



ARCHDIOCESE OF BOSTON  
66 BROOKS DRIVE  
BRAINTREE, MASSACHUSETTS 02184-3839

Dear Transition Assistance Program Applicant:

Enclosed are several documents regarding the Transition Assistance Program (TAP), including a Summary Description and the Application for Benefits.

To apply for this benefit, please complete the Employee Certification and Application and send it to the Archdiocese of Boston Human Resources Office.

Following receipt of your application, Human Resources will notify you in writing of the status of your claim.

Also enclosed is a blank Affidavit of Employment Status and Job Search Activity. If your application is approved, you will be required to send a completed Affidavit to Human Resources every two weeks during the period you are unemployed and receiving TAP benefits.

Enclosed is a schedule of Affidavit due dates, pay periods, and corresponding pay dates. If we do not receive an Affidavit by the due date, you will not receive a TAP payment for that pay period. If an Affidavit is received late, a TAP payment will normally be made for that period on the next scheduled pay date. In cases where late Affidavit submissions are allowed, payment will be limited to one retroactive pay period. Further, at the Plan Administrator's discretion, TAP payments may be subject to final review and audit prior to payment. The Administrator reserves the right to deny retroactive payments at his/her sole discretion.

Prior to receipt of their second TAP payment, all TAP recipients must engage with Success Associates at least once for outplacement services in order to remain eligible for TAP payments. A two-page flyer describing Success Associates' services is enclosed.

If you become employed at any time during the duration of your TAP benefit, please notify Human Resources as soon as possible. In accordance with the TAP Plan Document, Participants shall be ineligible to receive benefits under the Program after the one (1) year anniversary of the Termination Date.

Please feel free to contact Human Resources with any questions.

**Archdiocese of Boston**  
**Transition Assistance Program Summary Description**

Human Resources Office  
66 Brooks Drive  
Braintree, MA 02184  
Phone: (617) 746-5825 Fax: (617) 746-5754

**Eligible Population**

Lay staff with one year or more of continuous service who work at least 20 hours per week (schools/other 10-month assignments require 24 hours per week) in parishes, Corporation Sole entities, and other enrolled Archdiocesan entities, who are not eligible for Massachusetts unemployment compensation insurance and/or federal unemployment compensation insurance or programs. Proof of denial of benefits from other available unemployment compensation programs and/or exhaustion of those benefits may be required.

**Qualifying Events**

A qualified involuntary job loss is any separation initiated by the employing unit except for gross and/or willful misconduct, or by reason of death, disability, or retirement. This includes, but is not necessarily limited to, reduction in force, job restructure/elimination, institution closing, and termination due to performance issues other than gross or willful misconduct. Gross and/or willful misconduct is defined as violation of written and/or normative standards of conduct. Examples include, but are not limited to, theft, destruction of organization property, sexual or racial harassment, insubordination, reporting to work under the influence of alcohol or drugs, engaging in felonious activity, falsification of records, serious policy violations, etc.

**Benefit Level**

A maximum of 50% of base weekly wage (reported pay from the 12 months just prior to TAP eligibility, divided by 52), to a maximum adjusted annually to reflect the Massachusetts unemployment benefit maximum. Benefits are payable bi-weekly for a maximum duration of 26 calendar weeks. Note that the duration will be extended to 30 calendar weeks during periods of high unemployment, to reflect the Massachusetts unemployment benefit duration maximum. Your benefit duration maximum will be confirmed for you in your approval letter. FICA, Medicare, Federal and State taxes are withheld. Voluntary deductions (*i.e.*, health benefits, 401(k), etc.) are not available. W-2 forms are issued at year's end. Outplacement and career counseling benefits are also available (see details below).

**When Benefits are Payable**

Benefits are not automatic. A Notification of Separation/Application for Benefits form must be filed with Human Resources. All claims are subject to review and approval by the Plan Administrator.

There is a Waiting Period for TAP benefits, which commences on the Termination Date and ends (but excludes) the first Sunday following the expiration of 7 calendar days after the Termination Date. Benefits will also be delayed based on other payments, including, but not limited to, payouts for unused vacation, severance benefits, or other contractual payments. In cases where severance payments have been made to a Participant, TAP benefits will begin immediately following the expiration of the severance payment period. In schools or other environments with a shortened work year, benefits are generally not payable until the beginning of the next work year, usually after September 1.

