



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

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**Online Guide Transmittal 2016-29
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 – Pre-Benefit Job Search and Pathways to Self-Sufficiency

Overview

One of the Department's goals is to assist all clients in moving toward economic self-sufficiency and an improved quality of life. For TAFDC work program required clients, ESP required clients as well as those who are eligible to volunteer to participate in an ESP activity, Pathways to Self-Sufficiency (PSS) is the vehicle for reaching that goal. It is the tool that will help us assess the client's challenges and strengths allowing us to refer them to appropriate supports and services.

Effective with BEACON Release 48.4, scheduled for June 27, 2016, several enhancements aimed at reinvigorating the focus of TAFDC as a means to moving toward economic self-sufficiency are being made. This will be done through the Pre-Benefit Job Search screening and the Pathways to Self-Sufficiency assessment.

**Overview
(continued)**

The Pre-Benefit Job Search screening is a set of eight questions which will determine which TAFDC applicants and reapplicants must do job search as a condition of eligibility. This will serve as an opportunity to focus clients from day one on moving towards economic self-sufficiency and work.

As part of PSS, the Department will establish an economic independence goal for all clients and document the progress being made towards that goal. The steps towards that goal will be individualized based on the needs of the particular client. PSS will be used to emphasize TAFDC as a transitional benefit, the importance of working to secure economic self-sufficiency, the supports available and the benefits of not needing public assistance.

PSS is intended to:

- maximize meaningful client and case manager engagement;
- minimize unnecessary appointments and disruptions to client schedules;
- promote personal responsibility and work; and
- increase access for clients and efficiency for DTA staff.

The goal of Pathways to Self-Sufficiency is client outcomes that lead to appropriate job placements, with clear career pathways, employment supports and economic self-sufficiency.

Purpose

The purpose of the Online Guide Update is to:

- advise DTA staff about Pre-Benefit Job Search and PSS;
 - provide procedures to follow when processing applicants and clients subject to PSS; and
 - advise DTA staff about BEACON changes associated with PSS.
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**New Online
Guide Pages**

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: Pathways to Self-Sufficiency Overview

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: PSS – Initial Screening

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: Work Ready Client Responsibilities

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: Initial Job Search Client Responsibilities

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: PSS Assessment Introduction

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: Assessment Questions: Strengths

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: Assessment Questions: Challenges

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: Referrals

**New Online
Guide Pages
(continued)**

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: Assessment EDP

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: PSS Assessment

Topic: TAFDC
Book: ESP
Chapter: PSS Assessment
Page: Supervisor's Responsibilities

**Updated Online
Guide Pages**

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Work Program Requirements
Page: Day 1: Initial Interview

Topic: TAFDC
Book: ESP
Chapter: Work Program Requirements
Page: Day 30

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Work Program Requirements
Page: Day 45: Follow-up Interview

Topic: TAFDC
Book: ESP
Chapter: Work Program Requirements
Page: Day 60

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Work Program Sanctions
Page: Work Program Sanctions Flowchart

**Updated Online
Guide Pages
(continued)**

Topic: TAFDC
Book: Basic Case Activities and Maintenance
Chapter: Reevaluations
Page: TAFDC Reevaluations

Topic: TAFDC
Book: Basic Case Activities and Maintenance
Chapter: TAFDC Orientation
Page: TAFDC Orientation

Topic: TAFDC
Book: Basic Case Activities and Maintenance
Chapter: TAFDC Orientation
Page: Case Manager Responsibilities for Orientation Sessions

Topic: TAFDC
Book: Basic Case Activities and Maintenance
Chapter: TAFDC Orientation
Page: FEW: TAFDC Group Orientation Sessions

Topic: TAFDC
Book: Basic Case Activities and Maintenance
Chapter: TAFDC Orientation
Page: Schedule TAFDC Group Orientation Appointments View

Topic: TAFDC
Book: Basic Case Activities and Maintenance
Chapter: Views
Page: Daily Priority Actions View

Topic: Cross Program
Book: Applications
Chapter: TAFDC Application Interview
Page: TAFDC Application Interview Overview

Topic: Notices/Forms
Book: TAFDC
Page: TAFDC Notices

**Obsolete Online
Guide Page**

Topic: TAFDC
Book: ESP
Chapter: ESP Assessment
Page: ESP Assessment

Additionally, the Chapter ESP Assessment is being renamed PSS Assessment.

Obsolete Form The following form is obsolete:

- *TAFDC Transition Plan.*
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Questions If you have any questions, please email the DTA Mailbox.
Systems questions should be directed to the Systems Support Help Desk.
