



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

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Secretary

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Lieutenant Governor

Claire McIntire  
Commissioner

**Field Operations Memo 99-22**  
**August 1, 1999**

**To:** Transitional Assistance Office Staff

**From:**  Joyce Sampson  
Assistant Commissioner for Field Operations

**Re:** Category 4 and 9 Action Reason 17 Review

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**Overview** Currently, if a recipient receives EAEDC and food stamp benefits, BEACON creates data for two active assistance units (AUs) with the same grantee, rather than one AU with one grantee. In addition, BEACON does not recognize non-legally liable grantees in category 4 and 9 cases because the PACES SAVE Code (Code A) used to identify non-legally liable grantees was not valid for category 4 and category 9.

To address these situations, PACES has been modified to accept the entry of SAVE Code A for category 4 and 9 cases, which will enable BEACON to properly identify the non-legally liable grantee in each AU.

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**Report** *The AR 17 Report for Categories 4 and 9* (Attachment A) displays all active category 4 and category 9 cases with an Action Reason 17 entry in Block 33 and a Y or N entry in Block 43 (SAVE) of the PID. Each Transitional Assistance Office will receive two copies of the report.

The report is sorted by Transitional Assistance Office, CAN and SSN. If a Transitional Assistance Worker is responsible for both the category 4 and category 9 cases, the category 4 case will be the first to appear on the report for the appropriate CAN, and the category 9 case will follow.

If the Transitional Assistance Worker is responsible for only one case, that case will appear by itself for the appropriate CAN.

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**Report  
(cont.)**

The following Transitional Assistance Offices will not receive this report: **Centralized TAFDC, Fall River SSI, Nantucket, Oak Bluffs, Revere SSI, Springfield SSI and Worcester SSI.**

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**Transi-  
tional  
Assis-  
tance  
Worker  
Actions**

Transitional Assistance Workers must review each case listed on the report and determine whether or not the grantee is correctly coded. If the grantee is not legally liable, the Code Y or N must be changed to an A or to another code, if appropriate.

**Note:** Refer to Procedure Online, Appendix B: PACES Input Document Codes for a listing of codes that may be entered in Block 43 of the PID.

If a change is made, the new code and date of the change must be entered in the New Code and Date of Change fields on the report. A PID must be submitted to data entry to update PACES with the new code. After all cases have been reviewed, submit the annotated report to the Director or designee. If no change is made, this also should be noted in the Date of Change field on the report. This report must be faxed to the appropriate Regional Director by August 27, 1999. The fax number is (617) 348-5111.

**Reminder:** Although this Field Operations Memo specifically addresses category 4 and 9 cases, Transitional Assistance Workers are reminded to continue the ongoing practice of reviewing category 2 cases to ensure that the appropriate SAVE Code for the grantee has been entered on PACES.

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**Questions**

Policy questions should be directed by your Hotline designee to the Policy Hotline at (617) 348-8478. Systems questions should be directed to the Customer Service Center at (617) 348-5290.

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**COMMONWEALTH OF MASSACHUSETTS**  
**Department of Transitional Assistance**  
**A/R 17 Report for Categories 4 and 9**

OFFICE:

CAN:

Name	SSN	Category	Current SAVE Code	New Code	Date of Change
				_____	_____

CAN Total: