



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 99-9
May 3, 1999

To: Transitional Assistance Office Staff

From:  **Joyce Sampson**
Assistant Commissioner for Field Operations

Re: Referrals for Outreach Services for Teen Parents - TAFDC

Background

Currently, the only teen parents referred to DSS for Outreach Services are those under age 18 whose TAFDC cases have closed or been denied for any reason.

The types of teen parent cases which will be referred for Outreach Services are being expanded.

Expanded Referrals for Outreach Services

The following types of cases must now be referred to DSS for Outreach Services:

1. a teen parent *under age 20* whose TAFDC case closed or who is denied TAFDC;
2. any teen parent who has left a Structured Living Program (also known as Teen Living Programs or TLPs) before completing the program;
3. any teen parent who DSS determines should be referred to a TLP, but who has opted to live with an adult relative or guardian, including those assessed by DSS before the effective date of this memo; and
4. Any other teen parent determined in need of the Outreach Services, including *all* teen parents under the age of 16 except those living in a TLP.

These referrals must be made on the *Teen Parent Outreach Referral* form (Teen/Ref-Outreach DSS). The referral process remains the same.

**Identifying
Appropriate
Cases for
Referral**

The Teen Parent Specialist may become aware of cases needing Outreach Services for a number of reasons, including the following:

- as a result of a home visit or other contact with the teen parent; and
 - when the Teen Parent Specialist is notified by Central Office with a *TLP Discharge* form completed by DSS that a teen parent has left the TLP before completing the program.
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Questions

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