



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


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Commissioner

**Field Operations Memo 2009-65 A**  
**December 22, 2009**

**To:** Transitional Assistance Office Staff  
**From:**  John Augeri, Assistant Commissioner for Field Operations  
**Re:** TAFDC – Work Program Requirement Expansion

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**Overview**

Due to the current fiscal crisis, certain nonexempt clients will soon be required to meet an increased Work Program requirement unless certain exemptions found in 106 CMR 203.400(A)(1) apply.

Effective February 1, 2010, a client whose youngest child in the case or who would be in the case but is ineligible because the child receives SSI, foster care maintenance payments, adoption assistance or is subject to the Family Cap provisions (see 106 CMR 204.305(E)(1), (2), (3) or (7)) is mandatory full-time school age and older will be required to meet the Work Program requirement for **30 hours per week**. Currently this client is required to meet the Work Program requirement for 24 hours per week.

**Note:** In a two-parent case each nonexempt parent will be required to meet the hourly requirement based on the age of the youngest child as described above.

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**Purpose of Memo**

This memo informs case managers about an informational mailing to all nonexempt clients whose youngest child is between the ages of mandatory full-time school age and nine years old. Due to a delay in implementation, the notices will be mailed on December 28, 2009 telling clients of the new date (February 1, 2010) for the new Work Program requirement change.

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**Obsolete Memo**

This Field Operations Memo obsoletes Field Operations Memo 2009-65.

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**Client Mailing**

Attachment A will be sent to all nonexempt clients whose youngest child is between the ages of mandatory full-time school age and nine years old, advising them of the change and that they should contact their case manager immediately if they wish to enroll in an activity.

This mailing will occur on December 28, 2009.

Clients who have questions about the mailing should be advised about the increased hours of participation. Employed clients who have an increased hour requirement should be encouraged to ask their employer if their hours can be increased.

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**Follow-up Memo**

A follow-up Field Operations Memo will be issued in mid-January giving TAO staff procedures for processing clients impacted by this change.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline.

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{BEACON USER STREET\_ADDRESS}  
{BEACON USER CITY, STATE, ZIP}

Important Notice - Read Carefully  
Este Mensaje Es Importante - Lea Cuidadosamente

**Massachusetts Department of Transitional Assistance  
Change to Work Program Hours Notice 1**

{CLIENT NAME}  
{CLIENT ADDRESS}  
{CLIENT CITY/TOWN, STATE, ZIP}

{CLIENT SSN}  
{BEACON USER OFFICE NAME}

December 2009

**Important Notice Please Read**

Dear {Client}:

A change to the Department's TAFDC Work Program rules is scheduled to occur February 1, 2010.

Our records show that you are a parent whose youngest child is required to attend school and is under the age of nine. This means you currently must participate in a work activity for 24 hours per week. Beginning February 1, 2010, you must participate in a work activity for 30 hours per week. This is happening due to a budget reduction. You did not do anything to cause this change.

If there are two parents in your household, and each of you is required to participate in a work activity, each of you must meet these new hourly requirements.

You can meet your requirement to work 30 hours per week by:

- Working in a job for pay;
- Participating in a job search activity;
- Participating in an education or training activity;
- Participating in a community service program; or,
- A combination of these activities.

In January, you will receive another notice telling you when you must start meeting these new hourly requirements. We can help you find activities to meet the new requirement. You may ask for a referral for any of the activities listed above by contacting your case manager at any time.

If you need child care, we will help you get it. If no child care is available, you will not have to meet this requirement. You may also qualify to receive help with transportation. Ask your case manager about child care availability and transportation help.

If you have any questions about the new work program requirements, call 617-555-5555 to speak with your case manager John Doe.

If you do not understand this notice, or you have questions about this change, call 1-800-445-6604.