



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2009-53
September 18, 2009

To: Transitional Assistance Office Staff

From:  John Augeri, Assistant Commissioner for Field Operations

Re: TAFDC – Action for Boston Community Development (ABCD)
Employment Supports Activity

Overview

DTA has partnered with Action for Boston Community Development (ABCD) to provide Employment Supports services to 60 clients receiving TAFDC and living in Boston. The activity is funded through ARRA from September 2009 through September 30, 2010 for the following TAOs:

- Dudley Square;
- Newmarket Square; and
- Revere.

Note: A report listing clients living in Boston will be e-mailed to TAO directors with this Field Operations Memo.

The goal of this activity is to provide employment for clients. This will be accomplished by providing clients education and transitional employment, i.e., paid on-the-job training, over a period of 6 to 12 months. The activity is scheduled to begin the week of September 21, 2009.

Purpose of Memo

The purpose of this Field Operations Memo is to inform TAO staff about:

- the ABCD Employment Supports activity;
 - client eligibility criteria; and
 - case manager's responsibilities.
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**ABCD
Employment
Supports Activity**

The ABCD Employment Supports activity will focus on client education and paid on-the-job-training in four key growth sectors of the local economy:

- Child care;
- Elder Care (Home Care);
- Community Health (Education & Outreach); and
- Medical Administration (Office and Technology).

Clients will be paid \$8.80 per hour to participate a minimum of 14 to 18 hours per week in on-the-job training for up to 12 months. The income is countable for TAFDC and SNAP. Education would occur at the same time as the on-the-job training, with the hours totaling 30 hours per week to meet the Employment Supports activity definition.

The activity will be provided at various public and private non-profit worksites around the city. The following are the education providers and transitional employment sites for each occupational field:

<u>Occupational Field</u>	<u>Education Provider</u>	<u>Trans. Employment</u>
Child care	Urban College of Boston	Head Start, Arbor Assn. Bright Horizons
Elder Care	Urban College of Boston	(TBD)
Community Health	Dept. of Pub. Health Bunker Hill Com Col Mass. Bay Com Col	Whittier St. Health Ctr. East Boston Health Ctr.
Medical Administration	Roxbury Com Col	Boston Medical Center

ABCD staff will provide on-site case management to resolve and address barriers to success and make referrals for clients to additional resources. Clients will also receive help with job placement after the transitional program and post-placement career counseling. ABCD will require clients to agree in advance that if offered a full-time job at a worksite, they must complete the academic portion of the program.

**Client Eligibility
Criteria**

ABCD will determine client eligibility based on the following. The client must:

- live in Boston;
 - have a high school diploma or GED;
 - be able to pass the CORI screening;
 - have the ability to pass the Accuplacer Test (a placement test for incoming college students) or the TABE (Test of Adult Basic Education) test; and
 - be motivated to work in the selected field.
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**Case Manager
Responsibilities**

Case managers must refer appropriate clients from the list to the ABCD Employment Supports component/ Employment Supports Services activity as follows:

- go to the Resource Search window accessed from the “ESP Referral Disposition” window;
 - click on the Resource Search pop-up box;
 - select “Employment Supports” as a component and “Employment Supports Services” as the activity;
 - select ABCD as the vendor from the window. The activities of “ABCD Employment Supports Services” and “ABCD Employment Supports Work” are both offered by ABCD; and
- Note:** Case managers must pay attention to the number of slots listed in the “Slots Available” field of the Resource Search window. Once the number has reached “0” *no additional referrals* may be made to this activity.
- make a referral using the *Referral and Response* form.

Once a client is placed in a full-time job, the client must be placed on Monthly Reporting following procedures found in *A User’s Guide: Transitional Assistance Programs and BEACON*, Chapter XVI, Section F. Clients must also be enrolled in “ABCD Employment Supports Work.” Clients must not be terminated from the “ABCD Employment Supports Services” activity unless they have completed the academic portion of this program.

Final Instructions The ABCD Employment Supports activity meets the work program requirement.

If a client requests and is eligible for support services (child care and transportation), those services must be authorized.

Questions If you have any questions, please have your Hotline designee call the Policy Hotline.
