



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street . Boston MA 02111

Argeo Paul Cellucci
Governor

Jane Swift
Lieutenant Governor

William D. O'Leary
Secretary

Claire McIntire
Commissioner

Field Operations Memo 2001- 3
January 29, 2001

To: Transitional Assistance Office Staff

From: Joyce Sampson, Assistant Commissioner for Field Operations

Re: Young Parents Program (YPP)

Introduction

The Department has made changes to the Young Parents Program (YPP). The YPP provider will review and reassess the progress of participants after five months of active YPP participation. The YPP provider may review the participant's progress before five months if the YPP provider determines it is in the participant's best interests.

YPP Provider Responsibilities

The YPP provider must:

- reassess the participant's progress in academic, parenting, life and prevocational skills; and
 - recommend the most appropriate next step toward self-sufficiency. The recommendation shall be a narrative explanation of the basis for the recommendation.
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**Teen Parent
Specialist
Responsibilities**

The Teen Parent Specialist must:

- respond to requests for information about the participant from the YPP provider;
- if the YPP provider decides to review the participant's progress earlier than the fifth month, give the YPP provider the appropriate documentation to support the decision; and
- update BEACON Release 1.0 to ensure ESP participation hours are accurate.

**Recommendation
Expected to
Obtain GED**

If the reassessment and recommendation indicate the participant is expected to continue to improve academically and get a GED or high school diploma, the participant will continue with his or her current YPP curriculum. This means continuing in the academic, life skills, parenting and prevocational portions of YPP, based on past and expected academic gains. This may include 5-10 hours of paid or unpaid work-study or other employment-related activities.

**Recommendation
Difficulties May
Prevent
Obtaining GED**

If the reassessment and recommendation indicate the participant has substantial learning difficulties which are expected to prevent him or her from obtaining a GED: *and*

- which may also make him or her unable to meet the entrance requirements for skills training programs or reduce the likelihood of success in the work place, the YPP provider may determine that a participant may be better served by another activity.

For example, after obtaining school records which may show the extent of any barriers and appropriate services, the participant may:

- ✓ agree to return to the public school system;
- ✓ develop an Individual Education Plan with the public school, which addresses identified barriers;
- ✓ apply to Mass. Rehabilitation Commission for vocational services;
- ✓ participate in work study arranged with YPP; and/or
- ✓ apply for SSI and continue with his or her current YPP curriculum while the application is pending.

**Recommendation
Difficulties May
Prevent
Obtaining GED
(continued)**

If the reassessment and recommendation show difficulties which prevent obtaining a GED, *but*:

- which are unlikely to prevent him or her from succeeding in the work place or a skills training program, the YPP provider may determine that the participant may be best served by another activity or combination of activities.

The teen parent must continue to meet the educational requirements of YPP and may:

- ✓ enroll in a community-based skills training program;
- ✓ participate in supported work; or
- ✓ go to work.

Upon completing supported work or a skills training program, the teen parent should be employed and no longer in need of YPP services or TAFDC cash assistance. The teen parent can then be transitioned to Department-funded or other appropriate Post-Employment Programs operated through the local Service Delivery Area for case management and support services.

**Required ESP
Hours of
Participation**

A YPP participant who is a TAFDC teen parent must comply with YPP requirements which include some education and may also include other activities such as work study or skills training activities. A teen parent complying with the YPP requirements is considered to be meeting the TAFDC school attendance requirement of 106 CMR 203.610. When the teen parent is meeting the YPP requirement in combination with another component (i.e., Skills Training), the Teen Parent Specialist must:

- modify the existing EDP, to include the referral, referral disposition and acceptance into Skills Training Program (BEACON Release 1.0 sends out a participation form for the YPP component and one for the Skills Training);
 - access the ESP Activity Disposition window and select "YPP";
 - click on the "Attendance Plan" Button (the "ESP Activity Attendance Plan" window will appear);
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**Required ESP
Hours of
Participation
(continued)**

- change the Start Date to the date when the reduction of hours will happen;
- change the “Weekly Plan Hours” and propagate the Base Plan;
- click on “Save” and “Close”;
- on the Activity Disposition window, click on “Update” and “Finish” (an “Information” message will appear that reads “YPP Activity fails PTT. Do you want to save the changes you made?”);
- click on “Yes”;
- go back into the Activity Disposition window and check off the “Override” box and enter an Override Reason;
- click on “Update” and “Finish” (an “Information” message will appear that reads “YPP Activity fails PTT. Do you want to save the changes you made?”);
- click on “Yes”;
- go to the EDP Disposition Window and update the EDP (BEACON Release 1.0 sends out a participation form for the YPP component and one for the Skills Training); and
- when the participation forms are returned, enter the actual hours (i.e., five for YPP, 20 for Skills Training). This will show the YPP participant meeting the appropriate participation levels.

Questions

Policy-related questions should be referred by your Hotline designee to the Policy Hotline at (617) 348-8478. Systems-related questions should be referred to Customer Services at (617) 348-5290.
