



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 2008-56 C
December 12, 2008

To: Transitional Assistance Office Staff

From:  John Augeri, Assistant Commissioner for Field Operations

Re: TAFDC – Referrals to Division of Career Services for Non-ESP Funded Activities

**Processing
Clients Referred
to DCS After
October 28**

Field Operations Memo 2008-56 informed TAO staff that no referrals for ESP-funded Job Search/Job Readiness activities could be made by case managers to the Division of Career Services (DCS) after the close of business on October 28, 2008.

It has come to our attention that some clients were referred to DCS after this date. A report listing these clients will be e-mailed to the appropriate TAOs. The following TAOs will not receive this report: Centralized TAFDC, Fitchburg, Greenfield, Holyoke, Hyannis, Lowell, Milford, New Bedford, North Adams, Pittsfield, Plymouth, Southbridge and Springfield State.

DCS will not be signing *Referral and Response* forms or *Participation and Attendance* forms for these clients. Additionally, DCS will be providing limited job search services for these clients. Case managers must ensure that these clients not be sanctioned for failure to meet work program participation requirements for December.

To ensure these clients are not sanctioned inappropriately while completing participation in this program, case managers must do the following:

- once received, enter November's *Participation and Attendance* form onto BEACON timely (no later than December 26th) when it is returned to the TAO; and
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**Processing
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(continued)**

- if the client did not meet the required hours of work participation and does not have good cause for not meeting the hours of participation, do not sanction the client. This is because not meeting the hours of participation was a circumstance beyond the client's control. Case managers should remove the pending sanction with the reason "Administrative/ Systems Error." This will prevent the client from being inappropriately sanctioned and will prevent the sanction level from increasing to the next level the next time the client is sanctioned.

TAO staff will receive additional instructions for processing these clients as well as clients previously referred to DCS and clients referred to the One-Stop Career Center shortly.

Questions

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