



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

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**Online Guide Transmittal 2024-50**  
**August 23, 2024**

**To:** Department of Transitional Assistance Staff

**From:**  **Sarah Stuart, Associate Commissioner for Local Implementation and Special Populations**

**Re:** **Cross Programs: Changes to Invoice for Special Service Payment System (SSPS Invoices)**

**Overview**

As the Department continues its effort to safeguard the personal identifying information (PII) and improve the readability of all client correspondence, all Invoices for Special Service Payments, also known as Special Service Payment System Invoice or SSPS Invoice, will reflect changes for clients and vendors.

The revised SSPS Invoices will now show:

- The client Assessed Person Identification (APID) replaces a client's social security number.
- The grantee/client instructions on the cover page to sign and date the invoice and give the vendor the invoice for their signature to return and initiate the payment process.
- The vendor's SSN option is removed, and Tax ID or FEIN remains.

The *Vendor Certification Statement* (formerly Certification Statement) "Delivery of service in good faith" also emphasizes:

- submitting the signed invoice within 30 days for payment,
- informs when vendor-only signatures are required for funeral and final disposition benefits, and
- reminds vendors to schedule delivery of goods with the client during the relocation benefit process.

**Overview  
Continued**

Updated instructions include notifying the Department of changes to a vendor's address to inform the Central Invoice Approval Unit to update contact information in BEACON. Mailing options remain the same and are noted on the SSPS Invoice.

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**Purpose**

The purpose of this Online Guide Transmittal is to inform staff of the

- BEACON update involving the removal of SSNs from a created Invoice for Special Services to be replaced with the client's Assessed Person Identification number (APID), and
- revised instructions for clients and vendors.

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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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