



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

CHARLES D. BAKER
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**Online Guide Transmittal 2016-37
August 26, 2016**

To: Department of Transitional Assistance Staff

From: Sarah Stuart, Associate Commissioner for Program and Policy Implementation

Paul Sutliff, Assistant Commissioner for Field Operations

Re: TAFDC – Self-Sufficiency Specialists Changes

Overview

The position of Self-Sufficiency Specialist (SSS), created as a result of Chapter 158 of the Acts of 2014 is designed to assist teen parents and certain other TAFDC clients to become economically self-sufficient.

Self-Sufficiency Specialists provide intensive case management and support to all teen parents who are heads of household, whether parenting or pregnant. Other clients who *may* receive the assistance of an SSS include:

- young parents (pregnant and/or parenting heads of household under the age of 24); and
- residents of an emergency assistance shelter, Hotel/Motel, Congregate Shelter, Scattered Site Shelter or Domestic Violence Shelter.

In limited circumstances, and as determined by a DTA manager, SSSs may also assist other clients who have been identified as having significant challenges in moving towards self-sufficiency.

Each TAO has at least one SSS, with a caseload limited to 60 active clients per specialist. Due to caseload limits, assignment of an SSS will be based on availability.

Purpose

The purpose of this Online Guide transmittal is to advise staff of:

- changes to the cases the Self-Sufficiency Specialist may be managing, namely: clients in EA Shelters, as well as continuing to provide case management services for Teen Parents; and
 - a revised Online Guide page.
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**Revised Online
Guide Page**

Topic: TAFDC
Book: Services
Chapter: Self-Sufficiency Specialist
Page: Self-Sufficiency Specialist (SSS) Duties

Questions

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