



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

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**Online Guide Transmittal 2021-76
October 13, 2021**

To: Department of Transitional Assistance Staff

From:  **Sarah Stuart, Associate Commissioner for Change Management**

Re: Cross Program – Updated TAFDC Pathways to Work Orientation Materials and Guidance

Overview

The Department's Employment and Training units have rebranded to be inclusive of all education, employment, and training opportunities across agency programs now known as DTA Pathways to Work. This rebranding includes updates to DTA's website and new client materials to reflect the shift from the TAFDC Employment Services Program (ESP) to TAFDC Pathways to Work.

The TAFDC Pathways to Work Orientation presentation has been updated to be shared in multiple formats to meet the needs of families, while continuing to inform clients of program opportunities, supports and expectations.

Purpose

The purpose of this Online Guide Transmittal is to advise staff about the Department's:

- updated Mass.gov webpages connecting to the DTA Pathways to Work website, which includes the existing SNAP Path to Work webpage and new TAFDC Pathways to Work webpages;
- revised TAFDC Pathways to Work Orientation presentation;
- talking points for staff to use when facilitating a TAFDC Orientation;
- recorded version of the Orientation for clients to access online; and
- Pathways to Work flyers for each TAO with local programs and Full Engagement Worker's contact information.

These materials will continue to evolve as we learn what works best for families and new strategies are developed. Additional languages will be added. This Transmittal also communicates the Orientation materials being obsoleted. Additional Online Guide pages with guidance on the TAFDC Pathways to Work Orientation procedures will be issued in a separate Transmittal outlining initial engagement strategies.

**TAFDC
Pathways to
Work
Orientation
Presentation**

The revised TAFDC Pathways to Work Orientation presentation has been formatted to be posted on Policy Online under TAFDC Pathways to Work. These materials may be shared with clients through email and to be used at virtual and in-person facilitated sessions.

**New DTA
Pathways to
Work
Webpages**

DTA's Mass.gov webpages have been updated to support a combined employment and training effort under DTA Pathways to Work. These changes are meant to highlight the career path opportunities for all DTA clients and support clients learning more through the website. Staff are to continue to offer the Department's SNAP-only clients SNAP Path to Work opportunities and should encourage clients to explore these programs. The TAFDC Pathways to Work descriptions have been updated to explain DTA's funded programs, cross-agency partnerships and support services. Clients can also locate their area office's Pathways to Work flyer which includes FEW's contact information and links to area programs. The updates outlined are linked below:

[DTA Pathways to Work](#)

[Choose a Pathways to Work Program](#)

[Contact DTAs Employment Staff](#)

**New TAFDC
Pathways to
Work
Orientation
Presentation**

TAFDC Pathways to Work Orientation – English (PDF)
TAFDC Pathways to Work Orientation – Spanish (PDF)

**Obsolete
Operations
Memo**

Operations Memo 2014-44A: TAFDC – Updated Orientation PowerPoint
Presentation and TAFDC Orientations

**Obsolete
PowerPoint
Presentations**

TAFDC Orientation: All Languages (PDF)
TAFDC Orientation Exempt Cases – All Languages (PDF)

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.
