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**Field Operations Memo 2005-14**  
**March 9, 2005**

**To:** Transitional Assistance Office Staff  
**From:**  Cescia Derderian, Assistant Commissioner for Field Operations  
**Re:** TAFDC – Reapplication Having Used 60-Day Work Search Period

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**Purpose of Memo** This Field Operations Memo reinforces instructions for processing applicants who have previously used the 60-day work search period.

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**AU Managers Responsibilities** When an applicant who has used his or her 60-day work search period reapplies, AU Managers must keep in mind the following:

1. The AU Manager must explain the Work Program requirement to the applicant at the interview and stress the need to meet the Work Program requirement **within ten days from the approval date** (if not last closed due to a Level 4 sanction) unless the recipient has a good cause reason for not meeting the Work Program requirement within that time frame.

**Note:** If at reapplication, the applicant states that he or she **cannot** meet the Work Program requirement for a good cause reason, the appropriate “Meets Compliance” reason should be selected from the Compliance Reason drop down box, to prevent a sanction from occurring. Field Operations Memo 2004-37 A provided more details about “Meets Compliance.”

**For example:** If the applicant’s child care slot will **not** be available for three weeks, the AU Manager should set the “Meets Compliance” radio button to “Yes” and select the “No Child Care Available” compliance reason. The Compliance End Date should

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**AU Managers  
Responsibilities  
(continued)**

be set to three weeks from the date the “Meets Compliance” radio button was set to “Yes.” This person will appear on the “WP Compliance End Date” report found in the “Field Ops Staff TAO Reports” folder of Actuate.

As long as the applicant remains in a pending status, the automatic Work Program tracking process will not begin. Once an applicant becomes active and is not meeting the WP requirement one of the following processes will occur.

- AUs who closed after the 60 day work search period was used, and had a mandated EDP created, **but** a community service referral was not made:
    - The AU Manager must contact the community service site for availability and generate a community service site referral for the automatic Work Program tracking process to resume.
  - AUs who closed during the 60 day work search period (the mandated EDP was **not** created prior to the closing), when the AP becomes active:
    - BEACON will create an EDP mandating Community Service,
    - The EDP will be mailed; and
    - The AU Manager must contact the community service site for availability and generate a community service site referral for the automatic Work Program tracking process to resume. If the recipient wants to participate in another activity, AU Managers can make a referral to the other activity by following procedures in the “TEMP Mandated Recipient and Referral to Other Activity” section of Field Operations Memo 2005-8
2. **Prior to approving the applicant’s request for reapplication of benefits, the AU Manager must check to see if any ESP components that are no longer applicable are still active. These active ESP components must be closed. Failure to do so before taking the application or processing the reopening will cause incorrect *Participation and Attendance* forms to be generated.**
3. An applicant (including **both** parents in a two-parent AU when **both** are work program required) whose AU was closed due to a Level 4 sanction who reapplies must be referred to an activity (either work, community service or a **non-ESP** funded activity) that meets the Work Program requirement at the reapplication interview and participate for two weeks in that activity before the AU will be approved for reopening or reinstatement. After the applicant participates for two weeks and becomes a recipient, he or she may meet the Work Program Requirement by work, community service or an ESP-funded activity).
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**AU Managers  
Responsibilities  
(continued)**

If the applicant who reached the Level 4 sanction reapplies and now has *good cause* for failure to meet the Work Program, the entire AU, if otherwise eligible (including the sanctioned applicant), must be reopened and the sanctioned applicant must be given good cause and update the “Meets Compliance” reason following procedures in Field Operations Memo 2004-37 A.

**Note: In all situations, every applicant must be given a *TAFDC Work Program Requirement brochure* (WPIB 9/2004) with his or her hourly requirement circled. Enter “N/A” in the 60-day Work Search Period Begin and End Date fields. This must be noted on the BEACON Narratives Tab.**

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**Authorizing  
Child Care**

A TAFDC recipient who agreed to participate in an activity for two weeks in an effort to cure a sanction should be issued a child-care authorization for **four weeks** instead of two weeks. **The TAFDC AU must be in a pending status in order to make the activity referrals and to create child care authorizations for those activities.** See Field Operations Memo 2004-17 for additional instructions.

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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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