

Attachment G
 Department of Transitional Assistance Contributions and Responsibility Summary
 Work Participant Program (WPP) Expansion ISA

WPP Expansion Grant Funding																			
October 1, 2019-September 30, 2020																			
DTA TRANSITIONAL ASSISTANCE OFFICE (TAO)	WORKFORCE AREA	Total SNAP Clients	% of Caseload by Workforce Area	FY20, 75%					FY21, 25%					Both FY20 & FY21			Total Shared DCS Allocation	Total Contracted	
				Base Infrastructure	Caseload Allocation	Total Workforce Area Allocation	Shared DCS Allocation	Contracted	Base Infrastructure	Caseload Allocation	Total Workforce Area Allocation	Shared DCS Allocation	Contracted	Base Infrastructure	Caseload Allocation	Total Workforce Area Allocation			
Pittsfield	Berkshire	10240	3%	\$ 15,985.00	\$ 10,925.00	\$ 26,910.00	\$ 3,117.85	\$ 23,788.40	\$ 5,324.00	\$ 3,641.00	\$ 8,965.00	\$ 1,039.28	\$ 7,929.47	\$ 21,309.00	\$ 14,566.00	\$ 35,875.00	\$ 4,157.13	\$ 31,717.87	
Dudley Square / New Market / Central	Boston	39593	10%	\$ 15,983.00	\$ 42,239.00	\$ 58,222.00	\$ -	\$ 58,222.50	\$ 5,328.00	\$ 14,080.00	\$ 19,408.00	\$ -	\$ 19,407.50	\$ 21,311.00	\$ 56,319.00	\$ 77,630.00	\$ -	\$ 77,630.00	
Fall River / Taunton	Bristol	31369	8%	\$ 15,983.00	\$ 33,466.00	\$ 49,449.00	\$ 20,265.71	\$ 29,183.30	\$ 5,328.00	\$ 11,155.00	\$ 16,483.00	\$ 6,755.24	\$ 9,727.77	\$ 21,311.00	\$ 44,621.00	\$ 65,932.00	\$ 27,020.94	\$ 38,911.06	
Brockton	Brockton	20859	5%	\$ 15,983.00	\$ 22,253.00	\$ 38,236.00	\$ -	\$ 38,236.50	\$ 5,328.00	\$ 7,418.00	\$ 12,746.00	\$ -	\$ 12,745.50	\$ 21,311.00	\$ 29,671.00	\$ 50,982.00	\$ -	\$ 50,982.00	
Hyannis	Cape & Islands	9298	2%	\$ 15,983.00	\$ 9,919.00	\$ 25,902.00	\$ 2,338.40	\$ 23,563.60	\$ 5,328.00	\$ 3,306.00	\$ 8,634.00	\$ 779.47	\$ 7,854.53	\$ 21,311.00	\$ 13,225.00	\$ 34,536.00	\$ 3,117.87	\$ 31,418.13	
Worcester / Southbridge	Central Mass	35254	9%	\$ 15,983.00	\$ 37,610.00	\$ 53,593.00	\$ 17,147.91	\$ 36,445.59	\$ 5,328.00	\$ 12,537.00	\$ 17,865.00	\$ 5,715.97	\$ 12,148.53	\$ 21,311.00	\$ 50,147.00	\$ 71,458.00	\$ 22,863.88	\$ 48,594.12	
Greenfield	Franklin/Hampshire	6673	2%	\$ 15,983.00	\$ 7,119.00	\$ 23,102.00	\$ 2,494.30	\$ 20,607.95	\$ 5,328.00	\$ 2,373.00	\$ 7,701.00	\$ 831.43	\$ 6,869.32	\$ 21,311.00	\$ 9,492.00	\$ 30,803.00	\$ 3,325.73	\$ 27,477.27	
Lowell	Greater Lowell	17362	4%	\$ 15,983.00	\$ 18,522.00	\$ 34,505.00	\$ 10,288.77	\$ 24,216.48	\$ 5,328.00	\$ 6,174.00	\$ 11,502.00	\$ 3,429.59	\$ 8,072.16	\$ 21,311.00	\$ 24,696.00	\$ 46,007.00	\$ 13,718.36	\$ 32,288.64	
New Bedford	Greater New Bedford	20127	5%	\$ 15,983.00	\$ 21,472.00	\$ 37,455.00	\$ 15,277.24	\$ 22,177.76	\$ 5,328.00	\$ 7,157.00	\$ 12,485.00	\$ 5,092.41	\$ 7,392.59	\$ 21,311.00	\$ 28,629.00	\$ 49,940.00	\$ 20,369.65	\$ 29,570.35	
Holyoke / Springfield	Hampden	68900	18%	\$ 15,983.00	\$ 73,505.00	\$ 89,488.00	\$ -	\$ 89,488.50	\$ 5,328.00	\$ 24,502.00	\$ 29,830.00	\$ -	\$ 29,829.50	\$ 21,311.00	\$ 98,007.00	\$ 119,318.00	\$ -	\$ 119,318.00	
Lawrence	Lower Merrimack Valley	23957	6%	\$ 15,983.00	\$ 25,558.00	\$ 41,541.00	\$ 5,767.97	\$ 35,773.03	\$ 5,328.00	\$ 8,519.00	\$ 13,847.00	\$ 1,922.66	\$ 11,924.34	\$ 21,311.00	\$ 34,077.00	\$ 55,388.00	\$ 7,690.63	\$ 47,697.37	
Malden / Chelsea	Metro North	33391	8%	\$ 15,983.00	\$ 35,623.00	\$ 51,606.00	\$ -	\$ 51,606.00	\$ 5,328.00	\$ 11,874.00	\$ 17,202.00	\$ -	\$ 17,202.00	\$ 21,311.00	\$ 47,497.00	\$ 68,808.00	\$ -	\$ 68,808.00	
Framingham	Metro South West	11400	3%	\$ 15,983.00	\$ 12,162.00	\$ 28,145.00	\$ 5,066.48	\$ 23,078.77	\$ 5,328.00	\$ 4,054.00	\$ 9,382.00	\$ 1,688.83	\$ 7,692.92	\$ 21,311.00	\$ 16,216.00	\$ 37,527.00	\$ 6,755.31	\$ 30,771.69	
Fitchburg Center	North Central	14774	4%	\$ 15,983.00	\$ 15,761.00	\$ 31,744.00	\$ 2,572.25	\$ 29,172.26	\$ 5,328.00	\$ 5,254.00	\$ 10,582.00	\$ 857.42	\$ 9,724.09	\$ 21,311.00	\$ 21,015.00	\$ 42,326.00	\$ 3,429.66	\$ 38,896.34	
North Shore	North Shore	22780	6%	\$ 15,983.00	\$ 24,303.00	\$ 40,286.00	\$ 3,429.64	\$ 36,856.61	\$ 5,328.00	\$ 8,101.00	\$ 13,429.00	\$ 1,143.21	\$ 12,285.54	\$ 21,311.00	\$ 32,404.00	\$ 53,715.00	\$ 4,572.85	\$ 49,142.15	
Quincy / Plymouth	South Shore	27027	7%	\$ 15,983.00	\$ 28,833.00	\$ 44,816.00	\$ 11,380.01	\$ 33,436.25	\$ 5,328.00	\$ 9,611.00	\$ 14,939.00	\$ 3,793.34	\$ 11,145.42	\$ 21,311.00	\$ 38,444.00	\$ 59,755.00	\$ 15,173.34	\$ 44,581.66	
		393004	1	\$ 255,730.00	\$ 419,270.00	\$ 675,000.00	\$ 99,146.51	\$ 575,853.49	\$ 85,244.00	\$ 139,756.00	\$ 225,000.00	\$ 33,048.84	\$ 191,951.16	\$ 340,974.00	\$ 559,026.00	\$ 900,000.00	\$ 132,195.35	\$ 767,804.65	
Totals								\$ 675,000.00					\$ 132,195.35	\$ 767,804.65					\$ 900,000.00