Continued payment is contingent upon periodic verification of an active job search and at least one meeting with the TAP outplacement counselor, Success Associates, during the first month of eligibility. Benefits will cease when the participant fails to meet the active job search requirements, verified through bi-weekly submission of a completed affidavit OR when the participant obtains comparable employment. It is the responsibility of the participant to notify Human Resources upon obtaining employment. In the event employment is accepted that is not comparable to previous employment, earnings up to one-third of TAP benefit payments during each pay period will be allowed without offset.



ROMAN CATHOLIC  
ARCHDIOCESE OF BOSTON

## **TRANSITION ASSISTANCE PROGRAM EMPLOYEE CERTIFICATION & APPLICATION**

Phone: (617) 746-5825 | E-mail: HR@rcab.org | Fax: (617) 746-5754 |  
Mail: RCAB, Attn: TAP-Human Resources, 66 Brooks Drive, Braintree, MA 02184

Employee Name: \_\_\_\_\_

Parish/Agency/School Name & Town: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Reason for Separation: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Address: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_

Phone (Home/Cell): \_\_\_\_\_

Do you anticipate receiving additional payments within the next year (i.e., wages from temporary or part time employment, retirement/pension, Workers' Compensation, long-term disability)?

☐

Yes

If Yes, please describe:

☐

No

I certify that the above information is accurate. I also certify that I am ready, willing and able to work as of the date of this application and that I will continue to recertify these conditions and my ongoing job search to qualify for TAP benefits. Finally, I acknowledge that I have received information pertaining to the Transition Assistance Program and understand the provisions thereof. I hereby apply for Transition Assistance benefits.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed, return by e-mail, mail or fax listed above. If approved, you will be notified, and a link provided to complete the application process online through Paylocity.



**TRANSITION ASSISTANCE PROGRAM**  
**AFFIDAVIT OF EMPLOYMENT STATUS & JOB SEARCH ACTIVITY**

Phone: (617) 746-5825 | E-mail: HR@rcab.org | Fax: (617) 746-5754 |  
Mail: RCAB, Attn: TAP-Human Resources, 66 Brooks Drive, Braintree, MA 02184

This affidavit can be completed online at catholicbenefits.org/tap or returned to the above by 4p.m. on the due date listed on the TAP Schedule.

**Name:** \_\_\_\_\_

**Job Search Dates (Refer to TAP Schedule):** \_\_\_\_\_ to \_\_\_\_\_

**Former Place of Employment:** \_\_\_\_\_

Three job search activities are required during the past two weeks. I have completed the below:

☐ Success Associates Session - Date of Session: \_\_\_\_\_

☐ Networking – Date of Meeting & Name(s) of Individuals/Networking Group Met With: \_\_\_\_\_

☐ **Name of Organization:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Outcome of Application: \_\_\_\_\_

Type of Job Search (check all that apply):

☐ Resume Sent      ☐ Interview      ☐ In-Person Application      ☐ Online Submission

☐ **Name of Organization:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Outcome of Application: \_\_\_\_\_

Type of Job Search (check all that apply):

☐ Resume Sent      ☐ Interview      ☐ In-Person Application      ☐ Online Submission

☐ **Name of Organization:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Outcome of Application: \_\_\_\_\_

Type of Job Search (check all that apply):

☐ Resume Sent      ☐ Interview      ☐ In-Person Application      ☐ Online Submission

**CERTIFICATION OF EMPLOYMENT & PAY STATUS**

This affidavit covers the two-week period typically ending on the Thursday prior to the TAP pay date. Please check all options below that apply to you.

☐ I certify that I am unemployed, capable of working, available for work and actively seeking work. I hereby authorize the Archdiocese of Boston to verify my employment search activity.

☐ I certify that during the period covered by this affidavit, I have earned the below. I understand, per the TAP Plan document, any wages earned in excess of 1/3 of my bi-weekly TAP benefits may be offset against my TAP payments.

Gross Wages: \$ \_\_\_\_\_

Employer Name: \_\_\_\_\_

**Signature:**

**Date:**

\_\_\_\_\_

## 2025 TAP Schedule

**Important:** We ask that you please remember to submit completed & signed Affidavits with 3 job search activities to HR on or before the due date for each pay period. Please note, areas that are shaded and/or **RED** indicate early deadlines due to holidays. These due dates allow us sufficient time to process your TAP payments timely, accurately, and efficiently.

