



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
November 20, 2009

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

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 January 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**.

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.

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.

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 education or training activity.

This mailing will occur on **November 27, 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.

Questions

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

{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}

November 2009

Important Notice Please Read

Dear {Client}:

A change to the Department's TAFDC Work Program rules is scheduled to occur January 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 January 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 December, 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.