



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

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RONALD PRESTON
Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2004-17
April 1, 2004

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: Clarifications to Child-Care Services

Overview

The Office of Child Care Services (OCCS) and DTA have agreed to the following changes in child-care procedures. This memo describes how to facilitate the processing of child-care requests for current and former TAFDC recipients.

**Transitional
Child-Care
Authorizations**

Effective immediately, the AU Manager sends only the initial authorization to establish Transitional Child Care (TCC) and the Child Care Resource and Referral Agency (CCR&R) will determine continuing eligibility thereafter. If the TCC benefits have already been authorized, no further action is needed by the AU Manager. TCC benefits are available during the 12 months following the date of the TAFDC closing to former TAFDC recipients who are employed. The former recipient may start receiving TCC benefits anytime during the 12-month period.

OCCS has expanded TCC services to include child-care services for the employed former recipient who is also in a training program.

**Child-Care
Services to Cure
a Sanction**

Effective immediately, a TAFDC recipient who agrees to participate in an activity for two weeks in an effort to cure a sanction will be issued a child-care authorization for **four weeks** instead of two weeks.

- At the end of the two weeks, if the recipient will continue with the activity, immediately update the authorization for the additional weeks and remove the sanction. Remember, the child-care authorization is only for four weeks.
 - At the end of the two weeks, if the recipient is not participating, immediately notify the CCR&R the child-care services will be terminated at the end of the four weeks. **The CCR&R must have a two-week advance notice of termination.** Go to the Child Care window and terminate the child-care authorization at the end of the four weeks.
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**Authorizing
Child-Care
Services for Less
than 20 Hours
Per Week**

When authorizing child-care services for a TAFDC AU for less than 20 hours per week (activity plus travel time), send the child-care authorization to the CCR&R, advise the recipient that child-care services for less than 20 hours per week is provided only through In-Home Care or Relative Care and that he or she will be asked to find the child-care provider.

Questions

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