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

Joseph Gallant
Secretary
Claire McIntire
Commissioner

Field Operations Memo 97-33
June 1, 1997

To: Local Office Staff
From: Joyce Sampson
Assistant Commissioner for Field Operations
Re: 24-Month Time Limit and Available Services

Overview

Many recipients are subject to the 24-month time limits. This means their TAFDC cases will close and their cash assistance will stop at the end of 24 months. Therefore, it is important to help them find a job and become self-sufficient *before* their cases are closed. Workers must ensure that recipients are aware of all the services available to them both before and after their cases close, including:

- Employment Services Program (ESP),
- Child Care and Early Education,
- Transitional Child Care, and
- Transitional MassHealth.

Local Office Initiatives

Two local offices have developed guides that they use in their respective offices to make recipients aware of available services. Attached are copies for your review.

1. North Shore's *Prepare for the Future* (see Exhibit A) - This handout is given to recipients informing them of the:
 - a. date their benefits will stop, and
 - b. available job services.

(Continued on next page)

**Local Office
Initiatives (cont.)**

2. *Davis Square ESP Referral Guide* (see Exhibit B) - This guide explains:
- a. ESP services,
 - b. who may be eligible for these services,
 - c. where services may be obtained in their area,
 - d. child care eligibility, and
 - e. other resources in their area.

If other local offices would like more information on the North Shore or Davis Square initiatives, the director or designee should call:

- John Speropoulos (North Shore) at (508) 825-7300, and/or,
 - Diane Younker (Davis Square) at (617) 629-1400.
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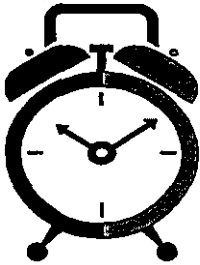
New Ideas

I would like you to share your ideas for ensuring recipients are fully aware of: (1) the many TAFDC changes that are or will be affecting them, (2) the services that are available to help them, and (3) the advantages of having a job, being self-sufficient, and having a more stable life style.

Ideas on subjects such as: (1) the 24-month time limit, (2) ESP opportunities, (3) Child Care and Early Education services, and/or (4) transitional services should be given to your Director. Directors should forward your ideas to their Regional Director.

Questions

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



PREPARE FOR THE FUTURE

YOUR CHECKS MAY STOP BY _____ EVEN SOONER IF YOU PREVIOUSLY RECEIVED TAFDC ANY TIME AFTER DEC. 1, 1996.

JOB SERVICES

IF YOUR YOUNGEST CHILD IS SIX OR OVER YOU MAY NEED TO FIND A JOB BY _____

ASK YOUR WORKER ABOUT:

FULL EMPLOYMENT PROGRAM (FEP)

FEP offers employment opportunities for TAFDC recipients who have been out of work for a while. Employers offer good wages and a savings account too !! Call Deborah Bakaletz at 508-825-7308

EMPLOYMENT NETWORK (EN)

Largest listing of jobs on the Northshore. Help in Resume writing and Job interviewing is offered. Located right next to our waiting room, the EN office is open from 8:00 am to 5:00 pm. Drop in any time.

SUPPORTED WORK (Corp. for Public Management)

Gain confidence and job readiness skills by learning and performing the steps that will lead you to employment. For your convenience classes and job placement activities are held in this office.

For information call 825-7355

TRAINING PROGRAMS

IF YOUR YOUNGEST CHILD IS BETWEEN 2 AND 5 YOU CAN TAKE ADVANTAGE OF EXCELLENT TRAINING PROGRAMS . IF ACCEPTED FREE DAYCARE IS PROVIDED AS WELL.

MASS JOBS TRAINING:

Located conveniently in Historic Downtown Salem as well as in Lynn. Mass Jobs Training offers training leading to Business Careers requiring Computer Skills.

AMERICAN RED CROSS:

American Red Cross at 85 Lowell Street Peabody offers training leading to careers in Nursing Assistant, and Home Health Aids.

ADVANCED EDUCATION:

Located at 209 Essex Street , Salem. Training will prepare you for careers as Certified Health Care Technicians.

