



DEPARTMENT OF TRANSITIONAL ASSISTANCE

Employment Services Program Provider Alert – CIES

Alert #4

July 21, 2010

Client Enrollment Form and Tracking Changes in FY'11

The following information should be communicated immediately to all service locations and appropriate staff members within your organization.

Client Enrollment Form Changes

The Department of Transitional Assistance (DTA) must change its accounting system. While this change will make it easier for DTA to re-allocate funding based on service demand and provider performance, it requires a few administrative changes in FY 2011. One of these changes is a new prefix that must be added by CIES providers to the DTA Service Authorization letter for all new clients, **effective July 1, 2010**.

DTA/Department of Housing and Community Development (DHCD) Partnership

DTA and DHCD have embarked on a new partnership to better coordinate employment services and housing supports for families participating in the Emergency Assistance family shelter program. In order to monitor this partnership, CIES providers will be required to add a new suffix to the DTA Service Authorization letter for all CIES clients known to be participating in the Emergency Assistance family shelter program.

Provider Procedure: For new client enrollments in FY'11, CIES providers must add a three-digit prefix (Attachment A: Prefix List) to each client's Agency Enrollment ID/Service Authorization number. This three-digit prefix represents the client's Transitional Assistance Office (TAO). This TAO information will allow both your staff and your ESP Contract Manager to sort clients on the Service Delivery Report (SDR) by TAO.

When enrolling a new client on EIM, the CIES provider must enter the appropriate TAO prefix in front of the Service Authorization Number which appears on the DTA Service Authorization letter.

When enrolling a new client that is participating in DHCD's Emergency Assistance program, the CIES provider must enter a "B" at the end of the client's Agency Enrollment ID/Service Authorization number.

The entering of the TAO prefix at the beginning of the Agency Enrollment ID/Service Authorization and the letter B suffix at the end of the Agency Enrollment ID/Service Authorization, as appropriate, is mandatory in all cases. Any SDR submitted for payment without such information will be denied.

Please note: For FY'10 clients that are rolling over into FY'11, the three-digit TAO prefix will be automatically added to the Agency Enrollment ID/Service Authorization number. Providers do not need to do add the prefix or the suffix to FY'10 roll-over clients.

**ESP Provider Alert - CIES #4
Attachment A**

TAO Location #	TAO Location name
004	North Adams TAO - DTA
020	Hyannis TAO - DTA
044	Brockton TAO - DTA
097	Fall River TAO - DTA
099	Fitchburg TAO - DTA
102	Framingham TAO - DTA
116	Greenfield TAO - DTA
140	Holyoke TAO - DTA
152	Lawrence TAO - DTA
163	Lowell TAO - DTA
168	Malden TAO - DTA
180	Milford TAO - DTA
204	New Bedford TAO - DTA
239	Pittsfield TAO - DTA
242	Plymouth TAO - DTA
252	Revere TAO - DTA
262	North Shore TAO - DTA
282	Southbridge TAO - DTA
285	Springfield/State TAO - DTA
297	Taunton TAO - DTA
343	Springfield/Liberty TAO - DTA
352	Worcester TAO - DTA
425	Newmarket Square TAO - DTA
490	Dudley Square TAO - DTA

