



*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*

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Lieutenant Governor

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**Online Guide Transmittal 2015-63
November 20, 2015**

To: Department of Transitional Assistance Staff

From: *AOS* Anne O'Sullivan, Assistant Commissioner for Change Management

Re: TAFDC – Monitor Participation Page Enhanced for Prior Months' Participation Processing

Overview

To improve the reporting accuracy of the Department's work participation rates, DTA is enhancing the functionality of the Monitor Participation page. Users will now be allowed to data enter Work Program (WP) and ESP participation information for the previous 6 months.

Effective November 23, 2015 with BEACON Build 48.1, the Participation tab on the Monitor Participation page will no longer be grayed-out for the previous 6 months participation periods. The only exception will be the Full Engagement Program (FEP). Clients will not be retroactively sanctioned if previous forms do not meet the work program requirement; however, sanctions can be removed if previous forms help them meet the work program requirement.

Purpose

This Online Guide Transmittal informs staff about changes made to the Online Guide about the:

- changes to the BEACON Monitor Participation page that will allow Work Program and ESP participation hours to be data entered for up to 6 months prior to the current participation month; and

**Purpose
(continued)**

- how the education/training and job search clocks may be automatically increased and decreased for clients' prior months' education and training and job search participation.
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**New BEACON
Online Guide
Book/Pages**

The following Chapter and pages have been created in the TAFDC Topic of the Online Guide:

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Monitor Work Program and ESP Participation
Page: Monitoring Work Program and ESP Participation

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Monitor Work Program and ESP Participation
Page: Monitor Participation Page

Topic: TAFDC
Book: Program Nonfinancial Requirements
Chapter: Monitor Work Program and ESP Participation
Page: Prior Month Participation Processing

Questions

If you have any questions, please email the DTA Mailbox.
Systems questions should be directed to the Systems Support Help Desk.
