



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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FAX 98-196

Field Operations Memo 98-55
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TO: Transitional Assistance Office Staff
FROM: Joyce Sampson, Assistant Commissioner for Field Operations
RE: BEACON Release 1.0 Workarounds

Overview

BEACON workarounds are procedures which must be followed any time that BEACON cannot be used to perform ESP-related functions.

Workarounds are currently in use in the following Transitional Assistance Offices (TAOs) in which BEACON has been implemented:

Falmouth	Oak Bluffs
Greenfield	Orleans
Hyannis	Plymouth
Nantucket	Roslindale
Northampton	Wareham

Since non-BEACON TAOs have BEACON PCs and designees to handle cases which transfer in from BEACON TAOs, these workaround procedures are being issued statewide. For non-BEACON TAOs, these workarounds must be used when an ESP function for a BEACON case cannot be done by the system.

Workarounds will continue to be used after statewide BEACON implementation whenever BEACON cannot perform ESP-related functions.

**Situations
Requiring
Workarounds**

Examples of situations when a workaround must be used include:

- the case does not appear in BEACON;
- the case appears in BEACON but a recipient is missing from the ESP AU; or
- technical difficulties render BEACON inaccessible (for example, a power failure).

Additionally, for non-BEACON offices, ESP functions completed during conversion require the use of workarounds. ESP-MIS is not available for data entry during conversion.

**Child Care
Authorizations**

When a Child Care Authorization cannot be done in BEACON, a paper authorization must be completed. If a paper authorization is required for any child in the assistance unit, **complete the paper authorization for all eligible children in the assistance unit (AU)**, rather than a paper authorization for one child(ren) in the AU and a BEACON authorization for the other children in the same AU.

Transitional Assistance Social Worker Responsibilities:

- ▶ Make sure the recipient is eligible for a child care authorization before requesting a BEACON Child Care Authorization form (BEA/CCA, Attachment A) from your supervisor.
 - ▶ Fill out the form with the recipient (instructions are on the back of the form).
 - ▶ After obtaining your supervisor's signature, give the original to the recipient, a copy to the supervisor and file a copy in the case record. The Child Care Authorizations must be updated onto BEACON later.
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**Child Care
Authorizations
(cont.)**

- ▶ When you are able to produce the BEACON Child Care Authorization, backdate the authorization, if necessary, in ink and initial it. The BEACON-generated Child Care Authorization cannot be backdated by the system.
- ▶ Attach a copy of the previously issued hand-written authorization to the BEACON-generated authorization. Send the BEACON-generated Child Care Authorization to the CCR&R.

Transitional Assistance Supervisor Responsibilities:

- ▶ Before giving the BEA/CCA form to the worker, make sure that the recipient is eligible to receive a child care authorization, and that the authorization cannot be obtained through BEACON.
- ▶ Sign the completed BEA/CCA form. Record the authorization in the BEACON Child Care Authorization Log (BEA-A/LOG, Attachment B).
- ▶ Ensure that the Transitional Assistance Social Worker enters the Child Care Authorization onto BEACON as soon as possible. Annotate the log with the date the authorization was entered onto the system.

TAO Director/Assistant Director Responsibilities:

The Director or Assistant Director is responsible for maintaining a control system for the paper BEA/CCA forms. Assign unique authorization numbers such as the supervisor's CAN plus a sequential number (for example, 410101, 410102, 410103, etc.) to the forms prior to distribution to the supervisors.

The Director or Assistant Director should also advise CCR&Rs that BEACON has been implemented and that, in addition to BEACON-generated authorizations, there may be instances where authorizations are completed manually.

Assessments

When an assessment cannot be done in BEACON, use the existing ESP-2 Assessment form, then enter the data on BEACON as soon as possible.

**Employment
Development Plan**

When an EDP cannot be completed in BEACON, use the existing TAFDC-1 EDP form, then update BEACON as soon as possible.

Referrals

When a referral cannot be completed in BEACON, use the existing ESP-16 referral form, then update BEACON as soon as possible.

Transportation

To issue transportation payments when BEACON cannot be used, determine the amount of transportation payments owed the recipient and complete a PACES Input Document (PID) to generate an "L" payment. Submit the PID to your supervisor for approval.

Questions

If you have any policy- or procedure-related questions, have your Hotline Designee call the Policy Hotline at (617) 348-8478.



Massachusetts Department of Transitional Assistance

TAO Address

Authorization Number

①

Date ___/___/___

③

Name _____

②

SSN _____

Address _____

City _____

ZIP _____

Dear _____

Present this authorization to your Child Care Resource & Referral agency (CCR&R) to obtain a child care voucher. No provider will receive payment without a voucher from the CCR&R.

You must report changes in your income or activity within 10 days.

CCR&R Name _____

CCR&R Address, City & ZIP _____

RECIPIENT INFORMATION

Program **TAFDC**

Recipient Telephone Number (_____) ④ _____

Recipient Current Monthly Grant \$ _____ ⑤

Other Income Received by Recipient yes no ⑥

Transitional Assistance Office _____

Child Care Service Reason _____ ⑦

⑫ F=Full H=Half

Sun Mon Tue Wed Thu Fri Sat

ESP Component _____ ⑧

Child Care Start Date ___/___/___ ⑨

Child Care End Date ___/___/___ ⑩

TAFDC Case Closing Date ___/___/___ ⑪

⑬

Child(ren) Name	Child(ren) Date of Birth	Child(ren) Dependent Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recipient Signature ⑭ Date

TAO Worker Signature ⑮ Date

TAO Supervisor Signature ⑯

Date

CHILD CARE AUTHORIZATION INSTRUCTIONS

Enter

- 1) Today's Date
- 2) Recipient's Social Security Number
- 3) Recipient's Name, Address, City and ZIP
- 4) Recipient's Telephone Number
- 5) Recipient's Current Monthly Grant
- 6) Recipient's Other Income
- 7) Child Care Code
- 8) ESP Component
- 9) Child Care Start Date
- 10) Child Care End Date
- 11) TAFDC Closing Date
- 12) For each day's Child Care, enter F for full-time, H for half-time, or X for none
- 13) List eligible child(ren)'s Name, DOB, and PACES dependent number
- 14) Recipient Signature and Date
- 15) TAO Worker Signature and Date
- 16) TAO Supervisor Signature and Date

