Field Operations Memo 2007-20
March 19, 2007

To:		**Transitional Assistance Office Staff**
From:		**John Augeri, Assistant Commissioner for Field Operations**
Re:		**TAFDC – BEACON Work Program (WP) Participation Tab**

Overview

Effective with BEACON Increment 2.1.22, scheduled for release on March 26, 2007, to ensure that TAO Staff are better able to track TAFDC Work Program participation, a Participation Summary tab (entitled "WP Participation") is being added to the "Summary" tab on the Eligibility Explorer window.

Having this information in a central location on BEACON will be a useful tool for AU Managers to obtain a "snapshot" of:

- an AP's work program participation;
- important TAFDC counters (the 12-Month Education and Training Counter, the Job Search/Job Readiness Counter and the 24-Month Time-Limit Counter); and
- the Fair Labor Standards Act (FLSA) Calculation.

With this information in a central location, TAO staff will be better able to manage and increase work program participation.

Purpose of Memo

Field Operations Memo 2007-7 introduced TAO Staff to the Participation Actuate Report.

This memo provides TAO staff with a description of the WP Participation tab information on BEACON.

WP Participation Tab

The information for each work program required, teen parent or ineligible noncitizen Assessed Person (AP) in the AU can be retrieved by going to the WP Participation tab on the Summary tab of the Eligibility Explorer window and clicking on the black caret next to the appropriate AU member. Most of the information on this new Summary tab is also found on the Participation Actuate Report.

The following fields (with an explanation of the information) will be displayed on the WP Participation tab for the work program/ESP required AP:

1). **Work Required Status** – shows the most current "Work Program Required Reason" from the Work Requirements window.

2). **Hours Participated** – shows the total number of actual <u>monthly</u> hours the AP participated in **all** activities. This information is also located in the "Hours Participated" field on the "Work Requirements" window on BEACON.
   <u>IMPORTANT:</u> Hours entered on the Monitor Participation window will display in this field once the hours have been saved on the Monitor Participation window. Hours entered on the Employment Status window will display in this field the day after they have been authorized on the Interview Wrap-up window.

3). **Participation Status** will display using the following order if the situation exists (as one of these situations is resolved or completed it will be replaced by the next one of the situations, if it exists, for the same AP). AU Manager actions needed for AUs appear in italics:
   a) **60 Day Work Search Period** (will only be displayed if the "End Date" of the 60-day Work Search Period on the Work Requirements window is prior to or is the current date) *If not already contacted, the AU Manager should contact the recipient to ensure he or she is meeting his or her work program requirement as soon as possible*;
   b) **Meets Compliance** (will display all reasons except "Participation") *If the Meets Compliance "End Date" has expired in the Work Requirements window, the AU Manager must contact the recipient to determine if the situation still exists. If the situation no longer exists, the reason must be changed to "Participation" and the recipient must meet the Work Program requirement* (for more information on "Meets Compliance" see Field Operations Memo 2004-37 A);

**WP Participation
Tab (continued)**

c) **Good Cause** (will only be displayed if the "End Date" has not expired or has expired within the past 30 days) *If the "End Date" has expired, the AU Manager must contact the recipient to determine if the situation still exists. If not the recipient must meet the Work Program requirement*;

d) **Pending WP/ESP Sanction/No Wrap-up** (will only be displayed until the pending Batch-created or User-created sanction is dispositioned or a new Interview Wrap-up sanction request is created as a "Pending Authorization");
   Note: These are sanctions that were either: 1. deleted from Interview Wrap-up and not disposed on the AU Composition Results window, *in which case the AU Manager must remove the pending sanction from the AU Composition Results window;* 2. are User created sanctions that were never selected in Interview Wrap-up, *in which case the AU Manager must appropriately disposition the sanction* or 3. rejected authorizations, *in which case the AU Manager must speak with his or her supervisor to determine why the authorization was rejected and take appropriate action.*

e) **WP/ESP Sanction Pending Authorization** (will only display if a Batch-created or User-created work program/ESP sanction is "Pending Authorization" on the Interview Wrap-up window);

f) **Interrupt Sanction** (will only display until an "Interrupt End Date" appears in the AU Composition Results window) *The AU Manager must take appropriate action (by issuing a community service referral and/or authorizing the sanction) to remove the "Interrupt" status for the sanction process*;

g) **Sanction Pending Release** (will only display until the work program/ESP sanction action is released) *No AU Manager action is needed*;

h) **(WP/ESP) Sanctioned** (will only display as long as the work program/ESP sanction remains) *No AU Manager action is needed*; or

i) **(Blank)** (if none of the above is displayed, the field will remain blank).
   Some of the reasons why this field will be blank are as follows:
   • The recipient's 60-day work search period has ended.

WP Participation Tab (continued)

- The recipient is within the 10-day referral/response period (he or she has been referred to an activity and has not returned the referral form yet).
- The recipient is within the 20-day warning notice period (he or she has been work program sanctioned and has been sent a warning notice).
- The recipient is doing what he or she is supposed to be doing, but has just started the activity.
- The recipient is starting an activity within two weeks and needs child care authorized.
- The recipient is meeting his or her work program requirement.

4). **Participation Status Date** – If number 3 on the previous page is:
- ✓ a) through c) the "End Date" will be displayed.
- ✓ "Pending WP/ESP Sanction – No Wrap-up" the pending status "Start Date" will be displayed.
- ✓ "WP/ESP Sanction Pending Authorization" the "Created Date" will be displayed.
- ✓ "Interrupt Sanction" the "Interrupt Start Date" will be displayed.
- ✓ "WP/ESP Sanction Pending Release" the "Release Date" will be displayed.
- ✓ "(WP/ESP) Sanctioned" the "Entered Date/Release Date" will be displayed.
- ✓ "(Blank)" no date will be displayed.

5). **Ed/Training Counter** – tracking number of months (out of 12) used by the AP.

6). **Job Search Counter** – number of weeks (out of 6) used by the AP.

7). **State Clock Months Used** – number of months (out of 24) used by the AP.

8). **Sanction Level** (instead of "Level 2, 3, or 4" – the text reason of the sanction such as: "TEMP mandated," "AP removal" and "AU closing" will be displayed.

9). **FLSA Hours** – displays the maximum number of hours the AP can participate in community service based on the Fair Labor Standards Act calculation.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.