You may choose to submit Affidavits by:

- **Email/Online:** [HR@rcab.org](mailto:HR@rcab.org) (include "TAP Affidavit" in the subject line) - [TAP Affidavit of Employment Status & Job Search Activity - Boston Catholic Benefits Connection - Boston, MA](#)
- **FAX:** 617-746-5754 *or*
- **US Mail:** Archdiocese of Boston, Pastoral Center, TAP Human Resources, 66 Brooks Drive, Braintree, MA 02184  
*or*
- **Hand Delivery:** Affidavits may be brought to the reception desk at the Pastoral Center (regular business hours only).

Affidavits <u>MUST</u> show 3 job search activities within the timeframes below:			Completed affidavits are due to HR on the following dates:	TAP Pay Dates (Bi-weekly, normally on Fridays)
Dec 15 (2024)	to	Dec 28 (2024)	Due to HR (Tues) Dec 24	1/3/2025
Dec 29 (2024)	to	Jan 11 (2025)	Due to HR (Thurs) Jan 9	1/17/2025
Jan 12	to	Jan 25	Due to HR (Thurs) Jan 23	1/31/2025
Jan 26	to	Feb 8	Due to HR (Thurs) Feb 6	2/14/2025
Feb 9	to	Feb 22	Due to HR (Thurs) Feb 20	2/28/2025
Feb 23	to	Mar 8	Due to HR (Thurs) Mar 6	3/14/2025
Mar 9	to	Mar 22	Due to HR (Thurs) Mar 20	3/28/2025
Mar 23	to	Apr 5	Due to HR (Thurs) April 3	4/11/2025
Apr 6	to	Apr 19	Due to HR (Tues) April 15	4/25/2025
Apr 20	to	May 3	Due to HR (Thurs) May 1	5/9/2025
May 4	to	May 17	Due to HR (Thurs) May 15	5/23/2025
May 18	to	May 31	Due to HR (Thurs) May 29	6/6/2025
June 1	to	June 14	Due to HR (Thurs) June 12	6/20/2025
June 15	to	June 28	Due to HR (Thurs) June 26	7/4/2025
June 29	to	July 12	Due to HR (Thurs) July 10	7/18/2025
July 13	to	July 26	Due to HR (Thurs) July 24	8/1/2025
July 27	to	Aug 9	Due to HR (Thurs) Aug 7	8/15/2025
Aug 10	to	Aug 23	Due to HR (Thurs) Aug 21	8/29/2025
Aug 24	to	Sept 6	Due to HR (Thurs) Sept 4	9/12/2025
Sept 7	to	Sept 20	Due to HR (Thurs) Sept 18	9/26/2025
Sept 21	to	Oct 4	Due to HR (Thurs) Oct 2	10/10/2025
Oct 5	to	Oct 18	Due to HR (Thurs) Oct 16	10/24/2025
Oct 19	to	Nov 1	Due to HR (Thurs) Oct 30	11/7/2025
Nov 2	to	Nov 15	Due to HR (Thurs) Nov 13	11/21/2025
Nov 16	to	Nov 29	Due to HR (Tues) Nov 25	12/5/2025
Nov 30	to	Dec 13	Due to HR (Thurs) Dec 11	12/19/2025
Dec 14	to	Dec 27	Due to HR (Tues) Dec 23	1/2/2026
Dec 28	to	Jan 10 (2026)	Due to HR (Thurs) Jan 8 (2026)	1/16/2026



# Success Associates Career Services

97 Bright Road, Belmont, MA 02478 [www.careersuccessassociates.com](http://www.careersuccessassociates.com)

Larry Elle Tel. (617) 325-4521 Email: [lelle@ix.netcom.com](mailto:lelle@ix.netcom.com)

## **RCAB Transition Assistance: Career Counseling Sessions with Success Associates Career Services**

**Session One:** In the first session, we will focus on helping the client assess their readiness, practically and emotionally, to search for work. Each client will be helped to clarify their career direction. We will also look at any emotional barriers to reemployment, i.e., issues of confidence, self-esteem, cognitive attitudes that can impede a successful job search.

