



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


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Commissioner

**Online Guide Transmittal 2017-61  
July 28, 2017**

**To:**  Department of Transitional Assistance Staff  
**From:**  Sarah Stuart, Associate Commissioner for Change Management  
 Paul Sutliff, Assistant Commissioner for Field Operations  
**Re:** TAFDC – Eligibility for Transitional Child Care Up to 24 Months From Closing

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**Overview**

DTA currently has the authority to provide Transitional Child Care (TCC) to any former TAFDC client who is currently employed or has a job offer and whose TAFDC case closed within **the prior 24 months**. This expanded timeframe is currently in the process of being formally incorporated into policy, procedures and BEACON. Guidance will be issued once policy and system changes have been revised.

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**Current TCC Referrals**

DTA and EEC have been approving these situations on a case by case basis as they arise. TAO staff should adhere to the following interim procedure:

**Interim Procedure: TCC for client closed for 12 to 24 Months:**

A paper authorization for Transitional Child Care should be issued for a client if the TAFDC case close date is between 12 months and 24 months. The Full Engagement Worker (FEW) in each TAO is responsible for issuing all paper authorizations issued after the first 12 months of eligibility. The FEW will submit the authorization to the Central Office designee for final approval.

Central office designee information will be sent out by separate email to TAO Managers.

**Current TCC  
Referrals  
(continued)**

**TCC for client up to 12 Months from closing:**

Continue to follow current procedures for any client whose TAFDC case closed less than 12 months (i.e., issue a system-generated authorization per procedures found in the Online Guide at: *TAFDC-Services-Child Care Services-Transitional Child Care*).

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**Questions**

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Mailbox.

Systems issues should be directed to the Systems Support Help Desk.

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