



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


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**Online Guide Transmittal 2022-42
June 6, 2022**

To: Department of Transitional Assistance Staff
From:  Sarah Stuart, Associate Commissioner for Change Management
Re: Cross-Programs: Child Care Updates for SNAP and TAFDC families

Overview

Access to child care is one of DTA's most crucial support services, enabling families to engage in employment and training opportunities as they work toward their career goals. In partnership with the Department of Early Education and Care (EEC) and the local Child Care Resource and Referral (CCRR) agencies, the Department continues to expand access to quality care to families across Massachusetts.

Starting June 6, 2022, DTA will provide a child care referral to SNAP clients who are participating in an approved SNAP Path to Work activity to support increased access to career track training and employment programs and stable child care supports.

The Seeking Activity child care referral type for active TAFDC clients will also resume. For clients who are subject to work program rules and in the Initial Engagement Period, DTA will provide a Seeking Activity child care referral. This authorization will be no less than 12 weeks, to ensure families are able to explore and enroll in Pathways to Work activities and child care programs.

Purpose

This Online Guide Transmittal details updates to the Department's child care policies, updated and new Online Guide pages, and DTA child care related materials.

**Child Care for
SNAP Path to
Work
Participants**

Parents and caregivers who are enrolled in SNAP Path to Work education, training and employment programs are now eligible to receive a child care referral from DTA. This Approved SNAP Path to Work activity referral type will provide 12 months of child care with no parent fee, even if the client completes their activity or begins working.

SNAP E&T specialists will reach out to their assigned providers to identify families in need of child care and complete the necessary outreach to those families. If a parent already has an active child care voucher and is paying a parent fee for their voucher, DTA will advise the client that a new SNAP Path to Work child care referral will be completed. This will allow the parent to switch to a new voucher with a full 12 months of child care with no fee, regardless of the months left on their current authorization.

Parents who request this type of child care referral must have their activity verified by a SNAP E&T specialist. Staff must email the specialist that covers the client's TAO as indicated in BEACON. The referral will be completed by the SNAP E&T specialist and emailed to the appropriate CCRR mailbox. Full Engagement Workers must provide additional support in working with the CCRR as needed.

Additional outreach and recruitment strategies will be used by both DTA and our SNAP Path to Work providers to connect existing SNAP clients who would benefit from SNAP Path to Work programs and child care support.

DTA will continue to remain engaged with SNAP Path to Work providers to support continued progress for families on their career path goals. When reauthorization is needed after 12 months, families will have the opportunity to continue their subsidy through EEC's continuity of care policies and, if eligible, will transition to an Income Eligible child care voucher. Families must continue to meet EEC income and activity requirements; such as work, training or school.

**Initial
Engagement/
Seeking
Activity Child
Care Referral**

FEW and SSS staff must provide TAFDC clients who are enrolled in the Initial Engagement Period and subject to work rules with an Initial Engagement/Seeking Activity child care referral to get them started while they learn about Pathways to Work opportunities, explore available programs and set up child care. This child care referral type will be authorized by EEC for no less than 12 weeks. Once a client enrolls in a Pathways to Work activity, they must be provided with a new child care referral to receive an Approved TAFDC Pathways to Work Activity referral type to continue child care.

A client who is already working or enrolled in a Pathways to Work activity must be provided with an Approved TAFDC Pathways to Work Activity child care referral, even if they will complete Initial Engagement activities.

**Supporting the
Child Care
Process**

FEW, SSS and SNAP E&T staff must ensure that any client being referred for a child care voucher is provided with the appropriate CCRR contact information to schedule an appointment and initiate the voucher process.

If a client does not have a child care program selected when they receive the referral from DTA, they may reach out to the CCRR for help. They may also search by both geographic area and child care program type at:
https://eecclead.force.com/EEC_ChildCareSearch

**Obsolete
Online Guide
Transmittal**

OLGT 2020-45: TAFDC: Resuming Childcare Referrals

**New Online
Guide Page**

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Child Care for SNAP Path to Work Participants

**Revised Online
Guide Pages**

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Introduction to Child Care Services

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Eligibility for Child Care

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Issuing a Child Care Referral

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Relative Caregiver Child Care

Topic: Pathways to Work
Book: Support Services
Chapter: Child Care
Page: Transitional Child Care

**Obsolete
Online Guide
Pages**

Topic: TAFDC
Book: ESP
Page: Employment Planning

**Revised Child
Care Materials**

The following child care related materials have been updated:

Child Care Referral (BEA-CCA)

Child Care Fact Sheet (CCFS) English/Spanish

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.
