



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


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**Online Guide Transmittal 2023-78  
November 9, 2023**

**To:** Department of Transitional Assistance Staff  
**From:**  Sarah Stuart, Associate Commissioner for Change Management  
**Re:** TAFDC: Changes to ESP Assistance Unit Assignment Process

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**Overview**

This Transmittal advises staff of revised procedures and functionality to ensure the ESP portion of a TAFDC case is assigned to a Full Engagement Worker (FEW). Anticipated to go live October 6, 2023 the ESP AU will no longer be automatically assigned by BEACON, and instead the case manager will select the appropriate FEW from the drop-down field on the AU Assignment. This change will support flexibility within the local office to address unit and staffing changes without additional system changes.

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**Purpose**

The purpose of this Online Guide Transmittal is to advise staff about:

- the change in the reassignment process of the ESP AU for certain TAFDC households
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**ESP AU  
Reassignment**

Cases that will need to have their ESP AU assignment converted from their economic assistance case manager to their assigned FEW include:

- all active TAFDC cases that are nonexempt, regardless of the Work Program Compliance Reason
- TAFDC cases that are exempt from work rules but are volunteering to participate and have an active Pathways to Work Plan

Excluded cases are:

- Those TAFDC households that are assigned to a Self Sufficiency Specialist (SSS).
  - TAFDC cases that are exempt and who do not have a Pathways to Work Plan
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**ESP Assignment  
– Economic  
Assistance Case  
Managers**

Economic Assistance case managers must complete the reassignment of the ESP AU to the FEW assigned to work with their caseload in the AU Assignment page for all TAFDC cases that have one or more members subject to work rules. This page will require re-edit at application, reevaluation or case maintenance when the Work Requirements TAFDC page has a nonexempt member, and the ESP is not already assigned to a FEW.

This action is taken on the AU Assignment page and must be authorized through an Interview Wrap-up. Supervisors must ensure that any TAFDC case with a member subject to work rules has the ESP reassigned to their FEW at application, reevaluation or any case maintenance. SSSs will continue to maintain the ESP AU assignment for all clients in their caseload.

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**Obsolete  
Online Guide  
Transmittals**

OLGT 2023-46: TAFDC: ESP Assistance Unit Assignment to Support TAFDC Pathways to Work

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**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](#).

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