



**Massachusetts Department of Transitional Assistance**  
**Request for School Employee Information**

**Give this form to DTA**

- By Mail: DTA Document Processing Center, P.O. Box 4406. Taunton, MA 02780-0420
- By Fax: (617) 887-8765
- Upload to the DTA Connect APP

**Section One: Employer/Client Information**

Date Sent: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To: \_\_\_\_\_  
Employer  
\_\_\_\_\_  
Employer Address  
\_\_\_\_\_  
City State ZIP  
\_\_\_\_\_  
Employer Phone Number

Re: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State ZIP  
\_\_\_\_\_  
Last 4 of SSN or Agency ID

**Section Two: Release of Information**

I allow the employer named above to tell the Department of Transitional Assistance (DTA) about certain job details. I also allow the employer to give DTA my current wage information.

\_\_\_\_\_  
Client Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

**Section Three: School Department/Educational Agency Response**

**1. Does the school employee work under a renewable annual contract?**

The employee receives a new contract each year, or there is an annual renewal of an existing contract or in cases of school tenure, there may be automatic rehire rights.

☐ Yes ☐ No

**2. Does the school employee have written reasonable assurance of employment for the upcoming academic year?**

The employer plans to rehire the employee for the upcoming academic year (fall and spring semester). The employee will be performing work in the same or similar capacity as last year.

☐ Yes ☐ No

**3. Is the school employee paid a base annual salary?**

As part of their contract, the employee is paid a set amount each year in addition to any overtime pay.

☐ Yes ☐ No

**4. If Yes is answered to Question # 3, what is the base annual salary of the school employee?**

\_\_\_\_\_  
(per year)

If No is answered to Question # 3, please attach the school employee's wage stubs from the last four weeks.

\_\_\_\_\_  
School Representative Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date