



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2008-1
January 14, 2008

To: Transitional Assistance Office Staff

From:  John Augeri, Assistant Commissioner for Field Operations

Re: Employment Services Program (ESP) – Expansion of Activities at Certain Community Colleges

Overview

Employment Services Program (ESP) activities at Community Colleges are being expanded to address the need for more ESP activity slots. This is an expansion of the Vocational Education/Skills Training program (specifically in the medical field) for the remainder of this Fiscal Year (through June 2008). The program's projected start date is February 1, runs 30 hours per week and is four weeks to four months in duration (specified by the provider on the returned *Referral and Response Form*). This program will assist TAFDC clients transition from welfare to successful employment. Referrals to this program may be made on BEACON beginning January 14, 2008. It is very important that clients are enrolled and ready to participate as soon as possible after that date.

Referrals

Enrollment for this activity is limited to 100 clients (distributed among the community colleges mentioned in this memo) with 70 guaranteed job placements at the end of the activity. To ensure availability of slots, the name and phone number of the contact person at each college will be listed on the Resource window on BEACON. AU Managers should call this contact person to ensure slot availability. Additionally, these contact people will contact the Full Engagement Workers at the TAOs to inform them when the slots are no longer available.

**Vocational
Education/Skills
Training
Activities**

Activities within this program include: training, job-readiness workshops, internships in local agencies and businesses, job search, job placement and case management. This program also includes post-employment services tailored to a client's specific needs as it relates to: advanced training, transition to work, job retention services, re-employment services, and supplies that the newly employed individual may need.

**Community
Colleges**

The following Community Colleges are offering the expanded programs:

Bedford campus of Middlesex Community College, Springs Road, Bedford
This will service 25 residents (TAFDC clients only) of Sandra's Lodge/Hestia House/Olivia's (homeless shelters) in Waltham. Transportation to Bedford will be provided by the shelter, the college and/or residents carpooling.

Holyoke Community College, 303 Homestead Avenue, Holyoke
The program will be held in three locations: Holyoke and Pittsfield serving 15 TAFDC clients in each location in a training program for Direct Service Associates. The employer will guarantee jobs to all clients who successfully complete the training. The jobs are working with disabled individuals in residential homes

The remaining 30 slots will be divided among the following three community colleges:

Roxbury Community College, 1234 Columbus Ave. Roxbury.

Middlesex Community College, 33 Kearney Sq., Lowell.

Bristol Community College, 188 Union Street, New Bedford.

Referrals to this program should be made following current procedures.

Questions

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