



***Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance***

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**Online Guide Transmittal 2017-49
May 19, 2017**

To: Department of Transitional Assistance Staff

From: Sarah Stuart, Associate Commissioner for Change Management
Paul Sutliff, Assistant Commissioner for Field Operations

Re: TAFDC and SNAP – WIOA Referrals to One Stop Career Centers

Overview

DTA is an essential partner in the state's plan under the federal Workforce Innovation and Opportunity Act (WIOA). WIOA reauthorized the nation's employment, training, adult education and vocational rehabilitation programs for the first time in 16 years. WIOA places an emphasis on low-income adults and youth with limited training and skills, as well as individuals with disabilities.

DTA has been working closely with the Executive Office of Labor and Workforce Development and the Department of Career Services to plan for and implement a new, more integrated system of workforce development for DTA clients and others with significant barriers to work.

Purpose

The purpose of this Transmittal is to advise staff of a new type of referral for DTA clients to their local One Stop Career Center (OSCC). At this time, this referral is to be used by Full Engagement Workers (FEWs) and SNAP Path to Work Specialists only.

**FEW & SNAP
Path to Work
Specialist
Responsibilities**

A new Resource type has been added on BEACON to identify clients who are being referred to their OSCC for WIOA services. *#Work (WPP) Program Participation* type is to be used to refer TAFDC clients so that OSCC staff can clearly identify these clients for services. OCSS contact information on BEACON has been updated.

SNAP-only clients who could benefit from the services at the OSCC, may be referred directly to the OSCC, without a paper referral. To find your local OSCC go to <http://www.mass.gov/lwd/employment-services/dcs/find-a-career-center-near-you.html>. The OSCC will enroll them as a Work Program Participant directly through their system and have them complete a release of information. Questions about referring or enrolling SNAP only clients, are to be directed to a SNAP Path to Work Specialist through the Work Requirements line 1-888-483-0255.

**Case Manager
Responsibilities**

Case managers who have identified a TAFDC client who they believe could benefit from the employment assistance services offered at the local OSCC should consult with their FEW to facilitate the referral.

Over the next several months, trainings will be offered to provide an opportunity for DTA staff to learn more about the services at the OSCCs.

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Mailbox.

Systems issues should be directed to the Systems Support Help Desk.
