



William F. Weld
Governor
Argeo Paul Cellucci
Lieutenant Governor

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

Joseph Galiant
Secretary
Claire McIntire
Commissioner

Field Operations Memo 97-14
March 1, 1997

TO: Local Office Staff
FROM: Joyce Sampson, Assistant Commissioner for Field Operations
RE: TAFDC AR 17 Cases, SAVE Code Clean Up

Background

Case Action Reason 17 (Block 33) is used for all cases in which the grantee is ineligible for assistance. For TAFDC cases (Category 2TA), the SAVE code (Block 43) identifies the reason for the grantee's ineligibility.

This Field Operations memo describes the list to be sent out by Central Office identifying TAFDC cases with case action reason 17 *and incorrectly coded with SAVE codes Y or N*. **TAFDC cases with action reason 17 must have a SAVE code other than Y or N.**

Local Office Worker Actions

Each local office will receive a list of TAFDC cases with AR 17 which are coded with SAVE code Y or N. *Note:* The following offices will receive no list as they have no such cases: Newmarket Square Homeless Unit and Oak Bluffs. The lists are sorted by CAN and will be distributed to each worker. The list identifies the case SSN, name, SAVE code currently on file, case action reason, program code and Cat Type, and includes a space for the worker to enter the correct SAVE code.

Each case on the list is to be reviewed by the worker to determine the correct SAVE code. Examine the case record carefully to make this determination. Complete a PACES PID and enter the correct SAVE code in block 43. Refer to *PACES User's Guide*, Appendix B, for SAVE code definitions. Annotate the list with the correct SAVE code once the review has been completed.

Return Annotated Lists

Corrections of the SAVE codes for these cases should be completed no later than March 21, 1997. Annotated lists are to be returned no later than March 28, 1997 to Carolyn Dawson. Field Operations - 4th Floor, 600 Washington St., Boston, MA 02111.

Questions

If you have any questions about this memo, have your Hotline designee call the Policy Hotline at (617) 348-8478 or Systems Customer Support Services at (617) 348-5290.