



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2004-24
June 1, 2004

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: TAFDC – Work Program Sanction Change

Overview

Field Operations Memo 2004-16 clarified the procedures AU Managers must follow during the 60-day work search period whenever a grantee becomes work program required.

In order to give work program required applicants and recipients more time to arrange for a community service site, child care and/or transportation, the Department is extending the time frames between sanction levels from 10 days to 20 days *effective June 14*.

The Sanction process detailed in Chapter XI, Section B of *A User's Guide: Transitional Assistance Programs and BEACON* will be revised soon to reflect this new process. This Field Operations Memo informs TAO staff about the new time frames. These procedures must be used until the *Guide* is updated.

**Sanction
Process for Work
Program
Required
Individuals Not
Meeting Work
Program**

The work program requirement is monitored with the 60-day Work Search field on the TAFDC tab of the Work Requirements window.

The following represents the *revised* timetable for a work-program-required recipient who does not meet the work program requirement:

Day 30 - Recipient appears in the View "AUs not meeting WP requirement."

Day 45 - Recipient appears in the View "AUs not meeting WP requirement."

**Sanction
Process for Work
Program
Required
Individuals Not
Meeting Work
Program
(continued)**

Day 60 - The recipient is now “TEMP required” and appears in the View “AUs not meeting WP requirement.” In the overnight batch process, an EDP mandating community service is produced (Level 2 sanction).

Day 61 - The mandated EDP is automatically mailed and the recipient is now “TEMP mandated.” The recipient will appear in the “Mandated TEMP - Site Referral Required” View.

Day 62 - **(Day after Level 2 sanction) For the sanction process to continue, the AU Manager must send the recipient a Referral and Response form. The recipient appears on the Clients With Sanctions view.**

20 Days after first referral –

During the overnight batch process, the grant is reduced by closing the recipient for failure to comply with the work program requirement. (Level 3 sanction).

Day after Level 3 sanction -

For the sanction process to continue, the AU Manager must send the recipient a Referral and Response form. The recipient appears on the Clients With Sanctions view.

20 Days after second referral –

In the overnight batch process, a Warning Notice is produced and mailed to the recipient.

Day after Warning Notice –

For the sanction process to continue, the AU Manager must send the recipient a Referral and Response form. The recipient appears on the Clients With Sanctions view.

20 Days after third referral –

The overnight batch process closes the AU for failure to comply with the EDP (Level 4 sanction).

Note: The closing of the AU will not take place until the sanctioning of the recipient (Level 3 sanction) has occurred.

IMPORTANT: Recipients who are currently in the sanction process on June 14 will have the new 20-day period in between sanction levels started at their next sanction level. Notices will not be affected by this change.

**Reapplication/
Reopening: 60-
Day Work Search
Period Already
Used** When an applicant who has used his or her 60-day work search period reapplies, the AU Manager must check to see if any ESP components are active. These active ESP components must be closed.
Note: Failure to do so before taking the application or processing the reopening will cause *Participation and Attendance* forms to be generated and may cause an incorrect increase in the sanction level or the grantee to be incorrectly sanctioned.

Once an applicant becomes active, has used his or her 60-day work search period, has not been previously sanctioned before closing and is not meeting the work program requirement, a mandated EDP (Level 2 sanction) will be automatically generated by BEACON. This will be mailed the next day and will inform the recipient to perform community service **immediately**.

For an applicant who has used his or her 60-day work search period, has been previously sanctioned before closing and is not meeting the work program requirement, the automatic work program sanction process will begin at the sanction level the applicant reached prior to closing.

IMPORTANT: An applicant whose AU was closed because of a Level 4 sanction must be referred to a community service site at the reapplication interview and perform two weeks of community service activity (meet the Work Program Requirement) before the AU will be reinstated.

As long as the applicant remains in a pending status, the automatic work program sanction process will not begin. The AU Manager must explain the Work Program requirement to the grantee at the interview (following procedures in the Day 1: Initial Interview section of *A User's Guide* with the exception of the 60-day work search period) and stress the need to meet the work program requirement **immediately**.

Questions

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