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Field Operations Memo 2006-29
June 23, 2006

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: TAFDC – ESP Vocational Rehabilitation Referral

Purpose of Memo

This Field Operations Memo instructs AU Managers how to make referrals to the Vocational Rehabilitation component. This is because it is not *initially* listed on the ESP Component Eligibility window on BEACON.

Making the Referral

When the AU Manager makes a referral to the Vocational Rehabilitation component he or she must:

- click on the “Re-Assess” button on the right hand side of the ESP Component Eligibility window. The Vocational Rehabilitation component will appear on the list of components; and
- click on “Finish.”

Doing this ensures that the Vocational Rehabilitation Services activity will be selectable for referrals on the Activity Sequence List window.

Once selected as an activity, referrals can be made following established procedures.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.