COMPUTER CAREER CENTER:

Learn Word processing , Spread Sheets and other valuable Computer Applications needed for high paying Business Careers. The Computer Center is located at 319 Lynnway, Lynn.

LYNN HOUSING AUTHORITY:

This 12 week program also teaches computer skills need in most work places. The program is offered at Curwin Circle in Lynn.

MARIAN COURT COLLEGE:

Located at the campus at 35 Little's Point Road, Swampscott, Marian Court College offers a 15 week program in office and computer skills.

**OTHER PROGRAMS ARE AVAILABLE
ASK YOUR WORKER FOR A REFERRAL**

DAVIS SQUARE ESP REFERRAL GUIDE

Employment Assistance Services (EAS) Career Centers

For those with some work experience, skills or education who are capable of conducting an independent job search. EAS provides jobs listings, job readiness skills, job search and matching services.

Career Source
185 Alewife Brook Parkway
Cambridge, MA 02138
617 - 661-7867
888 - 454-9675
Fax 617-661-7571

The Career Place
100 Sylvan Road G100
Woburn, MA 01801
617-932-5504
Fax 617-932-5566

Boston Career Link
281 Huntington Ave.
Boston, MA 02115
888-536-1888
Fax 617-536-1987

The Work Place
101 Federal Street, 3rd Floor
Boston, 02110
617-737-0093
800-436-9675
Fax 617-428-0380

Job Net
210 South Street
Boston, MA 02111
617-338-0809
Fax 617- 338-2050

Referral Form - ESP 16

Career Source Direct Placement
Staff is on site each Monday
from 9:00 - 12:00

No appointment needed

General Equivalency Diploma
Metro North SDA
(Arlington, Cambridge,
Somerville)
BostonSDA(Charlestown)

For Dependents 16 to 18 and those recipients without a high school diploma or not attending school full time, who are preparing to take a GED test.

Adult Basic Education(ABE)
Metro North SDA
(Arlington, Cambridge,
Somerville)
BostonSDA(Charlestown)

For adults and teens in need of remedial education and basic skills necessary to prepare for taking the GED test.

English Second Language(ESL)
Metro North SDA
(Arlington, Cambridge,
Somerville)
BostonSDA(Charlestown)

For those whom English is not their primary language, but have some very limited English language skills.

Skills Training
Metro North SDA
(Arlington, Cambridge,
Somerville)
BostonSDA(Charlestown)

For those with few skills and limited work history who are in need of vocational training to prepare for employment.

*Skills Plus →

For those in need of short term → training or brush-up skills. Programs are generally about 30 days

FOR ALL PROGRAMS

Metro North -
Career Source
185 Alewife Brook Parkway
Cambridge, MA 02138
617 - 661-7867
888 - 454-9675
Fax 617-661-7571

Boston(Charlestown)
EDIC
43 Hawkins Street
Boston, MA 02114
617-635-3342
FAX 617 635-4559
*See Boston's Guide to
Opportunities - Training, Education
and Human Service Programs

For Metro North -
Career Source Arsene Monestime is
on site each Thursday
Appointments 9:30 & 12:00
Boston(Charlestown)
See Boston Career Centers on Pg. 1

