



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


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**Online Guide Transmittal 2019-81
November 14, 2019**

To: Department of Transitional Assistance Staff
From:  Paul Sutliff, Assistant Commissioner for Programs and Field Operations
Re: TAFDC: DTA Works

Overview

DTA is dedicated to equipping families with the skills needed to become economically independent. Access to employment opportunities is critical in achieving this goal. The DTA Works program can assist clients by offering employment experience through a short-term, paid internship at a local DTA office, partner state agency or non-profit organization. To be eligible for the DTA Works, clients must be receiving TAFDC with at least 9 months remaining on their State TAFDC clock, be able to participate in an interview and be able to pass a CORI.

Effective immediately, a new ESP program book associated with all current policies and procedures of the DTA Works program will be available in the Online Guide.

Purpose

The purpose of this Online Guide Transmittal is to advise staff of the new ESP program book regarding DTA Works.

**New Online
Guide Pages**

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Sub Chapter: DTA Works
Page: DTA Works Overview

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Sub Chapter: DTA Works
Page: DTA Works Entry and Recruitment

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Subchapter: DTA Works
Page: DTA Works Enrollment and Onboarding

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Subchapter: DTA Works
Page: DTA Works Hosting the Intern

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Subchapter: DTA Works
Page: DTA Works Ensuring Intern Safety

**New Online
Guide Pages
(Continued)**

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Sub Chapter: DTA Works
Page: DTA Works Disciplinary Action and Performance Management

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Sub Chapter: DTA Works
Page: DTA Works Offboarding/Termination

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Subchapter: DTA Works
Page: DTA Works Extensions

**Deleted Online
Guide Pages**

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Subchapter: DTA Works
Page: DTA Works Overview

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Subchapter: DTA Works
Page: DTA Works: Client Eligibility

Topic: TAFDC
Book: ESP
Chapter: ESP-Competitive Integrated Employment Services
Subchapter: DTA Works
Page: DTA Works: Responsibilities

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 Policy Mailbox.

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