

**PPER Email 2014-27: ESP-7 Basic Job Search Activity Log (Issued 8/28/2014)**

Operations Memo 2014-55 - *ESP/Work Program Requirement: BEACON Changes* introduced DTA staff to the revised *Participation and Attendance (ESP-7)* form. One of the revisions was the addition of the Basic Job Search Activity Log used by Employment Ready clients to track activities, employment contacts, etc. that meet their work program requirement.

Due to a procedural change, the Department of Career Services (DCS) will not be countersigning the ESP-7. Clients will still be seen and serviced by DCS. Clients will be mailed a letter (*see copies below*) informing them that DCS does not need to sign the ESP-7. Clients who request a signature from the career center will be handed a copy of this letter.

Clients still must return the completed ESP-7 (signed only by the client) by September 10<sup>th</sup> to ensure that their case will not be sanctioned. DTA staff will be informed when revised procedures are in place.



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

DEVAL L. PATRICK  
Governor

JOHN W. POLANOWICZ  
Secretary

STACEY MONAHAN  
Commissioner

August 28, 2014

Dear TAFDC Client:

Until further notice, you do not need the job search Participation Form (ESP-7) signed by a worker at this career center. You still must complete the Basic Job Search Activity Log and return it to:

**DTA  
PO Box 4406  
Taunton, MA 02780-0420  
or  
Fax to: 617-887-8765**

If you return the completed form by the date noted on your basic job search declaration form and have met your hourly job search requirements, your benefits will continue and not be reduced or closed.

Thank you for participating in job search. We look forward to working with you and job placement service providers to help make you self-sufficient.

If you have any questions, contact your DTA case manager.

Thank you.  
DTA



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28 de agosto del 2014

Estimado cliente de TAFDC:

Hasta nuevo aviso, usted no necesita el Formulario de participación en la búsqueda de empleo (ESP-7) firmado por un trabajador en este centro profesional. Aún debe completar el Registro de actividades de búsqueda básica de empleo y devolverlo a:

**DTA  
PO Box 4406  
Taunton, MA 02780-0420  
o  
Enviarlo por Fax a: 617-887-8765**

Si devuelve el formulario completado en la fecha indicada en su formulario de declaración de búsqueda básica de empleo y ha cumplido con los requisitos de su horario de búsqueda de empleo, sus beneficios continuarán y no se reducirán o terminarán.

Gracias por participar en la búsqueda de empleo. Esperamos poder trabajar con usted y con los proveedores de servicios de colocación de empleo para ayudarle a convertirse en autosuficiente.

Si desea hacer preguntas, comuníquese con su administrador de casos del DTA.

Gracias.  
DTA