



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

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**Online Guide Transmittal 2019-32
May 2, 2019**

To: Department of Transitional Assistance Staff
From:  Paul Sutliff, Assistant Commissioner for Programs and Field Operations
Re: TAFDC: Employment Planning as an ESP Activity

Overview

When a work program required client begins receiving TAFDC and they are not currently employed or enrolled in an approved activity with an approved Employment Development Plan (EDP) they must be enrolled in Employment Planning.

The Online Guide has been updated to review the Employment Ready component, Employment Planning. This ESP activity provides non-exempt TAFDC clients with a 12-week Employment Development Plan to:

- complete a PSS Assessment and goal setting
- establish safe and stable child care
- explore ESP programs
- get ready to attend and set a family routine
- enroll in an ESP program

Purpose

The purpose of this transmittal is to advise staff:

- of the Employment Planning activity; including client engagement and participation tracking; and
- to introduce the new Online Guide pages.

**New Online
Guide Pages**

Topic: TAFDC
Book: ESP
Chapter: Employment Planning
Page: Employment Planning

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email them to DTA.Procedural Issues Mailbox.

Systems issues should be directed to the Systems Support Help Desk.
