



Massachusetts Department of Public Welfare
600 Washington Street, Boston, MA 02111

FIELD OPERATIONS MEMO 95-7
FEBRUARY 1, 1995

TO: LOCAL OFFICE STAFF

FROM: DOYCE SAMPSON, ASSISTANT COMMISSIONER FOR FIELD AND ELIGIBILITY OPERATIONS

RE: TRANSITIONAL EMPLOYMENT FOR MASSACHUSETTS PARENTS (TEMP) PILOT EXPANSION 1

Overview On February 1, 1995, the Transitional Employment for Massachusetts Parents for Unemployed Parents (TEMP-UP) Pilot is being expanded to four new groups of recipients in the continuing effort to emphasize work as an alternative to welfare.

The four groups are:

Group	Definition	Procedures
1	AFDC cases with a deprivation factor other than U in which the youngest dependent is aged 15 or older.	Attachment A
2	One-parent or caretaker EAEDC family cases in which the youngest dependent is aged 15 or older.	Attachment B
3	Two-parent EAEDC family cases regardless of the age of the dependent child(ren).	Attachment C
4	An intact two-parent household in which each parent has a separate assistance unit regardless of the age of the dependent child(ren). This can be two AFDC cases or a combination of AFDC and EAEDC cases.	Attachment D

Cases which appear to meet the criteria of the first three groups have been automatically entered to MassJOBS-MIS and identified as target population 30. A list of the cases was provided to each local office in the latter part of January. The last group will be identified by the worker and entered on MassJOBS-MIS as target population 31.

Note: The worker must update MassJOBS-MIS for any newly identified cases meeting the criteria. In addition, the worker must update MassJOBS-MIS when a case is determined not to be part of the target population. Update PACES, if necessary.

Overview
(cont.)

The TEMP participation requirements mirror the TEMP-UP program with some variations for the EAEDC population. For example, EAEDC recipients are not subject to conciliation and must be given two opportunities to be assessed before a reduction in benefits is made.

This memo describes the participation requirements of TEMP; how the participation requirement can be met; entering three new appointment/notification letters on ARTS/MassJOBS; performing queries on ARTS to generate appointment letters; new coding changes on MassJOBS-MIS; and the introduction of three new PACES closing action reasons.

Participation
through
Community
Service

Participation in community service is required for a minimum of 30 hours per week.

Participation Met
by Work

Participating adults who are working 20 or more hours per week in unsubsidized employment will be considered to be meeting the participation requirement of TEMP.

Reduction
in Particip-
ation
Hours

The required hours of community service can be reduced from 30 hours to 16 hours if the participating adult is involved in one of the following activities.

For an AFDC recipient with an approved MassJOBS employment plan:

- Participation in educational activities to obtain a high school diploma or its equivalent.
- Participation in another approved MassJOBS activity.
- Employment of fewer than 20 hours per week.

For an EAEDC recipient:

- Verification of employment search, education or training.
- Employment of fewer than 20 hours per week.

Note: For EAEDC recipients receiving food stamps, work registration and Food Stamp E & T requirements must continue to be met.

TEMP
Process

General Requirements for all the target groups:

- Identify recipients to attend group orientations using ARTS/MassJOBS (except group 4). The query data elements differ from group to group.
- Conduct an assessment interview to determine the appropriate participation requirement to ensure that the proper households are included in TEMP.
- Note in all the affected case records the results of the assessment and how the TEMP requirements are to be met.
- Update the MJ codes and target population information on MassJOBS-MIS. Update PACES if necessary.

References

Information about participation requirements, site selection and follow-up activities can be found in the following in the MassJOBS Reference Guide: Chapter 7.

Entering
TEMP
Letters on
ARTS

Three new appointment/notification letters in Spanish and English have been developed for TEMP. These letters were distributed in training and must be entered to MassJOBS/ARTS exactly as shown in both English and Spanish.

Note: It is now necessary to import both category 2 and category 4 from the monthly download into ARTS/MassJOBS.

Elimination
of Codes
R301 and
R302

The referral activity code for TEMP or TEMP-UP has been eliminated and replaced with a separate component code when a TEMP participant is in the 30-day site selection process. The new component code is 300. The system has automatically converted all R301s and R302s to 300 or another appropriate code (for example, 203 if employed). The new code will require the worker to close an individual participant at the completion of the site selection process.

New PACES
Action
Reasons

Two additional PACES closing reasons have been developed to be used when initiating a second (AR 81), third and subsequent (AR 97) sanction for failure to participate in MassJOBS without good cause.

