



MITT ROMNEY
Governor

KERRY HEALEY
Lieutenant Governor


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

RONALD PRESTON
Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2003-16
July 15, 2003

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: Food Stamp Program – FS/E&T Skills Training and Related Job Search Activities Component Availability Changes

Purpose of Memo

This memo informs FS AU Managers about:

- who may participate in the FS/E&T Program;
- prioritizing FS/E&T referrals based on slot availability; and
- the process of referring AU members.

See State Letter 1258 for related Policy.

Who May Participate in the FS/E&T Program

Federal monies for the Federal Fiscal Year (FFY) 2003 Food Stamp E&T program to date have been underutilized. These funds must be used and FS/E&T slots filled by the end of FFY '03 (September 30, 2003) for these services to be offered in the future.

In addition to Nonexempt FS/E&T AU members who receive Emergency Assistance (EA) benefits only and reside in a shelter, hotel or motel, the FS/E&T Skills Training and Related Job Search Activities component is being made available to the following groups of recipients:

Who May Participate in the FS/E&T Program (continued)

- (1) Nonexempt FS/E&T AU members who are not receiving EA benefits now have the additional option of meeting the FS/E&T Program requirements by complying with Skills Training and Related Job Search activities.
 - (2) Exempt FS/E&T AU members may volunteer to participate in Skills Training and Related Job Search activities, if a slot is available.
 - (3) Nonexempt FS/WP AU members currently meeting their WP requirement may also volunteer to participate in FS/E&T Skills Training and Related Job Search activities, if a slot is available.
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Prioritizing FS/E&T Referrals Based on Slot Availability

Based on availability, referrals to the FS/E&T Skills Training and Related Job Search component must be made for the following groups in the stated order:

- Nonexempt FS/E&T AU members who receive Emergency Assistance (EA) benefits only and reside in a shelter, hotel or motel **must** be referred to Skills Training and Related Job Search Activities.
- Nonexempt FS/E&T AU members who are not receiving EA benefits.
- Nonexempt FS/WP AU members currently meeting their WP requirement may also volunteer to participate in FS/E&T Skills Training and Related Job Search activities.
- Exempt FS/E&T AU members may volunteer.

Priority **must** be given to the Nonexempt AU Member who receives EA-only benefits.

BEACON Referrals

Currently, nonexempt FS/E&T AU members who receive Emergency Assistance (EA) benefits only and reside in a shelter, hotel or motel must be referred through BEACON.

The referral is made by selecting the appropriate AU member on the ESP AU Member window, doing an ESP Assessment interview and selecting Job Search as the component. Referrals can then be made to the appropriate FS/E&T Skills Training and Related Job Search activities.

Manual Referrals The referral process for all other AU members who wish to enroll in the FS/E&T Skills Training and Related Job Search Activities component must be done manually.

AU Managers must:

- enroll the AU member using the FS/E&T-2 form (*Rev. 12/96*); and
- send the client to DET with the FS/E&T-2 form.

DET will enroll the client and:

- send back the FS/E&T-2 form, if the person is accepted.
- send back the FS/E&T-2 form when person completes program (60 days).

AU members who:

- volunteer to participate in FS/E&T program; and
- do not meet the requirements of the FS/E&T program will not be sanctioned.

Reminder: Only nonexempt FS/WP AU members who are meeting the FS/WP requirements may also volunteer to participate in FS/E&T Skills Training and Related Job Search Activity component.

AU Managers will be informed when this process is automated in BEACON.

Questions

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