



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2002-3
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Transitional Assistance Office Staff

From:  Cescia Derderian, Acting Assistant Commissioner for Field Operations

Domestic Violence Teen Living Program

Overview

A new Domestic Violence Teen Living Program opened November 1, 2001. The program, YWCA Safety Zone, is located in Western Massachusetts.

This program will focus on TAFDC-eligible teen parents who have been victims of domestic violence. Staff have expertise in this area, and will offer services which address the unique safety- and trauma-related issues victims of domestic violence often face. In addition, teen parents will receive the same services as those provided in all other TLPs. The program will offer on-site child care.

**AU Manager/
Teen Parent
Specialist**

If domestic violence is identified, the AU Manager/Teen Parent Specialist must complete the Teen Parent Referral form (DSS-Teen/Ref Rev 10/97). Immediately contact the Domestic Violence Specialist assigned to the office to determine if placement in Safety Zone is appropriate, as either an immediate or regular placement.

NOTE: If you are unable to reach the DV Specialist within half an hour, contact Nancy Salvucci at (617) 348-5078.

Once contact has been made with the DV Specialist, forward a copy of the DSS-Teen/Ref to the DV Specialist, who must interview the teen parent, make a determination, and return the annotated

**AU Manager/
Teen Parent
Specialist
(Continued)**

DSS-Teen/Ref to the AU Manager/Teen Parent Specialist that same day to ensure timely processing. Be sure the annotated DSS-Teen/Ref form includes the DV Specialist's justification concerning whether or not placement is appropriate.

If the DV Specialist confirms that placement in Safety Zone is appropriate, the AU Manager/Teen Parent Specialist must annotate the upper-right-hand corner of the referral with the words *Domestic Violence*, and forward the form to the Teen Parent Liaison who will fax the DSS-Teen/Ref to the Central Office Teen Parent Liaison.

If the DV Specialist determines that Safety Zone is not appropriate, and the teen parent can be placed in a regular TLP, follow the current process.

NOTE: If a teen parent presents herself as homeless and identifies domestic violence as an issue, follow the process identified in this memo.

**DV Specialist
Responsibilities**

The Domestic Violence Specialist must interview the teen parent immediately, either in person or by telephone. If the DV Specialist determines that the teen parent is appropriate for placement in Safety Zone, annotate the narrative section of the DSS-Teen/Ref with the pertinent information which justifies the placement.

If the DV Specialist determines the teen parent is not appropriate for placement in Safety Zone, annotate the narrative section of the DSS-Teen/Ref with the justification for the decision.

In either case, the DV Specialist must return the annotated DSS-Teen/Ref to the Teen Parent Liaison the same day.

Questions

Policy questions should be directed by your Hotline designee to the Policy Hotline at (617) 348-8478.
