

**BEACON NOTICE/FORM
ENGLISH SAMPLE**

DTA-DPC P.O. Box 4406
Taunton, MA 02780-0420

Massachusetts Department of Transitional Assistance

Mary Smith
1 Main Street
Fall River, MA 02720

Agency ID: 1111111

Date: 05/14/2015

Work Program Participation Update

Dear Bob Smith:

You will need to meet the work program requirement starting **06/15/2015**.

This is because your temporary meets compliance reason is ending on that date.

You have 4 months left for receiving TAFDC time-limited benefits.

You must work or participate in a work-related activity for 20 hours per week. You can do this by **working** or participating in a:

- Education or training activity;
- Community service; or
- Combination of activities.

You were given the TAFDC Work Program brochure when you applied. If you need another copy, contact your case manager John Jones at 508-999-9999.

If you cannot meet the work program requirement because of a good cause reason, contact your case manager John Jones at 508-999-9999. Good cause reasons include:

- illness or injury (you or someone you take care of);
- a family emergency;
- lack of child care;
- lack of transportation; or
- other reasons we approve.

Call the DTA Assistance Line at **1-877-382-2363** if you have trouble reading or understanding this notice, or have any specific questions about these changes.

Need help because of disability?

If you have trouble doing something we asked you to do because of a physical or mental health problem:

- Call a **Client Assistance Coordinator** for help. Call **1-877-382-2363** and ask to speak to a Client Assistance Coordinator.
- We may be able to give you extra help, or adjust a rule. This is called an **accommodation**. Talk to a Client Assistance Coordinator.