**New
MassJOBS-
Codes**

As part of the preparation for the TEMP program expansion, new end component codes, component codes and target population codes have been added to MassJOBS-MIS and are displayed in the following table.

CODE	DEFINITION
	Component End Codes
157	Other adult designated as participant in TEMP or TEMP-UP.
223	Conciliation due to non-participation in component activity other than TEMP or TEMP-UP.
229	Conciliation due to non-participation in TEMP or TEMP-UP.
	Component Codes
300	Designated as TEMP or TEMP-UP participant pending site selection (replaces R301 and R302).
	Target Population Codes
30	Identified as TEMP participant in target groups 1, 2 or 3.
31	Identified as TEMP participant in target group 4.
99	Individual/Household no longer in TEMP target populations.

Reference Complete information about screens and coding for TEMP are found in the Systems User's Guide, Volume 8, MassJOBS-MIS User's Guide.

Ongoing Identification of Target Group Cases Workers are responsible on an ongoing basis for identifying cases that become part of the four target groups. These cases are identified at redetermination, maintenance activity or any point of contact with the recipient.

Systems will assist in the identification of new target population members by updating MassJOBS-MIS with code 30 to be included in the monthly download.

Site Questionnaire The community site questionnaire has been revised to add references to TEMP.

Reports Each local office will receive three copies of the following report before the end of March:

- Monthly Temp Target Population Activity Report
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References AFDC Policy: 106CMR 307.270, 307.110, 307.275
EAEDC Policy: 106CMR 320.400, 320
Systems User's Guide, Volume 8, MassJOBS User's Guide and Volume 1, PACES User's Guide, Appendix C

Questions Questions about the TEMP program should be referred by the designee to the Policy Hotline at (617)348-8478.

Attachment A

Group 1:

AFDC cases with a deprivation factor other than U in which the youngest dependent is aged 15 or older.

Group 1
(cont.)

- Update MassJOBS-MIS, as needed.

Situation	End Comp. Code	Comp. Code	Target Pop.
Participant in 30-day site selection period.		300	30
Recipient no longer a member of the target population group.			99
Participant meets TEMP requirement, employed 20 or more hours per week.		203 or 204	30
TEMP participant (after 30-day site selection process).		301, 302	30

No-Show
AFDC Begin the conciliation process. Update MassJOBS-MIS with component end code 229.

Site Not
Chosen If the participant does not return required site verification within 30 days, begin the conciliation process. Update MassJOBS-MIS with component end code 229.

Note: Grantee ineligible cases with a second adult in the household must be identified on a case-by-case basis by the worker.

Group 1

AFDC cases with a deprivation factor other than U in which the youngest dependent is aged 15 or older.

-
- Query**
- Establish a list of cases by performing an ARTS/MassJOBS query using the following items:
 - target population equals 30
 - category equals 2
 - youngest child greater than age 14
 - action reason
 - sort by language
- Letter**
- Perform a mail merge and send the TEMP appointment letter (TEMP-AL-1) to schedule group orientations.
- Keeps Appointment**
- After the group orientation:
- Conduct an assessment interview to determine whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment or other MassJOBS activity and volunteer community service.
 - Update employment plan or develop employment plan noting whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment or other MassJOBS activity and volunteer community service.
 - Note in the employment plan if the recipient is requesting a MassJOBS exemption or was misidentified as a target population group 30.
 - Note in the affected case records whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment or other MassJOBS activity and volunteer community service.
 - Update PACES, if necessary.
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Attachment B

Group 2:

One-parent or caretaker EAEDC family case in which the youngest dependent is aged 15 or older.

Group 2

One-parent or caretaker EAEDC family cases in which the youngest dependent is aged 15 or older.

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- Query**
- Establish a list of cases by performing an ARTS/MassJOBS query using the following items:
 - target population equals 30
 - category equals 4
 - cat type equal to F
 - youngest child greater than age 14
 - sort by language
- Reminder:** Make sure to import category 4 to ARTS/MassJOBS from the monthly download.
- Letter**
- Perform a mail merge and send the TEMP appointment letter (TEMP-AL-1) to schedule group orientations.
- Keeps Appointment**
- After the group orientation:
- Conduct an assessment interview to determine whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment or other MassJOBS activity and volunteer community service.
 - Note in the affected case records whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment, employment search, education or training and volunteer community service.
 - Note in the affected case records if the recipient is requesting a MassJOBS exemption or was misidentified as a target population group 30. See 106CMR 307.110 for the MassJOBS exemptions.
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Group 2
(cont.)

