	16	33/53/89/92/96

Ineligible Grantee, who is not legally responsible for the dependent, is not in need	17	33/53/89/92
Ineligible Grantee (parents on SSI)	17	33/53/89/92
Ineligible Sanctioned Grantee	17	33/53/89/92
Ineligible Alien	17	33/53/89/92
Parent of a child born after the Family Cap date who is under 3 months	18	33/53/89/92/96
Household member is participating in an Assisted Placement Program through ESP	19	33/53/89/92/96
Case approved for TMA subsequent to TAFDC termination because of increased earnings from employment	*61	SG
Case approved for TMA subsequent to TAFDC termination because of increased earnings in combination with child support	*65	SG
Case approved for TMA and family wishes to join HMO	*68	33
Case approved for TMA and family is enrolled in HMO	*74	33
Dependent born to TAFDC eligible woman approved for MA until first birthday regardless of mother's continuing eligibility	82	89/96/92

* Category 2 Status 5 Only

Key: ** - Pending
*** - Immediate release

TAFDC Ineligibility/Reduction Codes

Description	Code	Block(s)
Case closed-required to be in another AU	23**	33/53/89/92/96
Case closed due to support payments in excess of program limits	24**	SG
Case or household member closed due to receipt of SSI	25**	33/53/89/92/96
Case closed-failure to come in for eligibility review for TAFDC	26**	33/53
Household member closed household member failed to comply with the requirements of the work program without good cause	27**	89
Case closed-failure to cooperate without good cause in the disability determination process	28**	33/53
Case closed-unearned income in excess of program limits	30**	SG
Case closed-assets in excess of program limits	31**	SG
Case or household member closed-eligible for, or receipt of, another type of assistance	33***	33/53/89/92/96
Case or household member closed, client refuses to apply for other potential benefits or resources	34**	33/53/89/92/96
Case closed-dependent child has both parents living in the home and no deprivation factor	35**	33/53
Case or household member closed child(ren) is in foster care	36***	33/89/92/96
Case or household member closed at the written request of client to terminate all categorical benefits	38***	33/53/89/92/96
Case closed-did not provide income and/or asset verification	39**	33/53/89/92/96
Case or household member closed-did not provide required verification(s)	40**	33/53/89/92/96
Case closed-failure to keep eligibility review appointment	41**	33/53

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Case closed-failure to comply with lien/assignment provisions	42**	33/53
Household member closed-child in temporary custody of DSS or other agency and grantee no longer exercises care and control over child	43***	89/92/96
Case closed-DRU determined grantee and/or household member does not meet disability requirements of program	45**	33/53
PA FS closed-required FS to get in another FS case	46**	53
Case closed-no eligible child in home and dependent child is not temporarily absent	47**	33/53
Case or household member closed-no longer a Massachusetts resident	48**	33/53/89/92/96
Case or household member closed due to death	49***	33/53/89/92/96
Case or household member closed-whereabouts unkown no mail returned (10 day notice required)	50**	33/53/89/92/96
In multiple assistance unit case, dependent closed in parent unit, opening of a relative unit	51**	89/92/96
Case closed due to striker	53**	33/53
Case or household member closed whereabouts unknown - mail returned (No 10 day notice required)	54***	33/53/89/92/96
Case closed-grantee and/or teen parent not enrolled in school or a GED program and do not meet the teen living arrangement requirements of living with a parent, another responsible adult or in a teen structured living program	55**	33/53/89/92/96
Action reason 03 case denied due to excess income, assets	56***	SG
Case closed-DRU determined grantee and/or household member does not have a physical and/or mental impairment that affects ability to work	57**	33/53
Case closed-did not cooperate with Quality Control	58**	33/53
Case closed-failure to correct an incomplete Monthly Report	59**	SG

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Case closed due to employment	61**	SG
Case or household member closed-child is 19 or over	62**	33/53/89/92/96
Case or household member closed-no longer pregnant	63**	33/53/89/92/96
Case or household member closed-client did not verify SSN or application for SSN	64**	33/53/89/92/96
Grantee closed due to failure to cooperate with child support enforcement unit	66**	89
Case closed-failure to return a complete Monthly Report	67**	SG
Case closed-ineligible for EA, or MassHealth ID; also closing household member who was opened for MMIS administrative corrections	70***	33/89/96
Case closed-failure to correct an inadequate Monthly Report	71**	SG
Case closed-client received lump sum income	72**	SG
Case or household member(s) closed-failure to comply with the requirements of your EDP without good cause	73**	33/53/89/92/96
Case or household member closed-failure to cooperate in direct deposit program	74**	33/53/89/92/96
Case closed-written request of client to stop cash benefits only	76***	33/53
Case closed due to bank match that revealed unreported assets in excess of program limits	77**	33/53
PA FS closed-do not meet FS household composition requirements	78**	53
Case or household member closed, teen parent in home does not meet requirement that teen parent or a pregnant teen must either have a high school diploma or GED or be attending school or a GED program	79**	33/53/89/92/96
Case or household member closed-failure to meet school attendance requirement(s)	81**	33/53/89/92/96

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Case closed-failure to schedule an eligibility review at the end of disqualification period (Use only with AR 91 on file.)	86**	33
Case or household member closed-failure to meet requirement that a teen parent must live with an adult relative, legal guardian, or in an available teen structured living program	87**	33/53/89/92/96
Grantee(s) closed-failure to meet immunization requirements	88**	89
Case closed-counting income or assets of dependent children and their parents	90**	SG
Optional Assistance unit closed	90**	33/53
Case closed-counting income of parents	92**	SG
Case denied, still ineligible due to lump sum income	93***	SG
Household member closed (Used only when 1 or more household members have left the home or when no other action reason is appropriate.)	96**	89/92
Case closed-failure to provide completed disability supplement	97**	33/53
Case denied-BSI determines applicant fraudulent; result of front end detection	98***	33