



*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*

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**Online Guide Transmittal 2016-28
June 24, 2016**

To: Department of Transitional Assistance Staff

From: Sarah Stuart, Associate Commissioner for Program and Policy Implementation
Paul Sutliff, Assistant Commissioner for Field Operations

Re: TAFDC – Self-Sufficiency Specialist (SSS) Narrative Tab Icon

Overview

BEACON Release 48.4, scheduled for June 27, 2016 will update functionality to ensure that Narratives entered by Self-Sufficiency Specialists (SSS) are easily identified.

Purpose

The purpose of the Online Guide Update is to advise DTA staff about changes to SSS BEACON functionality and a procedural change:

- If an SSS makes an entry in the Narrative tab, the Narrative will be marked with a yellow circle icon with an SSS in the circle; and
- Prior to using the AU Reassignment Recommendation page on BEACON, case managers must enter a detailed explanation on the Narrative tab regarding why the case should be reassigned.

Example: Mary Jones is a mother of two children age 3 and 6. In addition to not having her HiSET certificate, she is also homeless. For this reason, I believe Mary would be an excellent candidate for the SSS.

**Updated Online
Guide Pages**

Topic: TAFDC
Book: Services
Chapter: Self-Sufficiency Specialist
Page: Self-Sufficiency Specialists Duties

Questions

If you have any questions, please email the DTA Mailbox.
Systems questions should be directed to the Systems Support Help Desk.
