



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Operations Memo 2013-3
January 28, 2013

To: Department of Transitional Assistance Staff

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

Re: TAFDC – CIES Special Projects for Fiscal Year 2013

Overview

DTA received additional funding for FY'13 for the Competitive Integrated Employment Services (CIES) program. Certain CIES vendors who receive this funding will enroll TAFDC clients into CIES special projects designed for targeted populations.

The Department of Housing and Community Development (DHCD) will identify TAFDC clients who are homeless and placed in Boston to participate in a special project involving homeless families.

Additionally, the Holyoke Community College (HCC)/Regional Employment Board (REB) will receive CIES special project funds and will work with DTA to identify TAFDC clients to participate in the HCC Career Pathways program.

Once clients are selected for a CIES special project by DHCD or HCC, representatives from DHCD or HCC will refer clients to the appropriate TAO for an *Employment Services Program Referral and Response* form.

Purpose of Memo

This Operations Memo:

- informs TAO staff about additional fiscal year funding for CIES special projects and identifies the vendors who will be involved;
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Purpose of Memo (continued)

- describes the CIES special projects and how to distinguish these CIES slots from “regular” CIES slots; and
 - instructs TAO staff on how to refer clients to the CIES special projects slots.
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CIES Special Projects

Beginning February 1, 2013, DTA will provide certain CIES vendors with funding for special projects for the remainder of FY’ 13. These CIES special projects vendors will be listed on the BEACON Resource page with the letters “SP” in the resource title. The use of an asterisk and brackets further identifies the CIES special projects vendors.

Important: The *Employment Services Program Referral and Response* forms **must** be generated to these CIES vendors as set forth below to allow Central Office staff to track the spending for these special projects. These slots will be paid out of the additional CIES funds.

DHCD Homeless Initiative

DTA has allotted CIES special projects slots for TAFDC clients in the Dudley Square and Newmarket Square TAOs to participate in a program for DHCD homeless clients. Participants for this initiative will be TAFDC clients residing in a DHCD HomeBASE placement in Boston. DHCD will identify clients in the HomeBASE program for this special project and will refer them to the DTA case manager for an *Employment Services Program Referral and Response* form.

Note: Morgan Memorial is the CIES vendor that will conduct this special project for the DHCD HomeBASE clients.

When making the referral, the case manager must on the BEACON Resource page select the appropriate CIES vendor:

*{Morgan Memorial-CIES-SP-Model 2}

Holyoke Community College

DTA has allotted CIES special project slots for TAFDC clients in the Holyoke, Springfield Liberty and Springfield State TAOs to participate in a HCC Career Pathways program. Central Office staff and HCC staff will work with the TAOs to identify clients to participate in the Careers Pathways program for this special project.

**CIES Special
Projects
(continued)**

HCC will then refer the clients selected to participate to the client's case manager for an *Employment Services Program Referral and Response* form.

When making the referral, the case manager must on the BEACON Resource page select the appropriate CIES vendor:

*{Holyoke Community College – CIES-SP-Model 3}

Note: Case managers should only generate an *Employment Services Program Referral and Response* form to clients when requested by DHCD or HCC.

Questions

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