Referral Form - ESP 16

Metro North-
Career Source Arsene Monestime is
on site each Thursday

Appointments 9:30 & 12:00

Please use appointment sheet located
in rear of office - ESP area

Boston(Charlestown)
Direct refer using ESP 16 to EDIC

<p>Young Parents Program(YPP) <i>Just A Start Corporation</i> FUTURES</p>	<p>For recipients and dependents, ages 14-21, who are pregnant or parenting, not in school and do not have a GED or high school diploma, and lack the life and job skills needed for self sufficiency.</p>	<p>Futures for Young Parents Program 16R Butler Drive Somerville, MA 02145 617-623-6667 Contact: Liza or Maryanne</p>	<p><i>Referral Form - ESP 16</i></p>
<p>Supported Work(SW) <i>Just A Start Corporation</i></p>	<p>For non exempt recipients or teens with little or no work history, and very limited skills, who are unable to find and keep a job on their own without ongoing support.</p>	<p>Just A Start Supported Work 142 Cambridge Street Charlestown, MA 02129 617-242-0562 Contact: Elizabeth Hart</p>	<p><i>Referral Form - ESP 16</i> Just A Start - Elizabeth Hart is on site each Monday from 9:00 - 3:00 Please use appointment sheet located in rear of office - ESP area</p>
<p>Community Service (CS)</p>	<p>For mandatory-work participants who have not obtained paid employment after 60 days of job search.</p>	<p>Resource - ESP/MIS Transitional Placement Browse Screen</p>	<p>Local Office CS Liaison Jean Zackular - x3081 or 629-1581</p>
<p>Full Employment Program (FEP)</p>	<p>For those unable to find a paying job on their own but who have the skills and aptitude to retain a job if matched with an appropriate employer.</p>	<p>Resource - ESP/MIS Full Employment Browse Screen</p>	<p>Local Office FEP Liaison Aida Sanchez - x3073 or 629-1491</p>

Child Care

Child Care Eligibility-

- ❖ Employed TAFDC Recipients
- ❖ Individuals required to participate in employment related activities
- ❖ Former TAFDC recipients - benefits terminated due to earnings from employment
- ❖ Individuals actively seeking employment
- ❖ Volunteered to participate in an ESP component activity
- ❖ Special ESP and Child Care-Only Eligibility *and* Special Child Care Services for TAFDC Dependents of Grandparents (Serviced by Child Care Resources)
- See TAFDC Policy 207.210, 207.230, and 207.240 for further information.

Metro North -
Child Care Resources
130 Bishop Allen Drive
Cambridge, MA 02139
617-547-1063
Fax 617-547-3340

Boston(Charlestown)
Child Care Choices of Boston
105 Chauncy Street
Boston, MA 02111
Contact - Breda Cali
617-542-5437
Fax 617-292-4629

Child Care Resources-
Jordana or Rochelle on site every
Monday from 1:30 -4:30 - *no
appointment needed*

OTHER RESOURCES

Cambridge Employment Program

Job matching services for job ready Cambridge residents. Personalized counseling, assessment of interest, job leads, work readiness activities, workshops in resume writing and interview skills.

Cambridge Employment Program
DET
371 Green Street
Cambridge, MA 02139
617 547 - 6648
Contact: Lurdes Vierra

No application necessary - Clients should call for an appointment.

Roxbury Community College 100 Careers Program

Academic preparation, academic and career advising, life skill development, career experience, job placement. GED or High School diploma required.

Roxbury Community College
1234 Columbus Ave
Roxbury, MA 02120-3400
Contact: Leslie Gleason
617 - 841-8308

To apply - call for an appointment

Jewish Vocational Services Computerized Accounting Training

Training on accounting concepts, use of PC, keyboarding, computerizes accounting applications, Peachtree accounting, Lotus 123 and Excel - Vocational ESL, internships, Work readiness preparation, job search and job placements

Jewish Vocational Services
26 West Street, 3rd Fl.
Boston, MA 02111
617-423-8662

Call for a schedule of orientations - classes start July 14, 1997 - also see brochure on Joanne's bulletin board

Wheelock College Child Care Careers Program

Nine month training program that integrates course work in early childhood education with on the job training in local child care centers

Wheelock College
200 The Riverway
Boston, MA 02215
Contact - Mary Beth Lawton at
617 787-1943 or 734-5200 x296

Call for an initial screening and scheduled interview

Cooperative Home Care
of Boston

Individuals interested in working as a
home health aide - 5 weeks of
training leading to paid employment
of \$7.00 - \$8.00/hour

Cooperative Home Care
295 Huntington Ave. Suite 201
Boston, MA 02115-4433
617 262-2422
Contact: Rosalind Pendleton

Call to schedule an appointment

Career And Learning Line

Information about colleges, financial
aid, training programs, careers

1-800-442-1171