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Field Operations Memo 2005-29
July 20, 2005

To: Transitional Assistance Office Staff
From:  Cescia Derderian, Assistant Commissioner for Field Operations
Re: TAFDC - Education/Training Counter: Vocational Proficiency Indicator

Purpose of Memo

The purpose of this memo is to inform AU Managers about the use of the “Vocational Proficiency” indicator located on the ESP Activity window.

Vocational Proficiency Indicator

Recipients may meet the Work Program requirement through an education or training activity for 12 months. An Ed/Training Counter on the Monitor Participation and TAFDC tab of the Work Requirements windows tracks the 12-month period.

AU Managers are reminded that a Department approved, non-degree education or training program at a two-year college will count towards the Work Program requirement if the curriculum is designed to prepare a recipient for a specific type of occupation upon completion of the program.

Effective immediately, when enrolling a recipient in a non-degree education or training program at a two year College, AU Managers must do the following to ensure that the Ed/Training Counter on the Monitor Participation and TAFDC tab of the Work Requirements windows accretes properly:

- On the ESP Activity window, highlight and select “College (2 Year).” A “Vocational Proficiency” indicator will appear on the Activity tab below the “Primary” indicator; and
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**Vocational
Proficiency
Indicator
(continued)**

- Check off the “Vocational Proficiency” indicator. This will ensure that the Ed/Training Counter accretes properly (the month counts toward the 12 month limit).
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Questions

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