


SAMPLE:

Send To... jmontague@jvs-boston.org
Cc...
Bcc...
Subject SECURE: WPP Expansion Enrollment
Attached  Smith_PSI Form.pdf
162 KB

MassHire Downtown Boston requests enrollment of the following individual(s) into the SNAP Path to Work program. We confirm that we have completed the MOSES enrollment (Basic, Full, check off SNAP, and enroll in Career Center Specific Program) for each client, and that the signed Permission to Share Information (PSI) is attached.

Participant Name: John Smith
Participant full Social Security Number or DTA Agency ID: 123-45-6789
This participant has the following barriers: Transportation, Finances
The participation plan is 20 hours per week for 6 months from the approved enrollment date.
The cost of transportation presents a barrier to this participant. The participant lives in Suffolk County.

TEMPLATE INSTRUCTIONS & EXPLANATIONS:

- JVS cannot enroll a participant without a signed PSI and the required assessment data entered in the Full and Education tabs in MOSES.
- To match the participant to the correct DTA client and enroll them in the SNAP Path to Work program via PATH, **JVS needs either the nine-digit SSN or the DTA Agency ID number AND the date of birth.** Most clients do not know their DTA Agency ID numbers.
- Please delete any barriers listed on the template that do not apply. If "Other" is used, please describe.
- The participation plan is a preliminary one. Should the plan change, please let JVS know so the participation plan can be updated on PATH. Reminder: SNAP clients subject to the ABAWD rules can elect to meet the work requirement by participating in the program for 20 hours per week.
- Delete this section if not applicable. The amount of SNAP Transportation funds received by a client depends on the county in which s/he lives.
- A signed PSI form must be attached for each enrollee.