



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

CHARLES D. BAKER
Governor

MARYLOU SUDDERS
Secretary

KARYN POLITO
Lieutenant Governor

JEFF McCUE
Commissioner

**Online Guide Transmittal 2015-69
December 21, 2015**

To: Department of Transitional Assistance Staff
From: *AOS* Anne O'Sullivan, Assistant Commissioner for Change Management
Re: TAFDC – Self-Sufficiency Specialists

Overview

The position of Self-Sufficiency Specialist (SSS) has been created as a result of the new Welfare Reform legislation. This position is designed to assist teen parents and certain other TAFDC clients to become economically self-sufficient.

Effective with BEACON Build 48.2, scheduled for January 4, 2016, each Self-Sufficiency Specialist will be automatically assigned a caseload of 60 cases. The process of adding new cases to the Self-Sufficiency caseload is described in the new page for Self-Sufficiency Specialist.

Purpose

The purpose of this transmittal is to advise staff of:

- the role of Self-Sufficiency Specialist,
 - a new BEACON View entitled AUs with Possible SSS Assignment, located in Daily Priority Actions,
 - a new BEACON page entitled AU Reassignment Recommendation, located in the Program Administration workflow, and
 - new and revised Online Guide pages.
-

**New Online
Guide Page**

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

Topic: TAFDC
Book: Services
Chapter: Self-Sufficiency Specialist
Page: AU Reassignment Recommendation

**Revised Online
Guide Pages**

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Teen Parents
Page: Teen Parents - Introduction

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Teen Parents
Page: Teen Parent Case Responsibilities

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Teen Parents
Page: DCF TPP Referral and Assessment Process

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Teen Parents
Page: Teen Parent Living Independently

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Teen Parents
Page: Emergency Placement (E-Bed)

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Teen Parents
Page: Teen Parent Policy and Procedures

**Revised Online
Guide Pages**
(continued)

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Work Program Requirements
Page: Overview

Topic: TAFDC
Book: Basic Case Activities & Maintenance
Chapter: Views
Page: Daily Priority Action Views

Topic: Domestic Violence
Page: Domestic Violence Unit and Services

Questions

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