



*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

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Commissioner

**Online Guide Transmittal 2020-57  
August 12, 2020**

**To: Department of Transitional Assistance Staff**  
**From:  Sarah Stuart, Associate Commissioner for Change Management**  
**Re: TAFDC: Temporary Telework Procedures- Learning Disability Assessments**

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**Overview**

DTA is committed to ensuring that clients have equal opportunity to successfully participate in employment and training programs. To that end, a series of questions was developed to screen TAFDC clients for a potential learning disability.

Based on the answers, BEACON will note if it appears that the client may have a learning disability and offer the opportunity for a free assessment by a doctor through the University of Massachusetts Medical School's Disability Evaluation Services (DES). The assessment will help DTA and any education, training, or job search program ensure that any needed accommodations can be made.

With operations currently fully remote, DTA has worked with DES to appoint a representative when completing the Learning Disability referral process.

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**Purpose**

The purpose of this Transmittal is to notify staff of temporary procedures for clients requesting a Learning Disability Assessment.

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## Temporary Procedures

When a Learning Disability Assessment is requested, DTA staff must, via telephone interview with the client, complete the Learning Disability screening in BEACON.

DTA staff and clients do not need to complete the Learning Disability Screening Consent/Declination Form at this time.

Once the Learning Disability screening is completed, the case manager must send an email to: [DESLEDreferrals@umassmed.edu](mailto:DESLEDreferrals@umassmed.edu) using secure email and attach the Learning Disability Evaluation Referral form as a PDF file. To do this, staff must 'print' the referral and select: 'save as a PDF file.' Please note that the client does not need to be mailed any documentation as this will be handled by DES. As a reminder, to ensure an email is secure, type: 'secure:' in the subject line.

**Note:** If a client's score does not meet the criteria to be assessed by DES, but they still request an assessment, the *Learning Disability Evaluation Referral* form must be forwarded to the DES representative for evaluation.

Effective July 1, 2020, DES began having one on-site doctor who will be available to complete in-person Learning Disability Assessments at 4 locations across the state. The four locations are Worcester, Springfield, Brockton and New Bedford. More locations will be added in the future as more doctors become available.

In situations where clients are unable to select any of the 4 locations, the case manager must inform the client that they will be waitlisted until other options are available. DES will coordinate with the client directly when setting up the location.

**Important:** If needed, clients can contact DES directly and speak with a representative to have the assessment further explained and answer any follow-up questions or concerns the client may have. DES can be reached at 1-866-721-0890.

No other documentation is to be sent to the appointed DES representative.

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## Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email them to DTA.Procedural Issues.

Systems issues should be directed to the Systems Support Help Desk.

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