



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2009-35A**  
**July 21, 2009**

**To:** Transitional Assistance Office Staff

**From:**  John Augeri, Assistant Commissioner for Field Operations

**Re:** TAFDC – Non-ESP Funded Activities and Jewish Vocational Services (JVS) Vocational Education Programs Referrals

**Jewish Vocational Services Vocational Education Programs Update**

Case managers should continue to refer TAFDC clients to non-CIES procurement related activities to assist them meeting the work program requirement during the month of July. These activities include: community colleges (for ESP-funded skills training or other programs), approved non-ESP-funded skills training programs, Office for Refugee and Immigrants (ORI) programs, self-directed job search/job readiness, community service or YPP activities. JVS continues to offer non-ESP-funded programs in Dudley Square, Newmarket Square and Revere.

**Reminder:** Field Operations Memo 2009-35 told TAO staff that no new referrals could be made to the following ESP-funded activities between July 1 and July 31: job search/job readiness, skills training, supported work or vocational rehabilitation services.

**Enrolling Clients in Non-ESP Funded Activities**

To enroll a client in any approved non-ESP funded activity to meet his or her work program requirement (or to cure a work program requirement sanction), case managers must go to the “Resource Search” window and select the component and activity the client chose to meet his or her work program requirement. From that list, the case manager must scroll over to the “Funded” column to determine which activity is non-ESP funded (marked with a “No” in the “Funded” column) and select that vendor to make the referral.

**Questions**

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