



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


CHARLES D. BAKER  
Governor

MARYLOU SUDDERS  
Secretary

KARYN POLITO  
Lieutenant Governor

JEFF McCUE  
Commissioner

**Online Guide Transmittal 2019-37  
May 2, 2019**

**To: Department of Transitional Assistance Staff**  
**From:  Paul Sutliff, Assistant Commissioner for Programs and Field Operations**  
**Re: TAFDC: Updates to Child Care Services**

---

## **Overview**

Families receiving TAFDC in need of child care to accept or maintain employment, or to participate in an ESP or other approved employment related activity with an approved Employment Development Plan (EDP) are eligible for no fee child care through the Employment Services Program (ESP).

The Online Guide has been updated to reflect changes to child care policies and procedures within the TAFDC program.

Child care services procedures implemented October 1, 2018 remain in effect including;

- authorization of child care for 12 months, with the exception of DTA's Employment Planning period, which is authorized for 12 weeks,
  - use of the fillable PDF *Child Care Referral* notice.
  - continued eligibility under a DTA authorization until it expires, even if the TAFDC case closes.
-

**Overview  
Cont.**

Effective May 1, 2019 relative caregivers who receive TAFDC for a dependent child(ren) and who are working will now be eligible for a child care referral from DTA. This policy change is being implemented to recognize the support these households may need in maintaining employment and to promote stable, family-based placements for children. A new Online Guide page has been created to explain this policy.

A letter will be issued at the beginning of May 2019 to all non-liable relative caregivers to inform them of the policy change and advise them to contact their case manager to discuss eligibility for a child care authorization.

Child care vouchers for relative caregivers will be issued for 12 months and are not subject to a parent fee.

---

**Purpose**

The purpose of this transmittal is to advise TAO staff on updates to the Online Guide for Child Care Services and associated materials including:

- The revision of previously suspended OLG pages
  - The deletion of previously suspended OLG pages
  - The new page Relative Caregiver Child Care
  - The new page Child Care after TAFDC Case Closure
  - Update to the Child Care Fact Sheet (CCFS)
  - Update to the Child Care Referral notice (BEA-CCA)
  - Update to the CCRR DTA Referral Mailbox Contact List
- 

**Revised Online  
Guide Pages**

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Introduction to Child Care

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Eligibility for Child Care

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Issuing a Child Care Referral (formerly ESP Child Care Referral)

---

**New Online  
Guide Pages**

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Relative Caregiver Child Care

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Child Care after TAFDC Case Closure

---

**Revised Online  
Guide Pages  
Cont.**

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Transitional Child Care

---

**Deleted Online  
Guide Pages**

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Terminating ESP Child Care for Closed TAFDC  
Cases

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Child Care Notification

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Child Care Services  
**Page:** Child Care Referral General Rules

---

**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 them to DTA.Procedural Issues.

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

---