Field Operations Memo 2004-6
February 11, 2004

To: **Transitional Assistance Office Staff**

From: **Cescia Derderian, Assistant Commissioner for Field Operations**

Re: **Work Requirements – TAFDC Tab Issues**

Purpose of Memo

A recent review of TAFDC APs who are work program required has revealed issues with the TAFDC Tab of the Work Requirements window that prevent accurate data from being saved. Although the correct Work Program Requirements information appears on the window, this data was not properly saved in BEACON. This memo informs TAO Staff about the issues associated with the TAFDC tab and solutions for resolving the issues.

A report listing the affected APs will be sent to the TAOs on February 12, 2004. The report shows demographic information on the AU and the name of the AP who had a change in the Work Program Required data, the date the change was entered, the effective date of the change and a description of the new Work Program Required reason that was selected.

Incomplete Fields on TAFDC Work Requirements Tab

The AU Manager must review each AU on the report to determine whether the last information entered remains accurate. The incomplete save of data occurred when the Work Requirement Status changed from "no" to "yes" or "yes" to "no." The incomplete save of data also occurred when, although the Work Requirement Status was not changing (yes" to "yes"; or "no" to "no"), the Required Status Reason was changed to a different reason.

Incomplete Fields on TAFDC Work Requirements Tab (continued)

To correct the current unsaved information, the current Required Status, Required Status Reason and Compliance Reason must be deleted and reentered and the Work Search information must be reentered. AU Managers must:

- Clear the current reason from the Required Status Reason by selecting the blank reason from the dropdown box (at the top of the list);

- Clear the current Compliance Reason, if applicable, by selecting the blank reason from the dropdown box (at the top of the list);

- Click "Finish." A pop-up message will appear stating, "Please Select a Required Status Reason";

- Click "O.K." A pop-up message will appear stating, "All Required Data was not entered. Do you want to save as is and complete at a later time?"

- Click on "No";

- Select the appropriate Work Program Required radio button "Yes" if the AP is work program required or "No" if the AP is not work program required;

    Note: Be sure the AU Exemption tab reflects the correct Exemption Status, Reason and Start Date.

- Select the appropriate Required Status Reason from the dropdown box; and

- Make sure the Start date for the Required Status Reason is the original effective date as listed on the report.

If the AP is going to Work Program Required "Yes" be sure to:

- Select the appropriate Meets Compliance radio button, "Yes" or "No". During the first 60-day Work Search Period, the "Meets Compliance" is always "Yes";

- Select the appropriate Compliance Reason, from the dropdown box, such as "Participation," for an AP who is work program required; and

    Note: If the AP is work program required and a reason other than "Participation" is selected, the "End" field with the end date must be completed.

Incomplete Fields on TAFDC Work Requirements Tab (continued)

- Enter the current Work Search Start date if the AP is work program required. The Work Search Start date field may be blank or may have a Work Search Start date from the previous State clock period. Go to Program Administration, Time Limits and determine the current state 60 month period. Be sure the date entered in the Work Search Start date falls within the current state 60 month period. MIS will calculate and prepopulate the Work Search End Date.

Increment 2.1.7 had edit changes that will prevent the AU Manager from exiting the window if the fields are not completed when he or she clicks on "Next" or "Finish." This should prevent data not being saved in the future. The AU Manager must either complete the information before exiting the window or click on "Cancel" and return to the window and reenter all the information at a later date. **If the AU Manager clicks on "Cancel" instead of "Next" or "Finish," the information will not be saved.**

Important: If the AP is work program required, the AU Manager must not fill in the required fields unless the recipient is present and has the Work Program requirement explained to him or her.

Questions

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