



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
600 Washington Street • Boston, MA 02111


DEVAL L. PATRICK  
Governor

TIMOTHY P. MURRAY  
Lieutenant Governor

JUDYANN BIGBY, M.D.  
Secretary

JULIA E. KEHOE  
Commissioner

**Field Operations Memo 2010-5**  
**January 19, 2010**

**To:**  **Transitional Assistance Office Staff**  
**From:** **John Augeri, Assistant Commissioner for Field Operations**  
**Re:** **TAFDC – Work Program Requirement Change Cancellation**

---

**Overview** Field Operations Memo 2009-65 A advised TAO staff of an initial mailing to clients about a change to the number of hours per week that a client must work under the Work Program. This change has been canceled. For clients whose youngest child in the case is mandatory full-time school age through eight years old, the client will be required to participate in the work program for **24 hours per week** until further notice. We apologize for any inconvenience this may have caused.

---

**Purpose of Memo** This memo informs case managers about a follow-up mailing to this population informing them of the cancellation of this change.

---

**Client Mailing** Attachment A will be sent during the week of **January 18, 2010** to all clients who received the previous work program requirement change notice explaining the cancellation of that change to the work program.

---

**Obsolete Memo** This Field Operations Memo obsoletes Field Operations Memo 2009-65 A.

---

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

---

{BEACON\_USER\_STREET\_ADDRESS}  
{BEACON\_USER\_CITY, STATE, ZIP}

Important Notice - Read Carefully  
Este Mensaje Es Importante - Lea Cuidadosamente

**Massachusetts Department of Transitional Assistance**

{CLIENT\_NAME}  
{CLIENT\_ADDRESS}  
{CLIENT\_CITY/TOWN, STATE, ZIP}

{CLIENT\_SSN}  
{BEACON\_USER\_OFFICE\_NAME}

January 2010

**Important Notice Please Read**

Dear {Client}:

You recently received a notice telling you about changes to your requirement to participate in a work activity. This change was supposed to take place February 1, 2010, and would have increased your work requirement from 24 hours per week to 30 hours per week.

**Because funding was restored to the Department's budget, we do not need to make this change.** You **must** continue to participate in a work activity for 24 hours per week. We apologize for any confusion this may have caused.

You can meet your requirement to work 24 hours per week by:

- Working in a job for pay;
- Participating in a Competitive Integrated Employment Services (CIES) activity;
- Participating in a job search activity;
- Participating in an education or training activity;
- Participating in a community service program; or,
- A combination of these activities.

We can help you find activities to meet your requirement. You may ask for a referral for any of the activities listed above by contacting your case manager at any time.

If you need child care, we will help you get it. If no child care is available, you will not have to meet your requirement. You may also qualify to receive help with transportation. Ask your case manager about child care availability and transportation help.

If you have any questions about your requirement to participate in a work activity, call 617-555-5555 to speak with your case manager John Doe.