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Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2004-16
April 5, 2004

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: TAFDC – Sixty-Day Work Search Period and Work Program Procedures

Purpose of Memo

The purpose of this memo is to clarify the procedures AU Managers must follow during the 60-day work search period whenever a grantee becomes work program required.

Day 1

When the AU Manager determines that a grantee is Work Program required, the AU Manager must:

- discuss with the grantee how to meet the Work Program requirement through work or through education and training, if the grantee's youngest child in the AU is between two years old and school age;
 - tell the grantee about Basic Job Search services available through DET/Career Centers to assist in finding a job;
 - discuss the grantee's eligibility for support services (i.e., child care, transportation);
 - give the grantee Attachment A. This brochure tells applicants and recipients what they must do to meet the work program requirement; and
Note: AU Managers must enter the start and end dates of the 60-day work search period on Attachment A. The dates **must** match the 60-day work search period dates found on BEACON.
 - on the Narrative Tab, enter that the day-1 interview was completed.
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Day 30

On day 30 of the 60-day work search period, the AU Manager must:

- contact the grantee by phone to discuss progress in finding a job (or a program or activity that satisfies the work program requirement);
 - if the grantee is not working, schedule an interview for 15 days from the date of the phone call to discuss additional progress made in finding a job; and
 - on the Narrative Tab, enter that the day-30 interview was completed.
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Day 45

If by day 45, the grantee is neither working nor meeting the work program requirement, conduct the following activities:

- remind the grantee that he or she must meet the work program requirement when the 60-day work search period ends and that he or she may need to start a TEMP Community Service activity;
 - discuss other ways the grantee may meet the work program requirement such as: supported work, Full Employment Program (FEP), or education and training, if appropriate;
 - tell the grantee about Basic Job Search services available through DET to assist in finding a job;
 - stress the need to start looking for a community service site;
 - discuss with the grantee the list of available TEMP Community Service slots to choose from by going to BEACON and:
 - clicking on the Resource Group folder;
 - clicking on the Resource Search folder;
 - clicking on the Program Related radio button;
 - clicking on the Component drop-down box and selecting “TAFDC Community Service”;
 - clicking on the Activity drop-down box and selecting “TAFDC Community Service Participation”;
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**Day 45
(continued)**

- from the TAO drop-down box, selecting the appropriate TAO;
- clicking on “Find”; and
- identifying community service sites the grantee may be interested in.

Important: Community service site referrals should not be generated at this time. If a referral has been generated, on day 61 when the mandated EDP has been generated, BEACON will start the automatic sanction process.

- discuss any child care services the grantee may need to help meet the work program requirement and advise the grantee to make decisions and preparations so child care will be ready to be authorized when the 60-day work search period ends;
- schedule a follow-up appointment for 15 days from the date of this interview. This will ensure that the AU Manager knows if the grantee is working or will be required to participate in TEMP Community Service by day 60;
- remind the grantee that by day 60, if he or she is not meeting the work program requirement, an automatic sanctioning process will begin to remove the grantee from the grant to follow this by closing the entire AU; and
- on the Narrative Tab, enter that the day-45 interview was completed.

Day 60

If at the day-60 interview, the grantee has, without good cause (see 106 CMR 701.380), not found work and is not meeting the work program requirement, complete an Employment Development Plan (EDP) and:

- make a referral to an appropriate community service site, by:
 - ♦ checking the Resource window to determine what community service slots are available; and
 - ♦ creating a *Referral and Response Form* assigning the grantee to an available community service site, where the grantee must start participating within the next 10 days.

Important: AU Managers must call the site to confirm availability.

Important: Failure to complete an EDP on day 60 will result in a mandated EDP being generated by BEACON on day 61 in the overnight batch process. On day 62, the AU will appear in the “Mandated TEMP – Site Referral Required” View.

**Meets
Compliance**

There are situations in which a grantee will be unable to obtain a placement in a TEMP Community Service site or otherwise comply with the work program requirement within the specified time frame. In these situations, the AU Manager should set the “Meets Compliance” radio button on the TAFDC tab to “Yes” and select the appropriate Compliance Reason (other than “Participation”) from the drop-down box. The AU Manager must enter the date the situation will be resolved in the Compliance End Date field. The date must not exceed 30 days from the date the “Meets Compliance” was given.

Note: For these situations, clicking on “Meets Compliance - Yes” and selecting the appropriate compliance reason (other than “Participation”) prevents the grantee from being sanctioned.

The following are some examples where it is appropriate to set the radio button to “Meets Compliance - Yes” and to select the appropriate compliance reason other than “Participation.”