- Update MassJOBS-MIS, as needed.

Situation	End Comp. Code	Comp. Code	Target Pop.
Participant in 30-day site selection period.		300	30
Recipient no longer a member of the target population group.			99
Participant meets TEMP requirement, employed 20 or more hours per week.		203 or 204	30
TEMP participant (after 30-day site selection process).		301	30

No-Show First Appt. EAEDC recipients are not subject to conciliation and must be given a second appointment. Send the second appointment letter (TEMP-AL-2) making sure to check the block for the youngest dependent aged 15 or older.

If the recipient appears for the second appointment, complete the assessment, note how the TEMP requirements are to be met and update MassJOBS-MIS, as needed.

No-Show Second Appt. If the recipient does not appear for the second appointment, close the adult on a PID using the new PACES closing reason 95 (case or household member(s) closed - not participating in TEMP).

Site Not Chosen If the participant does not return required site verification within 30 days, close the adult on a PID using the new PACES closing reason 95 (case or household member(s) closed - not participating in TEMP). Update MassJOBS-MIS with component end code 906.

Attachment C

Group 3:

**Two-parent EAEDC family cases
regardless of the age of the
dependent child(ren).**

Group 3

Two-parent EAEDC family cases regardless of the age of the dependent child(ren).

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- Query**
- Establish a list of cases by performing an ARTS/MassJOBS query using the following items:
 - target population equals 30
 - category equals 4
 - cat. type equals F
 - youngest child
 - sort by language
- Letter**
- Perform a mail merge and send the TEMP appointment letter (TEMP-AL-1) to schedule group orientations.
 - Mail a copy of the letter to each parent in separate envelopes.
- Keeps Appointment**
- After the group orientation:
- Conduct an assessment interview to determine whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment, employment search, education or training and volunteer community service.
 - The parent(s) in the EAEDC household choose who will participate in TEMP as part of the assessment interview.
 - Note in the affected case records if the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment, employment search, education or training and volunteer community service.
 - Note in the affected case records if the recipient is requesting a MassJOBS exemption or was misidentified as a target population 30. See 106CMR 307.110 for MassJOBS exemptions.
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Group 3

- Update MassJOBS-MIS for each recipient, as needed.

Situation	End Comp. Code	Comp. Code	Target Pop.
Participant in 30-day site selection process.		300	30
Other adult in household (if coded as 300).	157		99
Recipient no longer a member of the target population group.			99
Other adult in household.			
Participant meets TEMP requirement, employed more than 20 hours per week.		203 or 204	30
Other adult in household (if coded as 300).	157		99
TEMP participant (after 30-day site selection process).		301, 302	30
Other adult in household (if coded as 300).	157		99

No-Show
First
Appt.

EAEDC recipients are not subject to conciliation and must be given a second appointment if he or she failed to keep the first appointment or to reschedule. Send the second appointment letter (TEMP AL-2) making sure to check the block pertaining to two-parent households.

If the recipient appears for the second appointment, complete the assessment interview, note how the TEMP requirements are to be met and update MassJOBS-MIS, as needed.

No-Show
Second
Appt.

If the recipient does not appear for the appointment, close both adults on a PID using the new PACES closing reason 95 (case or household member(s) closed - not participating in TEMP). Update MassJOBS-MIS with component end code 906.

Group 3
(cont.)

Site Not
Chosen

If the designated participant does not return required site verification within 30 days:

- Send the other parent the other parent notification letter (TEMP-TEN) informing the parent that he or she is now the designated participant and that a site must be selected in 10 calendar days.
- Mail a copy of the letter to the other parent in a separate envelope.

If neither parent returns required site verification, close both parents on a PID using the new PACES closing reason 95 (case or household member(s) closed - not participating in TEMP). Update MassJOBS-MIS with component end code 906.

Attachment D

Group 4:

Intact two-parent household in which each parent has a separate assistance unit, regardless of the age of the dependent child(ren). This can be two AFDC cases or a combination of AFDC and EAEDC cases.

Group 4

Intact two-parent household in which each parent has a separate assistance unit, regardless of the age of child(ren). This can be two AFDC cases or a combination of AFDC and EAFDC cases.

**Identifi-
cation** The worker will identify cases in this population at redetermination, maintenance activity or any point of contact.

Note: It is suggested that these cases be assigned to the same worker once they are identified.

After identifying a Group 4 household, update Mass/JOBS-MIS with a target population of 31. This will allow the case to be included in the next monthly upload to ARTS for tracking.

