



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

**Operations Memo 2011-25**  
**June 22, 2011**

**To:** Transitional Assistance Office Staff

**From:**  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

**Re:** TAFDC – ESP Clean-up

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**ESP Clean-up** In preparation for a mailing to ESP clients informing them about possible funding reductions in ESP, it is important that clients who are enrolled in an ESP activity that has ended be terminated from the activity on BEACON. Terminating inactive ESP clients will prevent them receiving an incorrect notice, which may decrease phone calls regarding clients' ESP status. Case managers should work on ESP-funded activities first. In the near future, clients will be sent a notice regarding their active ESP status and benefits available to them to help them meet their work program requirement.

To terminate a client from an ESP activity that has *ended*, the case manager must:

- on the "ESP Activity Disposition" page, highlight and select the activity (or activities) that has ended with a status of "Active";
- in the Status drop-down box, change the status "Active" to "Terminated";
- in the Termination reason drop-down box, select "Activity Completed" and click "Save."

This work must be completed by June 27<sup>th</sup>.

If time permits, clients enrolled in a non-ESP-funded activity that has ended should also be terminated.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline.

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