- Example 1: If a grantee is unable to obtain a placement in a TEMP Community Service site because no site is available, the AU Manager should set the “Meets Compliance” radio button set to “Yes” and select the “No TEMP Site Available” compliance reason. If the TEMP Community Service site will be available within four weeks, enter that date in the Compliance End field. If a site will not be available after four weeks, a referral to a new community service site must be made following the procedures in this memo.
- Example 2: If the grantee’s child care slot will not be available for three weeks, the AU Manager should set the “Meets Compliance” radio button set to “Yes” and select the “No Child Care Available” compliance reason. The Compliance End Date should be set to three weeks from the date the “Meets Compliance” radio button was set to “Yes.”
- Example 3: If the grantee has a site but cannot start immediately because the site orientation is being held some time in the future, the AU Manager should set the “Meets Compliance” radio button to “Yes” and select the “No TEMP Site Available” compliance reason. The Compliance End Date should be set to the day after the orientation is scheduled.
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**Meets
Compliance
(continued)**

Example 4: If the grantee has a site but cannot start immediately because the site requires a CORI check, the AU Manager should set the “Meets Compliance” radio button to “Yes” and select the “No TEMP Site Available” compliance reason. The Compliance End Date should be set to a date four weeks from the date the AU Manager sets the “Meets Compliance - Yes” radio button.

Note: The “Meets Compliance” reasons: “Site Orientation > 15 Days” and “CORI Check” will be added to the Compliance Reason drop-down box in a future increment.

**Meets
Compliance
Follow-Up**

AU Managers must keep a tickler file with a list of every grantee coded with “Meets Compliance - Yes” and the appropriate compliance reason (other than “Participation”) and the Compliance End Date. Once the End Date has been reached, the AU Manager must call the grantee to determine if the situation still exists.

If the situation preventing participation no longer exists, the compliance reason (other than “Participating”) must be changed to the compliance reason “Participating” for the Work Program referral process to continue.

If the situation preventing participation still exists, the End Date should be extended to the date the situation will be resolved. That date must not exceed 30 days from the date the new “Meets Compliance” is given.

A report will be developed on Actuate to monitor the “End Date” of the “Meets Compliance” status. Until the report is designed, AU Managers must track these AUs manually.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

SUPPORT SERVICES

If you need child care, we will help you receive it. If child care is not available, you will not have to meet the work program requirement.

If you qualify for an education or training activity, you may receive help with your transportation expenses.

Ask your worker about child care and transportation eligibility.

DEPARTMENT OF
TRANSITIONAL
ASSISTANCE

TAFDC WORK PROGRAM REQUIREMENT

FINDING A JOB AND REACHING SELF-SUFFICIENCY

DEPARTMENT OF
TRANSITIONAL
ASSISTANCE



WORK PROGRAM REQUIREMENT

The Department wants to help you get a job and reach self-sufficiency before your time-limited benefits end.

You are work program required.

You can meet the work program requirement by:

- * Working 20 hours or more per week; or
- * Working full-time in the Full Employment Program; or
- * Participating for 20 hours per week in a community service program; or

If the youngest child in your grant is between the ages of two and school age, you may be able to meet the requirement by participating in a Department-approved education or training activity for up to 20 hours per week.

If you become pregnant or you or a member of your household becomes disabled, please ask your worker about exemptions from the work program requirement.

60-DAY WORK SEARCH PERIOD

You have 60 days from _____ to find a job or, if the youngest child in your grant is between the ages of two and school age, enroll and participate in a Department-approved education or training activity.

If, when your 60-day work search period ends, you have not found a job or an approved activity, the Department will select a community service site for you.

Your 60-day work search period ends on _____.

Your worker may contact you to check on your progress in finding a job.

If necessary, your worker may also make an appointment with you to talk about how you plan to meet the work program requirement, what activities you will be doing and what support services you need.

Your worker may also make an appointment with you when your 60-day work search period ends to again discuss your work program responsibilities.

AFTER THE 60-DAY WORK SEARCH PERIOD ENDS

When the 60-day work search period ends, you must meet the work program requirement unless you have a good reason. If you think you have a good reason, talk with your worker.

If you do not have a job, you will be required to do community service for 20 hours per week at a Department-approved community service site.

The Department will help you find a community service site.

You may also combine community service with work and, if you qualify, with an approved education or training activity for a total of 20 hours per week to meet the work program requirement.

Failure to meet the work program requirement may result in the loss of TAFDC benefits for yourself and eventually your family.