



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street . Boston MA 02111


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William D. O'Leary
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Field Operations Memo 99-24
August 18, 1999

TO: Transitional Assistance Office Staff
FROM:  Joyce Sampson, Assistant Commissioner for Field Operations
RE: DSS/DTA TAFDC Clock Match Report

Background

The DSS/DTA TAFDC Clock Match Report identifies active TAFDC recipients who currently have active DSS cases. The purpose of this match is to enable Transitional Assistance Workers to identify recipients in their caseloads who may be in need of additional services if and when their cash benefits end due to the 24-month time limit. This match was initiated in March 1999 and will now be run monthly.

Two reports will be run. The first report identifies recipients currently exempt who are also DSS clients; the second report identifies recipients currently nonexempt who are also DSS clients.

Report

Each report is sorted by TAO, CAN and months accreted (descending order), with one case to a page.

The left side of the report contains the following DTA information (see Attachment A):

- Who matched (Casehead or Child) and SSN
 - Status, action reason and name of matched person
 - Date of birth and gender of matched person
 - Case status, action reason and address
 - Number of months accreted as of the match date (not displayed on the report containing exempt recipients)
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Report (Cont.)

Note: Since the report includes only active recipients on file, ineligible grantees and children (such as family cap children) are not identified on the report.

The right side of the report contains the following information obtained from DSS Family Net (DSS's computer system):

- DSS Region/Area Office name
- DSS Caseworker name

**Transitional
Assistance
Worker
Responsibilities**

This report is to be used by Transitional Assistance Workers as an additional tool to assist recipients in their caseloads who also receive DSS services and may require additional support services before their cases close. Transitional Assistance Workers should communicate with DSS case workers and share relevant information as needed to ensure that these families are assisted in every way possible. Such exchanges of information may alert DTA or DSS staff to situations or circumstances which may have an impact on the worker's approach to dealing with the recipient.

Note: Obtain a release of information from the recipient if DSS has not already done so.

DSS is also committed to ensuring that all available support services are provided to DTA recipients reaching the end of their time-limited benefits. Attachment B contains a memo issued in April 1999 to DSS Area Directors. The memo instructs DSS staff to communicate and cooperate with DTA staff in assessing and responding to the needs of the families we share.

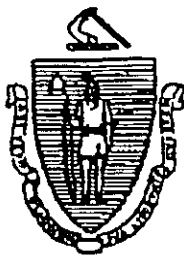
Questions

Questions regarding the use of this report should be directed by the TAO Director/Assistant Director to the Regional Director.

DATE REPORT PRINTED: 08/04/99
DATE OF MATCH: 06/15/1999

PAGE NUMBER : 1

DTA INFORMATION		DSS FAMILY NET WORKER INFORMATION	
WHO MATCHED SSN ST/AR/NAME DOB/GENDER	CASE SSN CASE ST/AR/PC ADDRESS CITY/ST	MTHS ACCRETED CLOCKED SSN	REGION ID/NAME AREA ID/NAME CASEWORKER NAME
CASEHEAD SSN ██████████ 2/06/██████████ 03-31-1971/F	██████████ 2/06/6 ██████████ STREET NORTH ADAMS /MA	17 ██████████	1769/WESTERN REGIONAL OFFICE 1770/PITTSFIELD AREA OFFICE ██████████
CHILD SSN ██████████ 2/11/██████████ 06-04-1990/F			1769/WESTERN REGIONAL OFFICE 1770/PITTSFIELD AREA OFFICE ██████████



The Commonwealth of Massachusetts
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Secretary

JEFFREY A. LOCKE
Interim Commissioner

Date: April 8, 1999

To: Area Directors
Regional Directors

From: John T. Farley III, Deputy Commissioner, Field Operations

Re: Collaboration with Dept. of Transitional Assistance

The Department of Transitional Assistance (DTA) is providing DSS with a monthly matched list of open DSS consumers who are approaching the end of their time limited benefits. In our continuing efforts to support these families, DTA and DSS must work collaboratively to ensure that our families receive the best of care.

DSS and DTA case managers must communicate on a regular basis on cases that we share. The level of information sharing may range from the very basic, such as confirming that we have an open case and are aware of the family's impending loss of benefits, to sharing a service plan and other pertinent information with DTA. It is expected that a release of information will be obtained from these families to enable our staff to share case information with DTA.

When a family reaches their 18th month of receiving cash benefits, the DTA worker may contact the DSS case manager to collaborate on how to best assist these families during the next 6 months and beyond. Similarly, a DSS case manager may contact the DTA worker whenever there is information which may be relevant to DTA eligibility or self-sufficiency planning. A family may be eligible for exemption from certain welfare reform requirements due to a disability. A waiver may be considered due to domestic violence. A family may have good cause for not meeting DTA requirements based on family circumstances. A family may also apply for an extension beyond the 24th month. Our families may not understand these alternatives or may be so overwhelmed by their involvement with DSS, that they overlook these options. Together with DTA, we can assure that our families are well informed, their issues are given the appropriate attention, and all avenues available to them are being explored.

DTA and DPH have collaborated in establishing a program for providing support to DTA time limited families. This program, known as F.O.R. Families (Follow-up, Outreach and Referral), is designed to assist families in transition to connect with federal, state and local community

resources. The program will find resources and services for families referred to them. The number for this program is 1-800-531-2229.

A list of DTA area offices and phone numbers are attached for your information. Thank you for your cooperation.