



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

William F. Weld
Governor
Argeo Paul Cellucci
Lieutenant Governor

Gerald Whitburn
Secretary
Joseph Gallant
Commissioner

Field Operations Memo 95-25
August 1, 1995

TO: Local Office Staff
FROM: Joyce Sampson
Assistant Commissioner for Field and Eligibility Operations
RE: **AFDC Potential Graduate Report and EAEDC Student Report**

Background An AFDC Potential to Graduate Report and an EAEDC Student Report have been developed to ensure the accuracy of our caseload.

The AFDC report relates to policy concerning 18-year-olds who remain eligible on AFDC as dependent children when they are full-time students in grade 12 or below and expect to graduate before their 19th birthday. Refer to 106 CMR 303.130 for more details. The report will list dependents aged 17 years and nine months or older as of May 1, 1995.

The Student 18-20 Years Report identifies EAEDC full-time students with a Cat Type H aged 18, 19, or 20 years as of May 1, 1995. Refer to 106 CMR 320.450 for more details.

Reports Beginning the week of July 31, 1995, each local office will receive two copies of each report. They are sorted by local office and case assignment number. The AFDC report includes case name and social security number and the dependent's name, number (01-49), social security number and date of birth. The EAEDC report includes the case's name, SSN and date of birth.

Use the following procedures for the AFDC Potential to Graduate Report.

**Worker
Procedures**

Step One Determine if the dependent is under 19 years of age.

- If not, close the dependent or case (if the sole dependent) using action reason (AR) 62 on the PID.
- If yes, go to step two.

Step Two Send the assistance unit a school verification form (SV-1).

- If the SV-1 is not returned, close the dependent or the case (if the sole dependent) for AR 40.
- If the SV-1 is returned, go to step three.

Step Three ... Determine if the dependent is regularly attending school full time and when the dependent will graduate.

**If the school verifies that
the dependent ...**

Then...

is not regularly attending school full time regardless of expected graduation date,

close the dependent or case (if the sole dependent). Use AR 79.

is age 18 and not expected to graduate by age 19,

close the dependent or case (if the sole dependent). Use AR 79.

is under 18 but not expected to graduate by age 19,

close the dependent or case (if the sole dependent) when the dependent turns age 18. Use AR 79.

graduated in May or June 1995,

close the dependent or case (if the sole dependent). Use AR 79.

will be graduating by age 19 but not May or June 1995,

take no action at this time. Monitor the expected date of graduation for future action.

**Worker
Procedures**

For the EAEDC Students, 18-20 Years Report, use the following procedures.

Step One ... Send the recipient a school verification form (SV-1).

- If the SV-1 is not returned, close the case for AR 40.
- If the SV-1 is returned, go to step two.

Step Two ... Determine if the recipient is regularly attending secondary school full time.

- If the recipient is regularly attending a secondary school full time, take no action at this time.
- If the recipient is attending a school beyond the secondary level, close the case for AR 79.
- If the secondary school reports that the recipient is not regularly attending full time, close the case using AR 55.

Questions

If there are any questions regarding this memo, the local office designee may call the Policy Hotline at (617) 348-8478.
