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**Commonwealth of Massachusetts**  
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**Field Operations Memo 2004-37 B**  
**September 22, 2004**

**To:** Transitional Assistance Office Staff  
**From:**  Cescia Derderian, Assistant Commissioner for Field Operations  
**Re:** TAFDC – Meets Compliance Project

**Background**

Field Operations Memo 2004-37 tells TAO Staff about processing recipients affected by the Work Program increased hour requirement.

Field Operations Memo 2004-37 A tells TAO Staff about the revised Work Program requirement sanction process and expanded good cause reasons.

Effective with Increment 2.1.11, the Compliance End Date field is a mandatory fill with a pop-up message reminding AU Managers to complete the field before exiting the window. There is also a hard edit if the date entered in that field is more than six months in the future.

It has been determined that certain AUs who had a “Meets Compliance – Yes” reason entered on the TAFDC tab of the Work Requirements window, did not have end dates entered in the Compliance End Date field.

**Purpose of Memo**

This Field Operations Memo:

- informs TAOs about the “Meets Compliance” clean-up project; and
- gives TAO Staff procedures for entering the appropriate “Meets Compliance” Reason.

**Meets  
Compliance  
Clean-up Project**

AU Managers must access the report “WP Compliance End Date” found in the “Field Ops Staff TAO Reports” folder of Actuate. The AU Manager must take appropriate action on his or her AUs listed on the report.

AU Managers must:

- Review each of their recipients with:
  - an expired “Compliance End Date;”
  - no “Compliance End Date;” or
  - a “Meets Compliance – Yes” reason of “Other: Conversion” to determine if the reason is current and valid or if the Meets Compliance information needs updating.
- If the reason is still applicable (entered within the last 30 days) the AU Manager must enter the appropriate End Date to correspond with the Meets Compliance reason. See the Meets Compliance End Date chart in Field Operations Memo 2004-37 A.
- If the "Meets Compliance" reason is no longer applicable (entered more than 30 days ago) or no longer valid (e.g., Other Conversion) review the circumstances to determine if another "Meets Compliance" reason exists:
  - If another “Meets Compliance” reason does exist, enter the new reason and the appropriate End Date to correspond with the Meets Compliance reason. The new date must not exceed the time limit found in the chart in Field Operations Memo 2004-37 A.
  - If another “Meets Compliance” reason does not exist, change the meets compliance reason to "Participation" so the automatic work program tracking process can resume. The AU Manager should contact the recipient to let him or her know that he or she is now Work Program required.

Work on this project should be completed by **November 12, 2004.**

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**Questions**

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

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