



*Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Transitional Assistance*

CHARLES D. BAKER  
Governor

MARYLOU SUDDERS  
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KARYN POLITO  
Lieutenant Governor

JEFF McCUE  
Commissioner

**Online Guide Transmittal 2016-44  
August 5, 2016**

**To: Department of Transitional Assistance Staff**

**From: Sarah Stuart, Associate Commissioner for Program and Policy Implementation**

**Paul Sutliff, Assistant Commissioner for Field Operations**

**Re: TAFDC – PSS Assessment Appointment Change**

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**PSS Assessment Appointment Change**

The Pathways to Self-Sufficiency Assessment workflow was implemented on June 27, 2016. The goal of Pathways to Self-Sufficiency (PSS) is to improve client outcomes by connecting them to the necessary supports and opportunities that will lead to appropriate job placements and long-term economic self-sufficiency.

As the Department continues to evaluate the PSS process during its initial development and roll-out, changes will be made to ensure that clients are best served and that staff have the tools and training to utilize the PSS Assessment as intended. To that end a request has been made to change the timing of when the PSS Assessment Appointment letter must be mailed.

Effective immediately, if five business days after the case has been established a PSS Assessment Appointment has not been scheduled, an automated letter will be sent scheduling a PSS Assessment Appointment.

This change will ensure case manager have sufficient time to schedule the appointment on their own and that clients are not receiving closing letters unnecessarily.

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**Revised Online  
Guide Page**

**Topic:** TAFDC  
**Book:** ESP  
**Chapter:** ESP – PSS Assessment  
**Page:** PSS Assessment Introduction

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**Questions**

If you have any questions, please email the DTA Mailbox.  
Systems questions should be directed to the Systems Support Help Desk.

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