

Mass Workforce Issuance

100 DCS 08.110

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Board Chairs
Workforce Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: May 25, 2017

Subject: DTA Work Participation Program

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators, and other local workforce partners of a collaborative effort between Department of Career Services (DCS) and Department of Transitional Assistance (DTA) to provide employment services to DTA clients.

Background: Effective April 3, 2017, an Interdepartmental Service Agreement (ISA) was signed between the Department of Career Services (DCS) and the Department of Transitional Assistance (DTA) to provide career planning support and resources to DTA clients. Each DTA Transitional Assistance Office (TAO) and each Career Center have designated lead staff members to work together on behalf of DTA clients. Designated staff (Full Engagement Workers/FEWs) from DTA local offices will be co-located at Career Centers and will provide support, information and resources to Career Center staff and DTA clients on a schedule and frequency to be determined locally. These respective staff will work collaboratively to ensure that Transitional Aid to Families with Dependent Children (TAFDC) and Supplemental Nutrition Assistance Program (SNAP) clients receive tailored and appropriate job readiness, job matching, coaching and employment supports. This program is identified as the DTA Work Participation Program (WPP).

Careers Centers and DTA will make decisions locally about program implementation related to:

1. Referrals from DTA to DCS and enrollment in MOSES

2. Registration in JobQuest (registration is required for all referrals)
3. Possible cross-matching of DTA weekly referrals to ensure customers are being captured (Process is manual for now until automation possibilities are developed)
4. Assigning responsibility for referral follow-up (i.e. when a referral is made to a Career Center but the customer fails to report)
5. Designing Career Pathways for WPP participants
6. Access to MOSES for DTA partners

Attachments:

- A. DTA Online Guide Transmittal 2017-49
- B. Job Aid: FEW Referrals to OSCCs for WPP Participants
- C. DTA Voluntary Consent to Release Information Form (for SNAP recipients)
- D. DTA WPP MOSES Tracking Guide
- E. TAFDC WPP Referral Form

Questions: Contact Beth Goguen, Central Programs Manager, by phone at 617-626-6053 or by email at Elizabeth.M.Goguen@MassMail.State.MA.US. Please reference the subject of this Issuance in your email.

Action: Please distribute to staff as appropriate.