



**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

**FAX 96-13**  
**Field Operations Memo 96-3**  
**February 1, 1996**

Gerald Whitburn  
Secretary  
Joseph Gallant  
Commissioner

**TO: Local Office Staff**  
**FROM: Joyce Sampson**  
**Assistant Commissioner for Field Operations**  
**RE: DMA Reconfiguration**

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**Introduction**

Effective February 1, 1996, Division of Medical Assistance (DMA) staff were consolidated into four DMA offices to serve Medical Assistance-only and CommonHealth applicants and recipients.

The four DMA offices are called MassHealth Enrollment Centers (MECs). The staff at these offices will process all applications for DMA Medical Assistance-only programs and CommonHealth. MA applications may be processed at any MEC; there are no regional boundaries.

The MECs are supported by an outreach component which involves the deployment of DMA eligibility staff at over 100 hospitals and community health centers to provide assistance with Medical applications for DMA programs.

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**MA Applications Available at DTA Local Offices**

A supply of DMA's new universal application packets and introductory letters will be sent to DTA offices. The universal application (UNIV-1) will be used to apply for all MA community-based programs including CommonHealth.

The introductory letter informs the potential applicant where to send the completed application (Note: only three of the MECs are listed) and gives the toll-free number for the MassHealth Customer Service Center if help is needed.

DTA office staff should make these available to anyone who requests an MA application.

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**MassHealth  
Enrollment Centers  
(MECs)**

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The four MassHealth Enrollment Centers (MECs)  
are:

1. Tewksbury MassHealth Enrollment Center  
367 East Street  
Tewksbury, MA 01876

Local Tel: (508) 262-9100  
Toll-free Tel: 1-800-408-1253  
Fax: (508) 262-9212

2. Charlestown MassHealth Enrollment  
Center  
529 Main Street  
Charlestown, MA 02129

Local Tel: (617) 248-4200  
Toll-free Tel: 1-800-322-1448  
Fax: (617) 248-4267

3. Taunton MassHealth Enrollment Center  
21-A Spring Street  
Taunton, MA 02780

Local Tel: (508) 828-4600  
Toll-free Tel: 1-800-242-1340  
Fax: (508) 828-4611

4. Springfield MassHealth Enrollment Center  
311 State Street  
Springfield, MA 01105

Local Tel: (413) 785-4100  
Toll-free Tel: 1-800-332-5545  
Fax: (413) 785-4180

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**Responsibilities of  
the MECs**

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Charlestown MEC is responsible for:

- Enrolling applicants for Medical Assistance and CommonHealth
- Processing SC-1s for short term care placements for Cats. 1, 3, 5, 7, and 8
- Processing EAEDC-related Medical Assistance for EAEDC recipients under age 18 or over age 65
- Authorizing payment for out-of-pocket medical expenses
- Processing requests for retroactive Medical Assistance by AFDC and TAFDC cash-assistance applicants

Springfield MEC is responsible for:

- *Enrolling applicants for Medical Assistance and CommonHealth*
- *Enrollment for assigned long term care and chronic facilities*
- Processing Notice of Birth (NOB) forms statewide
- Processing Healthy Start applications for the Springfield geographic area

Taunton MEC is responsible for:

- Enrolling applicants for Medical Assistance and CommonHealth
  - Enrollment for assigned long term care and chronic facilities
  - Reviewing and maintaining TMA cases referred by DTA
  - Reviewing and maintaining AFDC-related MAOA cases
  - Maintaining AFDC-related Medical Assistance cases (Cats. 6 and 8)
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**Responsibilities of  
the MECs  
(cont.)**

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Tewksbury MEC is responsible for:

- Maintaining AFDC-related Medical Assistance cases (Cats. 6 and 8)
- Enrollment for walk-ins and referred applications
- Determining eligibility for the Kaileigh Mulligan program
- Determining eligibility for the PACE ON Lok Program (a special program for seniors residing in the community)
- Processing Healthy Start applications for the remainder of the state not within the Springfield catchment area
- Processing long term care payment segments for SSI cases
- Reviewing and maintaining SSI-related MAOA cases
- Maintaining Medical Assistance eligibility for all SSI-related ongoing cases (Cats. 5 and 7)

**DTA Responsibilities**

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DTA staff is responsible for performing case maintenance activities for all MassHealth recipients who receive Medical Assistance automatically with their cash assistance, i.e., TAFDC, AFDC and SSI.

**SSI and EAEDC  
Recipients in Rest  
Homes**

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Many residents of rest homes are eligible for Medical Assistance, but rest homes are not medical facilities and do not provide medical services. Medical Assistance does not pay room and board in rest homes, therefore, a long term care segment is NOT appropriate for rest home residents.

**Questions**

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If you have any questions, please have your Hotline Designee call the DMA Eligibility Hotline at (617) 348-5531.

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