



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


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**Operations Memo 2014-25
March 13, 2014**

To: Department of Transitional Assistance Staff

From:  Lydia Conley, Acting Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC: Work Program Sanction Edits

Overview

A Single State Audit review found that some TAFDC cases that were not complying with the work program requirements failed to be sanctioned in accordance with Department regulations. This was due, in part, to sanctions not being removed correctly from all required pages. This prevented the automated sanction process from functioning as intended. Edits are now being made on BEACON to assist case managers with this process.

Effective with BEACON Build 46.2, scheduled for March 17, 2014, additional hard edits will be implemented to ensure that sanctions are fully removed and the automated sanction process continues.

Purpose of Memo

The purpose of this memo is to introduce BEACON edits designed to support staff in fully removing sanctions when the sanction is no longer applicable and to ensure that the automated sanction process continues when required.

**BEACON
Changes**

The purpose of this memo is to introduce the following BEACON edits to ensure that sanctions are fully removed, when appropriate, and the automated sanction process continues, when required. These edits are as follows:

- If a Level 4 Work Program (WP) sanction exists with a status of Pending or Sanctioned, and the case manager attempts to remove this EFRC (Eligibility Factor Reason Code), upon clicking Save, Next or Finish, a hard edit will require that the case manager cancel from the page and go to the Sanction page to remove the WP sanction. Once the Sanction page is completed (sanction removal reason entered) the associated AU and AP level WP sanctions will be automatically removed on the AU Composition Results page.
- A new hard edit will prevent Interview Wrapup, when Interview Wrapup request for a Level 3 or Level 4 Work Program sanction is deleted if the EFRC and/or the Sanction have not been removed. The edit will display for both manually-entered and batch-created WP sanctions. A message will instruct the case manager to go to the Sanction page to remove the sanction. Once the sanction page is completed, the new functionality outlined above will automatically remove the WP sanction reason(s) in AU Composition Results page.
- For reapplications and reinstatements, a new message will direct staff to remove an existing WP sanction from the Sanction page. Once the sanction page is completed, the new functionality outlined above will automatically remove the WP sanction reason(s) in AU Composition Results page.

These edits will ensure that sanctions are fully removed and will allow the automated processes to continue if a client again fails to cooperate with the Work Program requirements or Employment Development Plan.

Reminder: A Work Program sanction must only be removed if a client has verified cooperation, or has been determined exempt from the Work Program in accordance with 106 CMR 203.100, or has good cause as specified in 106 CMR 701.380.

**Policy
Reference**

TAFDC – 106 CMR 207.200 and 207.205.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
