



**Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
**Department of Transitional Assistance**


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**Online Guide Transmittal 2024-43**  
**August 1, 2024**

**To:** Department of Transitional Assistance Staff  
**From:**  Sarah Stuart, Associate Commissioner for Local Implementation and Special Populations  
**Re:** Cross Program: Revised Potential Earnings Report Procedures

**Overview**

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The Potential Earnings Report is generated on a quarterly basis for active and recently closed cases and is sent to local office managements teams. These cases are assigned to Economic Assistance (EA) case managers to review and take action on the cases accordingly.

The Department is revising the procedures for EA cases with an associated Public Assistance (PA) Supplemental Nutrition Assistance Program (SNAP) case. These procedures will now align with the process for EA cases with an associated Non-Public Assistance (NPA) SNAP case.

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**Purpose**

The purpose of this Online Guide update is to advise staff of updated guidance for addressing the Potential Earnings Report for EA clients with an associated PA SNAP case.

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**Revised Online Guide Page**

**Topic:** Cross Programs  
**Book:** Potential Earnings Report  
**Page:** Potential Earnings Report – TAFDC

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**Revised Online  
Guide Page  
(Continued)**

**Topic:** Cross Programs  
**Book:** Potential Earnings Report  
**Page:** Potential Earnings Report – EAEDC

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**Questions**

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email them to [DTA.Procedural Issues](#).  
Systems issues should be directed to the Systems Support Help Desk.

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