



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

**Operations Memo 2011-56**  
**November 18, 2011**

**To:** Department of Transitional Assistance Staff

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

**Re:** TAFDC – BAPIC’s Young Parents Program (YPP) Shutdown

**BAPIC YPP  
Shutdown**

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This Operations Memo serves to advise staff that the Brockton Area Private Industry Council, Inc. (BAPIC) will shut down operation of its Young Parents Program (YPP).

Effective with this Operations Memo, no referrals to BAPIC YPP may be made by TAO staff. BAPIC has been removed from BEACON as a selectable YPP vendor.

Clients currently enrolled in BAPIC YPP should be enrolled in another activity that helps them meet the teen parent school attendance requirements.

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**Clients Referred  
to New Activity**

The case manager must schedule a face-to-face interview with a client who is currently enrolled in BAPIC YPP to refer the client to another vendor providing the same services or another activity that meets the teen parent school attendance requirement or work requirement, if applicable.

To terminate a referral and refer the client to a new activity, the case manager must:

- click on the “ESP Services” workflow;
  - on the “ESP Referral Disposition” page, select the client for whom an ESP enrollment or services must be terminated;
  - on the “ESP Referral Disposition” page, highlight and select the activity with a status of “Active” that must be terminated;
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**Clients Referred to New Activity (continued)**

- in the Status drop-down box, change the status “Active” to “Terminated”;
  - in the Termination reason drop-down box, select “No Slots Available”;
  - click “Save”;
  - select a new activity to refer the client to a new YPP vendor providing the same services or refer the client to an activity that provides basic and secondary educational services; and  
**Note:** Pregnant and parenting teens may be referred to Training Resources of America, a vendor located in Brockton that provides YPP services.
  - refer the client to the new activity.
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**Referrals to Non-ESP Funded Activities**

If the client is being referred to an approved non-ESP funded activity (one that meets the teen parent education requirement or the work requirement, if applicable), the case manager must advise the client that he or she may be responsible to pay the full cost of the activity. Non-ESP funded activities can include: Employment Ready, Employment Training and Education, Employment Supports, Enhanced Employment Supports, Secondary Education and Post-Secondary Education.

The case manager must inform the client that he or she is not required to incur cost to meet their education requirement or work requirement. If the client self-refers to an activity that requires to self-pay, the case manager should discuss funding alternatives before approving the activity. See Field Operations Memo 2009-52 A for more information.

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**Questions**

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

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