

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

**100 DCS 05.133**

☐ Policy ☒ Information

**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development 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:** October 19, 2017

**Subject:** Department of Transitional Assistance Work Program Participant Reports

**Purpose:** To notify Local Workforce Development Boards, One-Stop Career Center Operators and other workforce development partners of available reports for tracking and managing Department of Transitional Assistance (DTA) Work Program Participant (WPP) enrollees, their activities and outcomes. New DTA WPP reports are available at:  
<http://www.mass.gov/massworkforce/resources/crystal-reports-project/dta/>

**Background:** Effective July 1, 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).

**Action**

**Requested:** Please assure that all Career Center staff are aware of the DTA WPP Program.

**Effective:** Immediately

**Inquiries:** Please email questions to Beth Goguen, [Elizabeth.M.Goguen@MassMail.State.MA.US](mailto:Elizabeth.M.Goguen@MassMail.State.MA.US)