Field Operations Memo 98-14
March 9, 1998

To: Transitional Assistance Office Staff

From: Joyce Sampson
Assistant Commissioner for Field Operations

Re: Community College Programs

Overview

The Department and the Community Colleges have developed alternative programs to the community colleges' traditional Associate's Degree two-year programs. The new programs are short-term skills training programs to be offered at participating community colleges.

This memo provides an overview of the Community College Programs (CCPs) and instructions to Transitional Assistance Office staff for coding participants on ESP-MIS.

Community College Programs (CCPs)

CCPs are four-week to nine-month certificate programs which integrate academic and occupational learning and include basic adult education, short-term skills training, orientation, job search, job placement and follow-up services. There are two levels:

Level 1   a curriculum of non-credit courses for TAFDC recipients with less than a high school education that combines Adult Basic Education (ABE) services and skills training services in a specified non-credit course; and

Level 2   a curriculum of credit courses for TAFDC recipients who have a GED or high school diploma.

CCP participants must be tracked in ESP-MIS with skills training Code 041. These programs are considered **skills training**

Community College Programs (CCPs) (cont.)

programs and **not** educational programs. Referrals must be completed and forwarded to the participating community college via an ESP-16.

Note: An EDP must be completed.

Participating Community Colleges

The following community colleges are participating in the Community College Programs:

1. Berkshire Community College;

2. Bunker Hill Community College;

3. Cape Cod Community College;

4. Holyoke Community College;

5. Middlesex Community College;

6. Mt. Wachusett Community College;

7. Northern Essex Community College; and

8. Roxbury Community College.

Additional Information

Information regarding Employment Service Programs is located in 106 CMR 207.000.

Information regarding ESP-MIS data entry is located in the *Systems User's Guide*, Volume 8: ESP-MIS, Chapters II and III and Appendix E.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.