



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2010-8
January 22, 2010

To: Transitional Assistance Office Staff
From:  John Augeri, Assistant Commissioner for Field Operations
Re: TAFDC – MassHealth Central Filing Unit Initiative

Overview

DTA in partnership with MassHealth is providing our clients opportunities to gain work experience by offering on-the-job training opportunities at MassHealth's Central Filing Unit (CFU) in Taunton. For DTA purposes, this opportunity will be considered an Employment Training and Education activity. This training opportunity is scheduled to begin the week of January 25, 2010.

Purpose of Memo The purpose of this Field Operations Memo is to advise TAO staff about:

- this training opportunity;
 - clients' eligibility to participate in this activity; and
 - case manager responsibilities.
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Training Opportunity

The Employment Training and Education activity offered by MassHealth's CFU is designed to engage TAFDC clients wishing to increase their skills with on-the-job work experience. This is a six-month activity that will teach clients the following skills used to scan documents for MassHealth cases:

- Preparation and Patching;
- Scanning;
- Quality Control;
- Indexing; and
- Exporting.

Placements will initially be limited to 5 to 10 clients. The MassHealth CFU is located at:

160 Middleboro Avenue
East Taunton

The MassHealth CFU is on the Greater Attleboro Taunton Regional Transit Authority (GATRA) bus route.

MassHealth CFU hours of operation range from 7:30am to 5pm. In determining specific work schedules, the staff at the CFU has agreed to work around clients' schedules and work requirements, including child care arrangements. Additionally, the CFU manager has agreed to let clients use a portion of time they are at CFU for job search activities.

Client Eligibility

To be eligible for this Employment Training and Education activity, clients must be work program required and must:

- have a recent work history (employed between the past two to five years);
- have not used more than 11 months of the 12 month lifetime limit for education and training;
Note: Since this is a six-month program, clients who have used six months or less of the 12 month lifetime limit for education and training should be encouraged to enroll.
- have successfully completed a CIES training program and are currently seeking employment; or
- are entering a non-CIES training program and wish to increase job skills; and
- interview with MassHealth CFU staff; and
- pass the CORI screening.

Note: A high school diploma is not necessary to enroll in this activity.

**Case Manager
Responsibilities**

Case managers must:

- select clients based on the criteria listed in this memo;
- contact these clients either telephonically or in writing to tell them about this Employment Training and Education activity; and
- if the client is interested in enrolling, make referrals to MassHealth CFU as follows:
 - ✓ from the Resource window, select “Employment Training and Education” from the “Component” drop down list;
 - ✓ select “Employment Training and Education” from the “Activity” drop down list; and
 - ✓ select “MassHealth CFU” as the “Resource.”

Once clients have been selected for the MassHealth CFU program, case managers must tell clients that a non-countable reimbursement payment (see 106 CMR 204.250 (I)) for education/training related expenses for ESP participation of \$200 monthly will be administered by Central Office staff to each MassHealth CFU participant. This reimbursement payment is non-countable for the Supplemental Nutrition Assistance Program (SNAP) purposes as well (see 106 CMR 363.230 (F)(2)).

IMPORTANT: Due to budgetary constraints, this benefit will be issued through June 30, 2010 only.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