Letter

- Send the TEMP appointment letter (TEMP-AL-1) to schedule an assessment interview.
- Fill in the name of the other parent at the bottom of the appointment letter.
- Mail a copy of the letter to each parent in separate envelopes.

Group 4, Two AFDC Cases

**Keeps
Appointment**

- Conduct an assessment interview to determine whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment or other MassJOBS activity and volunteer community service.
- The parent(s) choose who will participate in TEMP as part of the assessment interview.
- Update employment plan or develop employment plan noting whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment or other MassJOBS activity and volunteer community service.
- Note in the employment plan if the participant is requesting a MassJOBS exemption.
- Update PACES, if necessary.

Group 4, Two AFDC Cases (cont.)

- Update MassJOBS-MIS, as needed.

Situation	End Comp. Code	Comp. Code	Target Pop.
Participant in 30-day site selection process.		300	31
Other adult in household (if coded as 300).	157		
Recipient no longer a member of the target population group.			99
Other adult in household (if coded as 300).			99
Participant meets TEMP requirement, employed 20 or more hours per week.		203 or 204	31
Other adult in household (if coded as 300).	157		99
TEMP participant (after 30-day site selection process).		301, 302	31
Other adult in household (if coded as 300).	157		99

No-Show

Begin the conciliation process with both parents. Update MassJOBS-MIS with component end code 229.

Group 4, Two AFDC Cases (cont.)

Site Not
Chosen

If the designated participant does not return required site verification within 30 days begin conciliation and:

- Send the other parent the other parent notification letter (TEMP-TEN) informing the parent that he or she is now the designated participant and that a site must be selected in 10 calendar days.
- Mail a copy of the letter to the other parent in a separate envelope.

If the other parent does not return required site verification within 10 calendar days, begin conciliation with the other parent.

Keep in mind the effect on the other parent throughout the conciliation process.

If the conciliation process is unsuccessful, sanction both parents at the same time. Use one of the three sanction action reasons now available on PACES.

AR	Definition
73	Failure to participate in MassJOBS without good cause (first time).
81	Failure to participate in MassJOBS without good cause (second time).
97	Failure to participate in MassJOBS without good cause (third and subsequent time).

Group 4, Combination AFDC/EAEDC Cases

Note: Most households in this group have an EAEDC case in Living Arrangement B.

**Keeps
Appointment**

- Conduct an assessment interview to determine whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment or other MassJOBS activity and volunteer community service (AFDC parent).
 - Conduct an assessment interview to determine whether the participant will meet TEMP requirements through employment, volunteer community service or a combination of employment or employment search, education or training and volunteer community service (EAEDC parent).
 - The parent(s) choose who will participate in TEMP as part of the assessment interview.
 - Update employment plan or develop employment plan noting how the participant will meet TEMP requirements based on the category of assistance (listed above).
 - Note in the affected case records how the participant will meet TEMP requirements based on the category of assistance (listed above).
 - Note in the affected case records if the participant is requesting a MassJOBS exemption.
 - Update PACES for exemption changes and/or other coding errors.
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Group 4, Combination AFDC/EAEDC Cases (cont.)

- Update MassJOBS-MIS, as needed.

Situation	End Comp. Code	Comp. Code	Target Pop.
Participant in 30-day site selection process.		300	31
Other adult in household (if coded as 300).	157		
Recipient no longer a member of the target population group.			99
Other adult in household (if coded as 300).			99
Participant meets TEMP requirement, employed 20 or more hours per week.		203 or 204	31
Other adult in household (if coded as 300).	157		99
TEMP participant (after 30-day site selection process).		301, 302	31
Other adult in household (if coded as 300).	157		99

No-Show

Begin the conciliation process with the AFDC parent. Update MassJOBS-MIS with end component code 229 and:

- Send the EAEDC parent the second appointment letter (TEMP-AL-2).
- Mail a copy of the letter to the other parent in a separate envelope.

If the EAEDC parent does not show for the second appointment, note the progress of the conciliation process in the affected case records. View these cases as a unit during the conciliation process. Separately notify both parents to attend any conciliation discussion.

Either parent can choose to participate at any point in the conciliation process. The parent must participate for two consecutive weeks for conciliation to be considered successful (first time sanction).

Group 4, AFDC/EAEDC Combination Cases (cont.)

**No-Show
(cont.)**

If conciliation is unsuccessful, both parents will be sanctioned at the conclusion of the conciliation process.

Type of Case	PACES Closing Reason
AFDC	73, 81 or 97
EAEDC	95

**Site Not
Chosen**

The steps to be taken after the appointment with the parent(s) depend on the MassJOBS exemption status of both parents and whether the participating parent failed to choose a site within 30 days.

