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Field Operations Memo 2005-51
October 24, 2005

To: Transitional Assistance Office Staff
From:  Cescia Derderian, Assistant Commissioner for Field Operations
Re: TAFDC – Changes to BEACON Employment Windows

Background

Effective with Increment 2.1.17, changes are being made to BEACON functionality. These changes are occurring on the Employment Status window and on the TAFDC tab of the Work Requirements window. Additionally, functionality is changing for when ESP activities are terminated.

These changes are being made to ensure the Department has accurate recipient employment information.

Purpose of Memo

This memo informs TAO Staff about:

- changes to BEACON functionality;
- entering information onto the Employment Status window; and
- a change to an Exemption Reason on the TAFDC tab of the Work Requirements window.

**BEACON
Employment
Status Window
Changes**

- *On the Employed Tab of the Employment Status window:*
 - ✓ a pop-up warning message will be displayed: “The hourly wage is \$16 per hour or more. Is this a correct hourly figure?” if the wage information entered by the AU Manager is greater than or equal to \$16 per hour. An override (Yes/No) would be allowed so the AU Manager can approve or edit the wage. If the AU Manager enters “Yes,” no change is required. If the AU Manager enters “No,” the window will be marked as “Requires Redit” until a change is made to the wage;
 - ✓ a pop-up warning message will be displayed: “The hourly wage is < \$6.75. Is this a correct hourly figure?” if the wage information entered by the AU Manager is less than \$6.75 (the minimum wage). This pop-up message would not occur if the job of “Babysitter” was listed in the job title. An override (Yes/No) would be allowed so the AU Manager can approve or edit the wage. If the AU Manager enters “Yes,” no change is required. If the AU Manager enters “No,” the window will be marked as “Requires Redit” until a change is made to the wage;
- *On the Employed Tab of the Employment Status window, the Hourly Wage and Weekly Hours fields will be available for data entry in the following two situations only:*
 - ✓ when a new job is entered; or
 - ✓ when the job had a status of “Exists No” that is being changed to “Exists Yes.” Example: a recipient works seasonally for the IRS, stopped work in May of 2005 and has been rehired in December of 2005.

When the AU Manager enters wages from a Monthly Report (or a reported change from the recipient) on the Earnings Tab of the Employment Status window, if there is a change in the Hourly Wage and/or the Weekly Hours worked from the information that exists in the *Hourly Wage* and *Weekly Hours* fields on the Employed Tab of the Employment Status window, BEACON will automatically update the affected fields with the new information once the AU Manager saves the information and exits the window. The new information on the *Hourly Wage* and *Weekly Hours* fields will appear when the AU Manager reopens the Employment Status window. Recipients who receive wages on a monthly or bi-monthly basis will have the weekly hours updated as partial hours (e.g. 20.333). This is an accurate BEACON calculation.

**BEACON
Employment
Status Window
Changes
(continued)**

- An ESP activity in an active status with an end date in the past of 1 month (or greater) in the Activity End Date field, will be automatically terminated. The exception to this is the activity “Employment.” If the recipient is working, the end date will be automatically extended for another year. If the recipient is no longer working, the status will be set to “Planned” and the Start and End Date fields will be blank. AU Managers are reminded to check their view “Active EDPs with no Active Activities” to determine which recipients require enrollment in a new ESP activity.
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**Other BEACON
Changes**

- Job Titles of “Babysitter” and “Formal Child Care Worker” have been added to the list of Occupational Job Titles.
Note: Current recipients with “Child Care Worker” job title will have the title changed to “Formal Child Care Worker” if the wage is equal to or greater than minimum wage.
Current recipients with “Child Care Worker” job title will have the title changed to “Babysitter” if the wage is less than minimum wage.
 - On the TAFDC tab of the Work Program Requirement window the Exemption Reason of “Ineligible Grantee on SSI” has been changed to “Inelig Grnt/Other Prnt on SSI.” This should be used in a two-parent AU if either the AU Head or the other parent is receiving SSI.
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Questions

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