



*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 2015-24  
June 26, 2015**

**To:** Department of Transitional Assistance Staff  
**From:** *AOS* Anne O'Sullivan, Assistant Commissioner for Policy, Program and External Relations  
**Re:** TAFDC – Employment Ready Activities and Job Quest

---

**Overview**

Effective with this transmittal, clients who are participating in online job search for Employment Ready activities must register through JobQuest, a service offered through the One-Stop Career Centers.

---

**Purpose**

This Online Guide Transmittal informs DTA staff about:

- clients participating in online job search for Employment Ready activities needing to register through JobQuest;
  - changes to the ESP-16 (Referral and Response) form with language for Employment Ready clients to register through JobQuest; and
  - changes to the ESP-7 (Participation and Attendance) form being divided into two separate forms: ESP Participation and Attendance Record (ESP-7 A) form and the Participation and Attendance Record for Employment Ready Activities (ESP-7 B) form.
-

**New  
BEACON Online  
Guide  
Books/Pages**

**Topic:** TAFDC  
**Book:** ESP  
**Chapter:** ESP – Competitive Integrated Employment Services  
**Page:** Employment Ready

**Topic:** TAFDC  
**Book:** ESP  
**Chapter:** ESP – Competitive Integrated Employment Services  
**Page:** Job Quest for Employment Ready Clients

**Topic:** Notices  
**Book:** TAFDC  
**Page:** ESP Participation and Attendance Record

**Topic:** Notices  
**Book:** TAFDC  
**Page:** Participation and Attendance Record for Employment Ready Activities

**Topic:** Notices  
**Book:** TAFDC  
**Page:** Referral and Response

---

**Updated  
BEACON Online  
Guide  
Books/Pages**

**Topic:** TAFDC  
**Book:** Program Nonfinancial Requirements  
**Chapter:** Work Program Requirements  
**Page:** Day 1: Initial Interview

**Topic:** TAFDC  
**Book:** Program Nonfinancial Requirements  
**Chapter:** Work Program Requirements  
**Page:** Day 45: Follow-up Interview

**Topic:** TAFDC  
**Book:** Program Nonfinancial Requirements  
**Chapter:** Work Program Requirements  
**Page:** Meeting the Work Program Requirements

**Topic:** TAFDC  
**Book:** Program Nonfinancial Requirements  
**Chapter:** Work Program Sanctions  
**Page:** Work Program Sanction Flowcharts

**Topic:** TAFDC  
**Book:** Program Nonfinancial Requirements  
**Chapter:** Work Program Requirements  
**Page:** Monitoring Grantees’ Meeting the Work Program Requirement

---

**Updated  
BEACON Online  
Guide  
Books/Pages  
(continued)**

**Topic:** TAFDC  
**Book:** Program Nonfinancial Requirements  
**Chapter:** Work Program Sanctions  
**Page:** TEMP Mandated Clients and Referrals to Other Activities

**Topic:** TAFDC  
**Book:** ESP  
**Chapter:** ESP – Non Competitive Integrated Employment Services

**Subchapter:** Community Service

**Subchapter:** FLSA

**Page:** Volunteer to Succeed: TAFDC Community Service and FLSA Community Service Choices

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Transportation  
**Page:** Transportation Overview

**Topic:** TAFDC  
**Book:** Services  
**Chapter:** Transportation  
**Page:** Advance and Ongoing Transportation Payments

---

**Questions**

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

---