Five examples are described below where one or both parents appeared for the assessment appointment and neither parent is participating within 30 days.

Example 1: Both parents appeared for the first appointment, both parents are non-exempt and the AFDC parent agrees to be the participating parent.

If site verification is not received within 30 days:

- Begin conciliation with the AFDC parent.
 - Send the EAEDC parent the other parent notification letter (TEMP-TEN) informing the parent that he or she is now the designated participant and that a site must be selected in 10 calendar days.
 - Mail a copy of the letter to the AFDC parent in a separate envelope.
 - Note the progress of the conciliation process in the affected case records.
-

Group 4, AFDC/EAEDC Combination Cases (cont.)

Site Not
Chosen
(cont.)

View these cases as a unit during the conciliation process. Separately notify both parents to attend any conciliation discussion.

Either parent can choose to participate at any point in the conciliation process. The parent must participate for two consecutive weeks for conciliation to be considered successful (first time sanction).

Keep in mind the effect on the other parent throughout the conciliation process.

If neither parent participates, both parents will be sanctioned at the conclusion of the conciliation process using the PACES action reasons listed above.

Example 2: AFDC parent appears for the appointment alone and AFDC parent is exempt.

Send the EAEDC parent a second appointment letter (TEMP-AL-2). If the EAEDC parent shows for the appointment and is non-exempt and site verification is not received within 30 days, close the EAEDC parent on a PID using PACES action reason 95 (case or household member(s) closed - not participating in TEMP). Update MassJOBS-MIS with component end code 906.

Example 3: AFDC parent appears for the appointment alone and the AFDC parent is non-exempt.

AFDC parent must participate. If site verification is not received from the AFDC parent within 30 days:

- Begin conciliation with the AFDC parent.
 - Send the EAEDC parent the other parent notification letter (TEMP-TEN) informing the EAEDC parent that he or she is now the designated participant and that a site must be selected in 10 calendar days.
 - Mail a copy of the letter to the AFDC parent in a separate envelope.
 - Note the progress of the conciliation process in the affected case records.
-

Group 4, AFDC/EAEDC Combination Cases (cont.)

**Site Not
Chosen
(cont.)**

View these cases as a unit during the conciliation process. Separately notify both parents to attend any conciliation discussion.

Either parent can choose to participate at any point in the conciliation process. The parent must participate for two consecutive weeks for conciliation to be considered successful (first time sanction).

If neither non-exempt parent participates, both parents will be sanctioned at the conclusion of the conciliation process using the PACES action reasons listed above.

Example 4: EAEDC parent, who is exempt, appears for the appointment alone and AFDC parent does not come.

- Begin conciliation with the AFDC parent.

If conciliation is unsuccessful, close the AFDC parent using the appropriate PACES closing reasons listed above.

Example 5: EAEDC parent appears for the appointment alone and the EAEDC parent is non-exempt.

EAEDC parent must participate. If site verification is not received from the EAEDC parent within 30 days:

- Send the AFDC parent the other parent notification letter (TEMP-TEN) informing the parent that he or she is now the designated participant and that a site must be selected in 10 calendar days.
 - Mail a copy of the letter to the EAEDC parent in a separate envelope.
 - Begin conciliation with the AFDC parent if site verification is not received within 10 days.
 - Note the progress of the conciliation process in the affected case records.
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Group 4, AFDC/EAEDC Combination Cases (cont.)

Site Not
Chosen
(cont.)

View these cases as a unit during the conciliation process. Separately notify both parents to attend any conciliation discussion.

Either parent can choose to participate at any point in the conciliation process. The parent must participate for two weeks for conciliation to be considered successful (first time sanction).

If neither non-exempt parent participates, both parents will be sanctioned at the conclusion of the conciliation process using the PACES action reasons listed above.

Attachment
E

Attachment E shows the relationship of exemption status to potential sanctions based on the exemption status of the parent(s).

Attachment E - Relationship of Exemption Status to Potential Sanction for Groups 3 and 4

Exemption Status	Participation Status	Sanction *
Both parents exempt	Not applicable	Not applicable
Both parents non-exempt	Both parents fail to participate	Both sanctioned
Both parents non-exempt	One parent fails to participate, but the other parent does	Neither sanctioned
One parent exempt and one parent non-exempt	Non-exempt parent fails to participate	Non-exempt parent sanctioned and exempt parent not sanctioned

**** Assumes conciliation took place where appropriate***