



William F. Weld  
Governor  
Argeo Paul Cellucci  
Lieutenant Governor

**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 97-38**  
**June 11, 1997**

**TO:** Local Office Staff

**FROM:**  Joyce Sampson, Assistant Commissioner for Field Operations

**RE:** Coding Food Stamp Work Program Recipients Who Are Participating in Community Service on ESP-MIS

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**Overview**

Food Stamp recipients subject to the Food Stamp Work Program requirements must be coded and tracked on ESP-MIS when the local office receives information that the FS/WP recipient is participating in community service.

This memo provides instructions for coding Food Stamp Work Program recipients participating in community service on ESP-MIS.

Field Operations Memos 96-45, 97-31 and 97-39 provide detailed information and procedures regarding Food Stamp Work Program cases.

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**Coding of Food Stamp Work Program Recipients in Community Services**

1. From the Selection Menu screen, select option WA and press ENTER. The EAS Menu screen will be displayed.
  2. From the EAS Menu screen, select option 5 - Case Management Tracking and press ENTER.
  3. From the Case Management Tracking screen, select option 3 - ESP Tracking System and press ENTER.
  4. From the ESP Main Menu, select Option 1 - Maintenance Menu and press ENTER.
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**Coding of Food  
Stamp Work  
Program  
Recipients  
(Continued)**

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5. Select Option 1 - Client Data and press ENTER.
  6. Enter the client's SSN and press ENTER. The Client Maintenance Activity screen will be displayed
  7. Tab to the Activity Code field and enter code 301.

NOTE: Code 301 is defined as: Initial TEMP or TEMP site.

NOTE: Any component codes 001 that are open must be closed out prior to entering code 301.

8. Enter the appropriate information in the following fields:

- C/S (Client Status - Y or N)
- STD HRS (Standard Hours)
- CODE DATE (Start date at site)
- FOLLOW-UP DATE
- P/S (Primary or Secondary - code P or S)

NOTE: Code P identifies the primary component code associated with the referral to the Community Service site.

Code S identifies all other component codes as secondary.

9. Press PF6 and the Client Entered Employment Maintenance screen will be displayed.
10. Enter the appropriate information in the following fields:

- EMPLOYER NAME or TEMP SITE NAME

or

- EMPLOYER NUMBER or SITE NUMBER

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11. Press PF6. If the Community Service site is on ESP-MIS, then the employer address will be displayed. If it is not, then the site needs to be added to the employer file.
12. Enter the following information:
  - JOB TITLE
  - EMPLOY CODE
  - HOURS (Number of hours expected to appear for work.)
  - FULL YEAR (Y or NO)
  - # OF WEEKS (If entry in FULL YEAR is Y, then system automatically enters 52.)
13. Press PF6 and the Client Maintenance Monthly Hours screen will be displayed.

NOTE: ESP-MIS calculates and displays the scheduled hours for the month. This can be changed if necessary.
14. Press PF6 and the Client Maintenance Activity Screen will be displayed.
15. Press PF6 again and the message "CLIENT SUCCESSFULLY UPDATED" will be displayed.

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**Additional  
Documentation**

Additional information and instructions are located in the *Systems User's Guide*, Volume 8: ESP-MIS.

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**Questions**

Policy related questions should be referred to the Policy Hotline at (617) 348-8478. Systems related questions should be referred to Customer Support Services at (617) 348-5290.

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