



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 99-30A
November 8, 1999

TO: Transitional Assistance Office Staff
FROM: Joyce Sampson, Assistant Commissioner for Field Operations
RE: Revision to the Learnfare Procedures

Background

During the month of October, 1999, the Centralized Learnfare Unit (CLU) mailed a system-generated *School Identification Request Form* to each grantee who had a dependent child on the Learnfare Tracking System without a school code. This form required the grantee to provide information about the dependent child, including the child's name, the name of the school, the school address, and the grade the child has been attending as of September, 1999.

The completed *School Identification Request Form* should have been returned by the grantee to the Transitional Assistance Worker by October 27, 1999.

When the completed *School Identification Request Form* was received, the Transitional Assistance Worker should have entered the information on the Learnfare Tracking System on PACES.

Revised Procedures

Field Operations Memo 99-30 instructed Transitional Assistance Workers to close the case for failure to provide verification(s) (action reason 40) if the *School Identification Request Form* was not received. This procedure has been revised.

Revised Procedures - If the *School Identification Request Form* was not received, Transitional Assistance Workers must take the appropriate action to **close only the dependent child(ren)** who is subject to Learnfare and for whom the required verification was not provided, using action reason 40. Neither the grantee nor the entire case is to be closed for failure to provide the completed *School Identification Request Form*.

**Cases Closed or
Pending to
Close Due to
Failure to
Provide the
School
Identification
Request Form**

If a case is closed due to failure to return the completed *School Identification Request Form*, the Transitional Assistance Worker must reopen the case. However, the dependent child(ren) is not to be reopened unless the required verification is submitted.

If a case is pending to close due to failure to return the completed *School Identification Request Form*, the Transitional Assistance Worker must take the appropriate action to have the case closing transaction pulled. Then submit a new PID closing only the dependent child(ren) who is subject to Learnfare and for whom the required verification has not been provided.

If the grantee submits a completed *School Identification Request Form* or other verification of the school the child is attending within 30 days of the termination date, the dependent child(ren) must be reopened. (See 106 CMR 702.240.)

Reminder

A grantee who is disabled in accordance with 106 CMR 203.100 is not subject to Learnfare. The October, 1999 Learnfare mailing was not sent to cases coded as disabled on PACES. However, Transitional Assistance Workers should review the case prior to taking any action to terminate a dependent child(ren) to ensure that no determination of disability for the grantee was made subsequent to the mailing. If the grantee is currently disabled, no action should be taken to terminate the dependent child(ren).

Questions

If you have any questions, please have your Learnfare Liaison call the Centralized Learnfare Unit at 1-888-236-8096.
