

From the Hotline

- Q.** My TAFDC recipient's only child will soon be turning six years of age. How do I know when this recipient needs to begin increasing her work program requirement hours?
- A.** There is a BEACON view called "Youngest Child Turns 6 or 9." Your recipient's AU will appear on this view one month prior to her child's sixth birthday.
- Q.** What do I do once my TAFDC recipient whose youngest daughter will be six years of age next month appears on the BEACON view "Youngest Child Turns 6 or 9?"
- A.** When your recipient appears on this view, contact her as soon as possible and schedule a meeting to explain that her hourly work program requirement will be increasing from 20 hours to 24 hours each week as required in the regulations at 106 CMR 203.400(A)(5). Also, determine whether the recipient has a Good Cause reason for not meeting the new hourly requirement. (Refer to 106 CMR 701.380 for a complete list of Good Cause reasons.)
- Q.** If my TAFDC recipient's youngest child is turning six years of age, are there additional activities to complete aside from meeting with her and explaining the new hourly work program requirement and Good Cause reasons?
- A.** Yes. Remember to review and complete the *TAFDC Work Program Requirement* brochure with your recipient. Circle her new hourly requirement and enter "N/A" in the 60-day Work Search Period Begin and End Date fields. This must be noted on the Narrative tab. Refer to Field Operations Memo 2004-37 for more information on this brochure.
- Q.** How many days does my TAFDC recipient with a youngest child turning six have before she must comply with the increased hours of her work program requirement?
- A.** Your recipient is allowed 30 days from her daughter's sixth birthday to arrange for the **increase in hours** and begin working or participating for 24 hours each week. **During this 30 day period, sanctions should not be authorized for failure to meet the new hourly requirement (24 hours). A sanction can only be authorized if the recipient fails to meet the old hourly requirement (20 hours).**

- Q.** If my TAFDC recipient is unable to arrange for additional hours at her current ESP activity or job, she must look for a different placement or additional employment. However, what happens if she does not do this?
- A.** If your recipient does not arrange to comply with her new hourly work program requirement or if she is unable to arrange for the additional hours of participation, ask her if there are ways in which you can assist her in referrals for a placement or additional ESP support services.

From the Forms File

Revised Forms

18-083-0705-05
LL/VER (Rev. 7/2005)
Landlord Verification

This form has been revised to accurately capture the rent that the tenant is obligated to pay. To accomplish this, changes have been to Part IV B, the ***Rental Information*** section of the form.

09-250-0705-05
09-251-0705-05(S)
RR-FSP-1B
Rights, Responsibilities and Food Stamp Penalty Warning

This form has been revised to include a place for applicants

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