



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Operations Memo 2011-16
April 29, 2011

To: Department of Transitional Assistance Staff

From: Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC – Community Service Sites Cleanup

Background

The Department has completed its review of the current Community Services Sites List. Efforts were made by telephone and written correspondence to update the Community Services Sites List to determine if the sites are to remain active for future community service referrals. Central Office staff has removed from the Resource Search page the sites that do not wish to remain active community service sites. Those sites that did not respond to the Department's telephone attempts or correspondence have been removed from the Resource Search page as well. As a result, the Community Services Sites List has been updated and is now available for use on BEACON.

Purpose of Memo

This memo informs TAO staff about a special project that was completed to update the BEACON Resource Search page. It also provides instructions for searching for an active Community Service site.

New Community Service Sites

In the event that TAO staff encounter a TAO Community Service Site who wishes to participate, staff must follow procedures described in Field Operations Memo 2010-26.

Important: Only the Employment Services Coordinator can add Community Service sites onto BEACON.

**BEACON
Instructions for
Searching for
Community
Service Sites**

To search for an active Community Service Resource the case manager must:

- go to the BEACON home page;
- click Resource Group in the My Office tab. Two choices will drop down, Organization Search and Resource Search;
- click Resource Search. The Resource Search page will appear. A case manager can search for a Community Service Resource by doing the following:
 - in the TAO field, select a particular TAO from the drop-down list;
 - in the Program field, select Employment Service Program from the drop-down list;
 - in the Component field, select TAFDC Community Service from the drop-down list;
 - in Activity, select TAFDC Community Service Participation from the drop-down list (do not select anything in the Service Activity Type or General Service fields);
 - click Search. A list of community service sites for the TAO requested will be displayed;
 - for more information about a Resource, click the check box next to the Resource found in the list.

Case managers may search for a particular Resource by entering its name in the Resource field in the Resource Search page.

Questions

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