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Partner Responsibilities

Responsibilities of Regional/Local Partners (MassHire Career Centers and TAOs):

- Review, execute and implement the terms of the local area MOU for their region and amend the MOU, if necessary.
- Continue to develop and strengthen the partnership between DTA TAOs and MassHire Career Centers (roles, responsibilities, customer referral procedures, retention and reengagement strategies, joint programming at both offices, tracking and discussing performance outcomes, etc.).
- Ongoing co-case management between designated staff members from MassHire and TAO to ensure participants receive tailored, appropriate services and maintain consistent engagement in services.
- Continue to articulate “career pathway” models for low-income individuals, including DTA clients, based on available resources that can be supported by the WIOA funded partners in the region (e.g. DTA, MassHire Career Center, adult education, etc.), as included in the above-referenced WIOA local MOU.
- Provide services, materials and programming in languages other than English, as needed.
- Work jointly to identify and mitigate DTA client challenges to accessing MassHire Career Center resources, such as transportation, child care and/or other issues identified by the client.

Responsibilities of MassHire Career Centers

- Designate a MassHire Career Center staff member as primary point of contact for each DTA TAO and regarding shared customers.
- Designate MassHire Career Center staff to attend orientations at local DTA offices to recruit DTA clients to participate.
- Designate appropriate space and make necessary office equipment/supplies (e.g., computer, telephone, etc.) available for the DTA Full Engagement Worker (FEW) to co-locate and conduct business at agreed upon and scheduled times at the MassHire Career Center.
- Provide an up-to-date listing of services, activities and trainings available at the MassHire Career Center to DTA TAOs and staff.
- Strengthen targeted job support and search programming for DTA clients, containing customized elements and services, including but not limited to cohort models, skills assessment, support, coaching, training, job placement and post placement support.
- Enroll referred DTA clients as Work Participant Program Expansion customers within MOSES.
- Maintain an individual case record for each participant. Case records shall contain at a minimum: documentation of activities, case narratives/notes, evaluations, test results, training delivered, placements and outcomes.
- Co-enroll SNAP-only clients in employment & training activity with DTA designated SNAP Path to Work provider to track participation, and request transportation supports through DTA’s PATH (Partner Activity Tracking Hub) system.

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- Provide WPP/Employment & Training services to SNAP only participants, including those who choose to meet their Work Program requirement via the WPP Expansion Program.
- Document and verify DTA client participation for WPP Expansion services in MOSES.
- Designate appropriate staff to meet with DTA staff on an as needed basis to discuss issues relating to ongoing performance and future improvements.
- Comply with all requirements in the Data Confidentiality and Security section (Section 9).

Responsibilities of DTA Transitional Assistance Offices (TAOs)

- Designate DTA FEW as primary point of contact for the local MassHire Career Center and DTA clients receiving MDCS services.
- Designate a FEW to be co-located at the local MassHire Career Center to support co-case management on a mutually agreed upon schedule.
- Provide training, as needed, on DTA benefits eligibility, programs and services to MassHire Career Center staff.
- Provide information on DTA programs and services at the MassHire Career Centers.
- Provide outreach to eligible SNAP clients.
- Refer appropriate DTA clients to the local MassHire Career Center following mutually agreed upon referral protocols, as described in the local MOUs.
- Assist the MassHire Career Center in developing targeted programming and conducting workshops for DTA clients.
- Work collaboratively with the MassHire Career Center on client progress and retention in MassHire Career Center programming.