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Executive Office of Health and Human Services
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Field Operations Memo 2007-12
March 7, 2007

To: Transitional Assistance Office Staff
From: *JA* John Augeri, Assistant Commissioner for Field Operations
Re: TAFDC – ESP: Pre Worksite Training and Supported Work

Background

The Supported Work Component has two associated activities on BEACON: “Pre Worksite Training” and “Supported Work Services.” Both activities are offered by the same vendors in our TAOs.

Once the recipient completes the “Pre Worksite Training” activity, the activity should be terminated and the recipient then enrolled in the “Supported Work Services” activity.

Purpose of Memo

This Field Operations Memo tells TAO Staff about:

- a change to this procedure which will streamline referrals to Supported Work; and
- a change in procedures when a recipient gets an unsubsidized job during the initial three weeks of the activity.

**Pre Worksite
Training and
Supported Work**

While “Pre Worksite Training” remains an activity of “Supported Work” effective immediately, recipients referred to the Supported Work component must be referred only to the “Supported Work Services” activity. Recipients will no longer be enrolled in the “Pre Worksite Training” activity. In a future Increment of BEACON, “Pre Worksite Training” will be removed as a selectable activity.

If a recipient is *currently* enrolled in the “Pre Worksite Training” activity, the recipient should complete the activity. Once notified by the Supported Work vendor that the recipient has completed that portion of the Supported Work component, the recipient must be enrolled in the “Supported Work Services” activity following established procedures. Once these AUs are transitioned to “Supported Work Services,” there should no longer be any active “Pre Worksite Training” ESP AUs.

Note: Previously, if a recipient did not complete “Supported Work Services,” he or she was reenrolled in “Pre Worksite Training.” Effective immediately once the recipient is placed in “Supported Work Services,” he or she will remain in that activity until employed.

**Recipient
Becomes
Employed
During Pre
Worksite
Training**

Prior to this change, recipients who became employed during the “Pre Worksite Training” portion of the “Supported Work” component would, if wages made them ineligible for TAFDC, have their AU closed.

As a result of the changes, recipients who become employed during the initial three weeks of “Supported Work” should have their AUs processed as follows:

If a recipient in the “Supported Work” activity of “Pre Worksite Training” reports unsubsidized employment, the AU Manager must:

- terminate the “Supported Work” activity on the “ESP Activity Disposition” window with the Reason: “Activity Completed”;
 - enroll the recipient in “Employment,” ensuring that the “Primary” checkbox is checked off;
 - provide child care and transportation support services, if needed; and
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**Recipient
Becomes
Employed
During Pre
Worksite
Training
(continued)**

- place the recipient on Monthly Reporting following established procedures. See *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XVI, Section F for procedures to place an employed recipient on Monthly Reporting.

This will ensure that if the recipient's wages make him or her ineligible for TAFDC, the AU will close and all benefits owed (food stamps and Transitional Child Care) will be given.

Questions

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