

FYI

DTA Employment Programs Deskguide

The DTA Employment Programs Deskguide outlines the service components, availability and intended target population of the employment, training and job placement programs offered by the Department in Fiscal Year 2006.

Programs are listed by geographical region.

The Deskguide contains information on all components offered in the Employment Services and the Food Stamp Employment and Training programs and will assist TAO staff in making referrals.

FYI

Partial Data Collection on the Absence Window

Department of Revenue Child Support Enforcement Unit (DOR/CSEU) can begin the process of establishing support orders on non-custodial parents with basic information such as a partial date of birth (i.e., month and year, but not day), state of birth (but not city/town), last year employed or last year in the military (but not month or day).

A future increment of BEACON will allow for partial data entries in certain fields of the Absence window. Until that time, AU Managers can enter any partial data the custodial parent has provided in the Other Identifying Characteristics field on the Personal tab of the Absence window. The field accepts up to 50 characters and spaces combined. This information will, when viewed by DOR through E-tag, allow them to begin the process of establishing paternity or a court order for support.

When entering partial date data in the Other Identifying Characteristics field, AU Managers should use the following format for consistency:

If the day and year of the date of birth are known, but not the month, enter the data as: DOB xx/03/1958.

If the month and day of the date of birth are known, but not the year, enter the data as: DOB 04/03/xxxx.

AU Managers are reminded to emphasize with recipients the importance of cooperating with the DOR child support process (unless Good Cause exists) in their transition to self-sufficiency.

FYI

Pay Stubs with Flexible Credits

Some employers provide *credits*, *flexible benefits*, or *flex credits* as a benefit to offset the costs of medical insurance, life insurance, etc. The term varies among employers. Flex credits are generally identified separately as “credits” on the pay stub, but are added to the employee’s total gross income.

Flex credits provided by employers that are used for benefits such as health insurance or life insurance, but **cannot** be taken as cash by the employee, are not countable as income.

AU Managers must check pay stubs closely to see if credits or flex credits or flexible benefits are identified in the earnings section of the pay stub. If so, follow-up is required. Due to differences among employers in the administration of flex credits, AU Managers must verify the terms of the employer’s flex credit program to determine the correct amount of countable income on the applicant’s or recipient’s pay stub. Be sure to annotate the