



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


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**Online Guide Transmittal 2016-53
September 30, 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 – Orientation Attendance**

Overview

A key component of the TAFDC program is engaging clients in work-related activities to move families with dependent children to self-sufficiency. The Department is committed to connecting applicants and clients with the resources and supports necessary to successfully transition to economic self-sufficiency.

With the implementation of Pathways to Self-Sufficiency, Orientations have become a mandatory application activity for TAFDC clients. The Orientation presentation is intended to supplement and complete the TAFDC application interview by giving applicants important information regarding the Work Program Requirement and Sanctioning, PSS Assessment, ESP activities, as well as benefits and services for which they are or may be eligible. As such, it is important that applicants attend Orientation sessions timely. It is important that every applicant be afforded the opportunity to view the entire Orientation presentation without interruption or distraction.

**Overview
(continued)**

Applicants who arrive at the Orientation once the presentation has started (that is, once the Orientation PowerPoint has begun) will be asked to return to the TAO for a future Orientation session. If it is inconvenient for the applicant to do that, s/he will be asked to wait until the current Orientation session is completed to speak with a FEW and view the Orientation presentation at the FEW's earliest convenience that day.

Purpose

The purpose of the Online Guide Update is to advise DTA about attendance requirements for Orientations.

**Updated Online
Guide Pages**

The following pages in the Online Guide are being updated:

Topic: TAFDC

Book: Basic Case Activities and Maintenance

Chapter: TAFDC Orientation

Page: TAFDC Orientation

Topic: TAFDC

Book: Basic Case Activities and Maintenance

Chapter: TAFDC Orientation

Page: FEW: TAFDC Group Orientation Sessions

Topic: TAFDC

Book: Basic Case Activities and Maintenance

Chapter: TAFDC Orientation

Page: TAFDC Group Orientation Attendance Tracking

Questions

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