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**Field Operations Memo 96-35**  
**October 4, 1996**

**TO: Local Office Staff**  
**FROM: Joyce Sampson**  
**Assistant Commissioner for Field Operations**  
**RE: Revised Supervisory Signoff Requirements**

This memo provides revised requirements for supervisory signoff and obsoletes earlier instructions in Field Operations Memo 92-49 Supervisory Signoff Requirements dated October 21, 1992.

Effective immediately, supervisory review and signoff is required in all of the following circumstances:

- (1) New TAFDC, AFDC, EAEDC, EA and Food Stamp cases,
- (2) Reopened TAFDC, AFDC, EAEDC and Food Stamp cases including cases that reopen within 30 days of closing,
- (3) Cases in which a sanction is imposed which results in removal of an assistance unit member or the closing of a case,
- (4) Increases and decreases in grants,
- (5) Child care authorizations and transportation payments,
- (6) Family Cap instances (adding or denying a child to the grant),
- (7) Q payments,
- (8) Address changes,
- (9) BSI referrals,
- (10) Issuance of Emergency Cards (paper cards issued when the IIS is not functioning) and "Valid Without Photo" IIS cards,
- (11) Disability Supplements to United HealthCare,

- (12) **Employment Development Plans (EDPs),**
- (13) **Emergency Assistance approvals and denials, and**
- (14) **Other situations as determined by the local office director.**

**A supervisor's signature means that he or she has reviewed the documentation and approves the case action. Therefore, before signing off on one of the above actions, a supervisor must:**

- (1) **Review the applicable documentation to verify correctness,**
- (2) **Review any manual notices for accuracy of reason(s) and appropriate manual citations, and**
- (3) **Review the accuracy of the data, codes, etc. and sign the applicable input documents; i.e., PID, PACES Worksheet, Invoice for Special Services, etc.**

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