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Executive Office of Health and Human Services
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**Operations Memo 2013-15
April 24, 2013**

To: Department of Transitional Assistance Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: The Secure Jobs Connect Program

Overview

DTA is partnering with the Department of Housing and Community Development (DHCD), the Department of Early Education and Care (EEC) and the Interagency Council on Housing and Homelessness (ICHH) in a program entitled, Secure Jobs Connect. The goal of the Secure Jobs Connect program is job placement for homeless families receiving services from the DHCD HomeBASE housing assistance program, with a long term objective of achieving self-sufficiency and permanent housing.

The Secure Jobs Connect program is privately funded by the Fireman Foundation. The Fireman Foundation has provided funding to nonprofit agencies that will provide services and resources for homeless families chosen to participate in this program. Certain providers in several areas and regions in the state received the Secure Jobs Connect funding directly from the Fireman Foundation.

Although these providers are not contracted by DTA to provide the Secure Jobs Connect services, DTA clients involved with DHCD HomeBASE may participate in the Secure Jobs Connect program as an approved non-ESP funded activity.

Important: Referrals to this program must not be made unless pre-authorized by a Housing Consumer Education Center (HCEC) agency contracted by the DHCD for the HomeBASE program.

Purpose of Memo

This Operations Memo:

- advises TAO staff about the Secure Jobs Connect program and identifies the providers who will provide employment-related services for the program;
 - identifies clients who may participate in the Secure Jobs Connect program;
 - explains the pre-authorization referral process; and
 - provides instructions for referring TAFDC clients to the appropriate Secure Jobs Connect program provider.
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Providers for the Secure Jobs Connect Program

The following providers will offer the Secure Jobs Connect program:

- ✓ Jewish Vocational Services (JVS)
- ✓ Father Bill's/MainSpring (FBMS)
- ✓ Corporation for Public Management (CPM)
- ✓ Community Teamwork, Inc. (CTI)
- ✓ SER Jobs for Progress

The providers will provide, or facilitate access to job readiness, skills training, job development and job placement services for clients chosen to participate. Once the client is placed in a job by the Secure Jobs Connect program, the provider will provide a year of post-employment services.

Eligibility for the Secure Jobs Connect Program

To be eligible to participate in the Secure Jobs Connect program, a client must be:

- currently accessing HomeBASE rental assistance;
- receiving the HomeBASE household assistance \$4,000 diversion or rehousing benefit; or
- in the process of moving out of EA shelter into privately owned housing with the help of HomeBASE benefits.

A HCEC agency contracted with the HomeBASE program will determine a client's eligibility for the Secure Jobs Connect program, and refer the client to the appropriate Secure Jobs Connect provider. The provider will conduct an assessment with the client for an appropriate activity.

**Eligibility for the
Secure Jobs
Connect
Program
(continued)**

Once the assessment is complete, a client in receipt of TAFDC will be given a letter by the provider to take to the appropriate TAO for an *Employment Services Program Referral and Response* form to complete the referral process. The provider will complete and sign the *Participation and Attendance* form each month for the client's participation in the Secure Jobs Connect program.

Note: A TAFDC Work Program-required client receiving HomeBASE benefits may meet his or her work requirement by participating in the Secure Jobs Connect program for the required hours or combine the Secure Jobs Connect program with another activity to meet his/her required hours. For example, a client who becomes employed but whose case remains TAFDC eligible may combine his/her employment hours with post-employment service for the additional hours by submitting, monthly, a *Participation and Attendance* form completed and signed by the provider.

**BEACON
Referral**

In BEACON, the Secure Jobs Connect program is listed as an Employment Training and Education component/activity and an Employment Ready component/activity. When generating the *Employment Services Program Referral and Response* form, the case manager must select the appropriate component/activity that reflects the provider's activity assessment.

Important: Clients in months 11 or 12 on the Ed/Training Counter **cannot** be enrolled in an Employment Training and Education activity.

When making a referral for this resource, the case manager must go to the Resource Name Search page and scroll to the **Secure Jobs Connect** resource.

The provider covering the area or region and the provider contact information will be listed along with a brief description of the Secure Jobs Connect program and eligibility requirements.

- Jewish Vocational Services (JVS) is the provider for the Dudley Square, Malden and Newmarket Square TAOs.
 - Father Bill's/MainSpring (FBMS) is the provider for the Brockton, Newmarket Square (along with JVS) and Plymouth TAOs.
 - Corporation for Public Management (CPM) is the provider for the Greenfield, Holyoke, Pittsfield, Springfield Liberty and Springfield State TAOs.
 - Community Teamwork, Inc. (CTI) is the provider for the Lowell and Lawrence TAOs.
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**BEACON
Referral
(continued)**

- SER Jobs for Progress is the provider for the Fall River, New Bedford and Taunton TAOs.
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**Eligibility for
ESP Support
Services**

TAFDC clients who request child care services to participate in the Secure Jobs Connect program should be assessed for child care eligibility. The case manager should generate a *Child Care Referral* notice, when appropriate.

TAFDC clients who are meeting the participation hours of an ESP activity (including non-funded ESP activities) are eligible for transportation payments. See 106 CMR 207.210 (B).

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