A resume preparation form will be provided to help clients create a resume. A *Job Search Status Survey* is available to assess where a client will need help in their job search. Online career interest and skill assessments are also available to those seeking to move into a different job function and/or industry. This initial session will also help a client identify their “unique special advantage” and introduce them to PAR Statements, which help job applicants demonstrate their value to an employer.

Readings and helpful exercises will also be provided from the Career Success Binder of materials and the book *Secrets and Strategies For Success In An Uncertain World*, by Martin Yate. Goals will be set each week to encourage accountability, and clients will be encouraged to integrate stress management and confidence building activities into their job search routine.

**Session Two:** In this session, the client’s resume will be reviewed and suggestions made for improvement. Each client will also be given instructions about how to prepare a LinkedIn Profile, if appropriate. Teachers will be provided with detailed information about the specifics of applying for teaching work in the state of Massachusetts. Clients will also be instructed in how to compose Cover and Thank You letters to employers. Each session ends with goal setting for the next meeting. Readings and helpful exercises will be provided around networking from the Career Success Binder and textbook to help the client prepare for the third session.

**Session Three:** In this session clients will develop a working “value statement” or “Elevator Speech” to be used when networking and interviewing, with practice time spent delivering their speech with the counselor. The mechanics of networking will be explained and information about local networking groups and professional societies provided. Clients will be encouraged to utilize state funded One-Stop Career Centers and to join job search support groups. For those using LinkedIn, their profile will be reviewed and instructions provided on how best to use social media to “be found” by employers and to research potential employers and networking contacts. Goals will be set for the fourth session. Readings and helpful exercises around interviewing will also be provided from the Career Success Binder and textbook to help the client prepare for the fourth session.

**Session Four:** This session will focus on developing each client’s interviewing and self-presentation skills. Typical interview questions and answers will be discussed, practice time provided, and attention paid to how someone answers a question as well as to what they say. Measures to bolster confidence and self-esteem will be discussed with helpful activities assigned to reinforce job search resiliency. We will also discuss the roadblocks a person is encountering and propose ways to overcome those obstacles. Clients will leave with a Job Search Action Plan outlining the steps they need to take to land a job.

Each client will be asked to complete an evaluation form to provide feedback to Success Associates and the TAP Plan Trustees about the effectiveness of our program and to suggest ways to improve delivery of services.

Clients will be encouraged to participate in upcoming Job Search Success Teams for those who may want additional time and support for their job search.

# Job Search Success Team for Archdiocesan TAP Recipients Online via Zoom

In a **Job Search Success Team** you'll focus on setting goals, developing new job leads, researching and networking, and improving your resume and LinkedIn profile. You will master crucial job hunting skills like interviewing and find solutions to personal obstacles to reemployment.

If your job search is on hold, our group will fire you up and provide the momentum you need to land a job. Participants are expected to attend all five sessions and are encouraged to join a "Job Search Buddy Group" for ongoing work.

**Facilitators:** **Lawrence Elle**, MSW, a Certified Career & Job Transition Coach, and Networking Facilitator who pioneered *Success Teams* at Boston area outplacement centers. **TAP Recipients please note: Individual counseling also available at no cost!**

## Success Teams Help You

- **Land** a job sooner, saving you time & money
- **Strengthen** your confidence and motivation by developing high-impact job search skills
- **Expand** your networking skills while using company contacts to increase job opportunities
- **Increase** your ability to use *all* your capabilities by combining expert guidance within a supportive group context.
- **Improve** your networking, resume and interview skills through practice and critique



When you look for work by yourself, isolation, inexperience, and shaky morale hold you back. Success Teams use **Career Synergetics**® a powerful team process to help you realize your career potential. You'll find yourself working harder, enjoying it more and landing sooner.

## INTERESTED?

Today people need help with their job search and Success Teams provide help in an easy, fast, and affordable manner. A Success Team will form for interested former Archdiocese staff. Once enrollment reaches six people, a date will be set and the team will meet for five sessions. All participants receive the book *Knock 'em Dead: The Ultimate Job Search Guide*, and a Binder Workbook. Team meetings would be held online using Zoom online service. **Meeting dates to be determined depending on enrollment.**

**All costs are waived for Archdiocesan TAP recipients.**

**To Register:** Email Larry Elle at: [lelle@ix.netcom.com](mailto:lelle@ix.netcom.com) or call 617-325-4521.