



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2003-6 B**  
**March 13, 2003**

**To:** Transitional Assistance Office Staff

**From:**  Cescia Derderian, Assistant Commissioner for Field Operations

**Re:** Elimination of Funding for Employment Services Program (ESP):  
Massachusetts One Stop Career Center

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**Background**

Field Operations Memo 2003-6 and 2003-6 A gave information about the impact of elimination of funding to the Employment Services Program.

This Field Operations Memo gives further instructions regarding the Massachusetts One Stop Career Center and recipients' responsibilities while participating in the One Stop Career Center.

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**Massachusetts  
One Stop Career  
Center**

The Massachusetts One Stop Career Center is designed to be a self-guided job search center. As such, recipients who participate, after attending the initial orientation, must use the resources of the One Stop Career Center (newspapers, computers) to look for employment.

The Massachusetts One Stop Career Center will record that the recipient has enrolled in the Center. This information will be entered onto the Center's MOSES System and given once a month to DTA.

**Note:** *At no time* should recipients be given a Participation and Attendance Form to be filled out by the Massachusetts One Stop Career Center.

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**Recipient  
Responsibilities**

Once enrolled in the Massachusetts One Stop Career Center, recipients who are in an extension or are Work Program required, in their last three months of time-limited benefits and were meeting the Work Program requirement by participating in Structured Job Search must participate in 20 hours of job search activity. Since participation in the Massachusetts One Stop Career Center is self-guided, recipients may fulfill the 20-hour per week requirement by:

- using the resources of the Massachusetts One Stop Career Center to look for employment; and/or
- filling out applications and/or participating in job interviews at local employers.

**Reminder:** If the Massachusetts One Stop Career Center cannot see the recipient immediately, he or she must not be sanctioned for failure to participate.

Recipients must keep track of hours spent at the Massachusetts One Stop Career Center and time spent filling out applications and participating in job interviews (including travel time) by:

- signing the Job Search Declaration form (JSD) (Attachment A); and
- completing the log on the form.

The forms must be returned to the TAO weekly.

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**AU Manager  
Responsibilities**

If recipients want to know where the closest Massachusetts One Stop Career Center is, AU Managers should log onto:

*[www.detma.org/workers/centers/careercenters.htm](http://www.detma.org/workers/centers/careercenters.htm)*

to locate the closest Massachusetts One Stop Career Center.

Once the One Stop Career Center is located, clicking on the specific office will provide the AU Manager with a list of services provided by that One Stop Career Center.

AU Managers must continue to follow instructions in Field Operations Memo 2003-6 and Field Operations Memo 2003-6 A.

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**Program Reminders**

The following is a list of important TAFDC Program reminders when processing these AUs :

- The Work Program requirement may be met by working 20 hours per week, by participating in the Massachusetts One Stop Career Center for 20 hours weekly, a Community Service site for 20 hours weekly or an activity as defined in 106 CMR 203.400 (A)(2).
  - Child Care must be authorized if the recipient is eligible for child care services. See 106 CMR 207.210 (A).
  - The Department has an obligation to provide a referral to a Community Service site.
  - Reapplicants who need to “cure” a Work Program sanction do so by participating in the Massachusetts One Stop Career Center.
  - Extension applicants must prove their “good faith effort” to finding work by participating in the Massachusetts One Stop Career Center.
  - Recipients in an extension who are working part time must participate in the Massachusetts One Stop Career Center.
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**Notice**

TAFDC recipients who are:

- in an ESP AU with an active ESP Component (excluding those in a YPP component); or
- in an Extension AU

will receive Attachment B during the week of 03/17/03, informing them of the elimination of funding for ESP services for this fiscal year.

If a recipient has questions about how this funding reduction will impact his or her services, AU Managers should refer to Field Operations Memo 2003-6A when responding to these questions.

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**Correction to Field Operations Memo 2003-6 A**

In the Section titled “Referrals to Massachusetts One-Stop Career Center,” AU Managers should eliminate the instruction that reads “enter “Terminated as the Status for the ESP Referral Disposition...” That instruction was put in that section in error.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

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# TAFDC Job Search Declaration

Name \_\_\_\_\_  
(please print)

SSN \_\_\_\_\_

I certify that I have completed the activities listed on this form.

Recipient Signature \_\_\_\_\_

Date \_\_\_\_\_

Fill out the Log on the other side of this form listing the date, the activity completed, the time spent and the location where the activity was completed. Use the sample as a guide:

<b>Date</b>	<b>Activity</b>	<b>Time Spent*</b>	<b>Location</b>	<b>Employer Name/ Phone #</b>
3/03	Interview for a Job	2 hours	DET, Boston	Filene's 617-348-5555
3/05	Career Center Job Search	3 hours	Work Place	

\* Including travel time  
(JSD)



Because of budget cuts, the Department of Transitional Assistance has no money remaining for its Employment Services Program (ESP) or for transportation payments for the rest of this fiscal year (ending on June 30, 2003.) This means the following ESP services will no longer be available:

- Basic and Structured Job Search, including services offered through the Massachusetts Office of Refugees and Immigrants. Job Search services continue to be available through the Massachusetts One-Stop Career Centers.;
- Community College Skills Program in Holyoke, Lowell, Springfield and Westfield. ( This is a special ESP service, not standard Community College classes. Standard Community College classes continue to be available.)
- Education, Skills Training and Post-Employment Services offered through the SDA;
- Payments for GED testing;
- Supported Work; and
- Vocational Evaluations.

Job Search services continue to be available to all Massachusetts residents through the One-Stop Career Centers. To locate the center closest to you call 617-626-6560 or if you have access to the Internet go to [www.detma.org/workers/centers/careercenters.htm](http://www.detma.org/workers/centers/careercenters.htm)

In addition, Access to Jobs transportation and transportation reimbursement, including “T” passes and other public transit passes are no longer available.

- If you had Access to Jobs transportation to get to work, that service ended on February 7, 2003.
- If you participated in a program during January and requested transportation reimbursement, you will receive a payment. No payments will be issued for any transportation after January.

**Child care services are not changed by this budget cut. If you are participating in a non-ESP funded program or are working, you can still get child care services.**

If you have been participating in a program which is no longer available, your worker will be contacting you to discuss alternative services. If you have any questions, please call your worker (WORKER’S NAME AND PHONE NUMBER.)