Field Operations Memo 2009-57
October 8, 2009

To: **Transitional Assistance Office Staff**

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

Re: **TAFDC – Tracking Slot Usage in BEACON**

Tracking Slot Use in BEACON

Field Operations Memo 2009-51 stated that while slots may be limited for some CIES components/activities, case managers are strongly encouraged to make referrals to the appropriate CIES component/activity for their clients who meet the criteria for the particular component/activity until the slots are no longer available.

To determine if slots are available for a particular component/activity the case manager must:

- On the ESP Resource Disposition window, select the appropriate resource/organization the client will be referred to from the "Resource" pop-up button;

- select the appropriate activity the client will be referred to from the "Resource Search" window;

- then, click on the "Resource Details…" button on the ESP Resource Disposition window; and

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Tracking Slot Use in BEACON (continued)

- click on the "Slot Details" tab on the "Resource Folder" window to review slot status. BEACON identifies the following four slot statuses:
  - ✓ "Slots Authorized" – this field displays the total number of slots available for that particular vendor for that specific component/activity.
  - ✓ "Slots Taken" – this field displays <u>actual slots</u> that that have been filled for a particular component/activity.
  - ✓ "Slots on Referral" – this field displays pending referrals to vendors (that is, referrals that have been made, but not yet accepted/rejected by vendors). This field can display a negative number of slots.
  - ✓ "Slots Available" – this field displays the number of slots that have not been taken by pending referrals or clients participating in the component/activity.

  > **Important:** If the "Slots Taken" field (actual slots) displays the same number found in the "Slots Authorized" field no more referrals should be made to the vendor until notified by Central Office that referrals may be made.

Case managers are reminded that for vendors to receive payment, clients must be made "Active" in the vendor's component/activity. To make a client "Active" in a component/activity, case managers must complete the EDP Disposition workflow after giving the client the status of "Accepted" in the component/activity in the Employment Development Plan workflow.

Questions

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