



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2009-27
May 18, 2009

To: Transitional Assistance Office Staff
From:  John Augeri, Assistant Commissioner for Field Operations
Re:  TAFDC and SNAP – DTA Youth Works/Summer Employment

Background

The American Recovery and Reimbursement Act of 2009 (ARRA), also known as the Economic Stimulus Package, was enacted in response to the extraordinary economic crisis the country is experiencing. It seeks to provide a variety of strategic investments aimed at improving economic conditions. As part of ARRA, more than 11,000 summer jobs for youth will be available in Massachusetts. The Department has developed the DTA Youth Works program to help clients (both dependents and grantees) age 14 through 24 obtain these jobs during the summer months.

State Letter 1350 states that all summer jobs (taking place from May 1 through September 30) are noncountable income for cash assistance for clients age 14 through 24. Additionally, the income from the DTA Youth Works (ARRA-funded) program is noncountable. Income from ARRA-funded jobs is also noncountable for SNAP purposes.

Purpose of Memo

This Field Operations memo provides TAO staff with:

- client eligibility criteria;
 - referring clients to the DTA Youth Works program; and
 - procedures for entering this income and other summer employment income into BEACON.
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- Client Eligibility** ARRA states that a client is eligible to participate in a DTA Youth Works program if he or she meets all the following program requirements:
- is a US citizen;
 - is between the ages of 14 and 24 years of age;
 - has registered with the Selective Service (if male and age 18 through 24); and
 - is a low-income individual (income below the Federal Poverty Limit).

Additionally, the client must meet one of the following criteria:

- requiring additional assistance to complete an educational program or to obtain and keep a job;
- lacking basic skills;
- pregnant or parenting;
- the child of a single working parent;
- an individual with disabilities or special needs;
- a foster child;
- a school dropout;
- homeless or a runaway;
- court-involved or an offender; or
- an ESL learner, or an immigrant.

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- Enrolling Clients in DTA Youth Works** Clients may enroll in the DTA Youth Works program in one of two ways:
- the Workforce Investment Areas (WIAs) are currently recruiting applicants to participate in the DTA Youth Works program. Case managers must complete the “DTA Youth Works Verification” form (Attachment A) to verify for the WIA that a client is receiving TAFDC; or
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**Enrolling Clients
in DTA Youth
Works
(continued)**

- case managers may refer clients who meet the eligibility requirements of the DTA Youth Works program (stated on page 2 of this memo) to the WIA in their area following procedures in *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XII, Section A. Case managers must also complete the "DTA Youth Works Verification" form (Attachment A) when making the referral to the WIA. An income verification form may be completed in place of Attachment A, as long as the client's name is listed on the income verification form.

Note: For a listing of WIAs serving TAOs, case managers should click on the "Resource Inventories" option on DTA Online, click on "Employment Services Program," click on "Vocational Education and Training Programs" and click on "Workforce Investment Areas."

Central Office staff has compiled a listing of clients age 14 through 24 who may be referred by case managers to the WIA in their area. The listing will be e-mailed to TAOs with this memo.

**Entering DTA
Youth
Works/Summer
Job Earnings on
BEACON**

When a client tells the case manager that he or she is working in the DTA Youth Works program, the case manager must generate a VC-1 from BEACON requesting a letter from the employer with the number of hours, hourly rate for the job and a start and end date.

When a client tells the case manager that he or she has a job (other than the DTA Youth Works program), the case manager must determine if the client is working in a summer job (ending by September 30) by asking the client and generate a VC-1 from BEACON requesting the client's first pay stub or a letter from the employer with the number of hours and hourly rate for the job and a start and end date.

If during this time period (May 1 through September 30) a client tells the case manager that he or she has a job (part-time or full-time) that is not summer employment, the case manager must generate a VC-1 from BEACON requesting the client's first pay stub or a letter from the employer with the number of hours and hourly rate for the job and a start date.

Clients receiving SNAP benefits must also verify if the job is ARRA-funded through the WIAs (in which case, the income is noncountable also). If the income is non-ARRA-funded, it must be considered countable income for SNAP, unless another exclusion applies.

Once the client returns the first pay stub or the letter from the employer, the case manager must enter the wage information on the "Employed" tab of the "Employment Status" window.

**Entering DTA
Youth
Works/Summer
Job Earnings on
BEACON
(continued)**

Important: For the “Countable Cash” radio button select “No” and for the “Countable FS” radio button, select “No” if the job is ARRA-funded, WIA-funded or the client is a student under age 18 (see 106 CMR 363.230).

On the “Earnings” tab, enter in the Gross Income and Hours.

A client meets his or her work program requirement as long as the work meets his or her hourly requirement (whether the income is countable or noncountable).

Important: These clients are eligible for child care and transportation, as needed.

If appropriate, the SNAP case should be placed on Universal Semiannual Reporting following established procedures found in *A User’s Guide: Transitional Assistance Programs and BEACON*, Chapter IV, Section C: Reevaluations/NPA FS Semiannual Reporting.

- Final Instructions** ✓ If a client age 14 through 24 does not report his or her summer job (lasting from May 1st through September 30th) to his or her case manager, once the case manager finds out about the job (through a wage match or another means), no overpayment referral should be done, as the income was noncountable.
- ✓ Clients age 14 through 24 who continue their summer jobs beyond September 30th will have their income counted following established procedures. The TAFDC case should be placed on Monthly Reporting following procedures found in *A User’s Guide: Transitional Assistance Programs and BEACON*, Chapter XVI, Section F: Monthly Reporting.
 - ✓ The income would continue to be noncountable for SNAP if the job is ARRA-funded, WIA-funded (unless it is On-the-Job Training) or the client is a student under age 18 (see 106 CMR 363.230).
 - ✓ Clients will receive a notice in September telling them that if their summer job continues beyond September 30th, it may affect their grant. A report will be generated for TAO staff, listing these clients.
 - ✓ Income earned from a summer job or DTA Youth Works on or before September 30th, but received after September 30th is noncountable.

A Field Operations Memo will be issued in September detailing these procedures.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance

DTA Youth Works Verification

This letter certifies that _____, (*Print Name of Client*) is currently receiving benefits from the Commonwealth of Massachusetts Executive Office of Health and Human Services, **Department of Transitional Assistance**. As the signatory I, a duly authorized agency staff person attest that I have examined agency records pertaining to the above named client on: _____ the purpose of which is to verify personal information of the above named youth pertinent to a determination of eligibility for the provision of services under the Workforce Investment Act of 1998 and/or the American Recovery Reinvestment Act of 2009. The results of that examination are provided below.

Results of Documentation Examination		
Date of Birth: _____		
Is a citizen or legal alien of the United States	Yes	No
receives or is a member of a family that receives cash payments under a Federal, State, or local income based public assistance program	Yes	No
is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977	Yes	No

The Department understands the provision of this information shall be intended solely for the purposes of verifying information pertaining to the eligibility determination for the provision of youth services under Title I (B) (§129) of the Workforce Investment Act of 1998.

NOTE:

A notice or letter of benefits can substitute for this letter.

Please direct any questions regarding this information to:

Case Manager	
Area Office Address	
Telephone Number	

Case Manager Signature: _____ Date: _____

Print Name: _____

Print Title: _____