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Field Operations Memo 2006-13
March 9, 2006

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: TAFDC – Removing Interrupted Sanctions

Purpose of Memo

This memo gives TAO Staff procedures for removing interrupted sanctions when the Assessed Person (AP) is participating in another activity (including work), has a “Meets Compliance” reason or is in an extension and appears on the “Clients with Sanctions” view in an “Interrupt” status.

Interrupt Status

An AP who has an interrupted sanction (Level 2 or Level 3) that was not followed by a referral to a community service site will appear either on the “Clients with Sanctions” view in an “Interrupt” status or on the “Mandated TEMP” view. This AP may have enrolled in another component, may be in an extension, may be working or may have been given a “Meets Compliance” reason (*other than* “Participation”) on the Work Requirements window and a community service referral is **not** appropriate. The AP will continue to be in an “Interrupt” status unless he or she has the Level 2 or Level 3 sanction removed.

**Removing a
Level 2 or
Level 3 Sanction**

To remove a Level 2 sanction if the person is participating in a component that meets his or her work program requirement, the AU Manager must go to the Results tab of the AU Composition Results window and:

- highlight the sanctioned AP;
- click the “Select” button to populate the AU Member tab;
- click on the “Sanctions” tab;
- highlight the interrupted sanction from the drop-down list;
- click the “Select” button to populate the Sanction tab;
- choose the removal reason of “Cooperating” from the drop-down list;
- click on “Save”; and
- click on “Finish.”

This instruction also applies for removing a Level 3 interrupted sanction if the person is working or participating in an activity meeting the Work Program. The AU Manager must also remove the AP Level Eligibility Factor Reason Code on the AU Composition Results window to remove a Level 3 interrupted sanction. Additionally, for a Level 3 interrupted sanction, go to the Interview Wrap-up window and authorize the removal of the sanction reason.

Note: To remove a Level 2 “Interrupted” mandated community service sanction, after a Level 3 Participation sanction has been imposed, remove the Level 2 sanction with “Cooperating” following the instructions above.

**Meeting the
Work Program
Through
Employment
Prior to Day 60**

If the person starts working prior to the end of the 60-day work search period, the AU Manager must make the ESP Employment Activity “Active” on the ESP Activity Disposition window when the person gets the job. This will prevent the Level 2 sanction mandating community service from being generated.

If the AU Manager does not make the Employment Activity “Active” and the AP is sanctioned, then the AU Manager should remove the Level 2 sanction for “Administrative/System Error” following the instructions above.

Note: For an Extension AU that has an interrupted sanction, the AU Manager should also remove the sanction for “Administrative/System Error” following the instructions above.

**Meets
Compliance,
Level 2 and
Level 3
Sanctions**

A Level 2 or Level 3 Participation sanction should not be removed if the person has a “Meets Compliance” reason. The Work Program Tracking batch job will stop tracking participation if there is a Meets Compliance Reason on the Work Requirements window until the Meets Compliance Reason is removed.

Questions

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