



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

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Acting Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

January 19, 2022

Ms. Sabrina Jaar Marzouka  
Commissioner  
Dutchess County DSS  
60 Market Street  
Poughkeepsie, New York 12601

Dear Commissioner Marzouka:

I am pleased to inform you that your Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan for the period January 1, 2022 through December 31, 2023 is approved by the Office of Temporary and Disability Assistance (OTDA). A copy of your final plan is enclosed.

The plan will be made available to our Office of Administrative Hearings for use by administrative law judges when conducting employment-related fair hearings and will also be posted on the OTDA internet site. Any amendments to the plan necessary to reflect changes to your district's employment policies or procedures must be submitted to your OTDA Employment Services Advisor for review and approval.

We look forward to continuing to work with your office to help support your district's employment efforts.

Sincerely,

**/s/ SB 1/19/2022**

Stephanie Boshart  
Director  
Employment and Advancement Services  
Employment and Income Support Programs

Enclosure

cc: Christian Jones  
Beverly Powers  
Joanne Sinagra  
Daniel Juliano  
Emily Maher

# **Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan**

January 01, 2022 - December 31, 2023

## **Dutchess County**

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# 1. Administration

## 1.1 Administrative Structure

- a. This agency's organizational chart is attached. It identifies the units and staff within the agency that are involved in the operation of the district's employment program.  
*(Attachments must be uploaded to the system through the "Documents" screen prior to submitting the plan. Use the textbox below to provide any additional information.)*

The Dutchess County Department of Community and Family Services combined Temporary Assistance and Employment Units consists of a Director, an Assistant Director, TA/Employment Social Welfare Managers, Social Welfare Manager/Employment, Social Welfare Specialist/Employment, TA/Employment Social Welfare Specialists, Employment Office Assistant, TA/Employment Social Welfare Workers.

The TA/Employment workers are responsible for providing all employment related services, including applicant orientation and weekly applicant job search at the One Stop Career Center. Once a TA case is opened the TA/Employment worker is responsible for: assessments, development of employability plans, weekly job search, work activity assignments, monitoring of participation, training referrals and approvals, non-compliance conciliations, implementing sanctions, monitoring treatment plans for exempt individuals engaged in treatment/rehabilitation, to restore individuals to self-sufficiency and coordination and provision of supportive services, employment and retention services.

- b. Below is a description of the office(s) in and/or outside of the Department of Social Services that are involved in the operation of the district's employment program and include the responsibilities of each office.

The Department contracts with Dutchess County Regional Chamber of Commerce (DCRCOC), and Exodus for the provision of mentoring services for TANF and Safety Net-eligible recipients and both unemployed and employed individuals.

BOCES and Dutchess Community College (DCC) provide TABE testing, adult basic literacy, ESL, and HSE classes.

The Department contracts with the Dutchess County Workforce Investment Board (DCWIB) who currently administer the Community Solutions for Transportation (CST) program named "Way to Work Dutchess". They also provide a financial literacy component as part of their program.

Exodus provides employment services for post incarcerated individuals transitioning back into the community.

Legal Services of the Hudson Valley provide assistance to TANF and Safety Net- eligible applicants and recipients with SSI (D) applications and appeals process.

## 1.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

- a. Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and SNAP clients. These activities and services may include, but are not limited to: employability determinations; development of assessment and employment plans; conciliation and grievance activities; provision of work activities such as job readiness training; education and job skills training; monitoring and support for compliance with treatment plans for exempt individuals with the potential for restoration to self-sufficiency; job development; job placement and retention services; and other employment related activities.

Each contract listed in Table 1 contains an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis, and, if not a performance-based contract, a statement regarding use of a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, A-21 for educational institutions, or A-87 for State and local governments. Districts must maintain proper monitoring and oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Provider	Total Contract Cost/Year	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Dutchess County BOCES	\$179,718	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Job Readiness Training Job Placement, Job Search, Literacy Testing, Vocational Education, Work Experience Job Coaching, Employment Programs Info Dissemination
Dutchess County WIB	\$325,000	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input checked="" type="checkbox"/> Other NYS OTDA Transportation Initiative Funding	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Nonrecurring payments to meet employment related needs such as car purchase, repairs, insurance & registration, Driver training
Industrial Medicine Associates	\$190,000	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Alcohol & Substance Abuse Assessment & Treatment Monitoring
Dutchess County WIB	\$537,139	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input checked="" type="checkbox"/> Other TANF Summer Youth Employment	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Job Readiness Training Job Placement, Subsidized Employment
Exodus	\$121,172	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Career assessments, employment planning, case management services, job education and training, job placement, mentoring, budgeting & financial management, counseling services to formerly incarcerated or individuals on probation

Provider	Total Contract Cost/Year	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Legal Services of the Hudson Valley	\$79,568	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	SSI (D) applications and appeals process
Chamber of Commerce	\$130,837	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Career assessments, employment planning, case management services, job education and training, job placement, mentoring, budgeting & financial management

b. Table 2 includes agencies/providers that offer services to participants and to which the district expects to refer participants, but which have no direct financial agreement with the district.

Provider	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
ACCES VR	Others: NY State	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Job readiness training, job placement/coaching
Professional Culinary Academy	Local	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Vocational education
Workforce Investment Board/One Stop Career Center	Local Others: NY State	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Assessments, job readiness training, career counseling, supportive services

c. Monitoring and Oversight of TANF and SNAP E&T Funded Contracts/Agreements

Described below is the process used to monitor district held contracts/agreements with providers that use TANF and SNAP E&T funds for employment services:

DCFS incorporates Logic Models and outcome performance measures into every purchase of service contract and each contract requires program and outcome reports on a specified schedule. In some contracts achievement of the specified outcomes is tied to final contract payment with a holdback of 1% of the funds for each outcome not met. At the very least all contracted programs are required to report on outcomes at least quarterly. Program and outcome reports together with program vouchers are sent to the Social Welfare Specialist in the Quality Assurance Unit and the Principal Program Assistant who handles contract payments. Reports are forwarded to the appropriate Division Director for review and approval before payments are made. The Directors together with fiscal staff are also responsible for conducting Program Monitoring through the year. All of the contractors' reports are compiled into an annual Contract Performance Outcome Report.

### 1.3 OTDA Jobs Staff Agreement

- a. OTDA Jobs Program Services - Target Groups. Check all services and target groups that apply:

Services:

- Assessment/Employment Plan
- Supervised Job Search
- Job Readiness Training
- Job Club
- Job Placement Services
- Grant Diversion
- Job Development (employer outreach)
- WOTC pre-certifications

Target Groups:

- Applicants
- FA & SNA with children
- SNA without children
- SNAP
- TANF 200%

- b. Described below are the additional services/duties Jobs staff will be requested to perform (e.g. WTWCMS data entry, case conferencing, job fairs).

Dutchess County does not have JOBS program staff.

### 1.4 Access to Services at New York State Career Centers

- a. Described below is how the district provides access to its programs and services with Career Center partners (select all that apply):
- The district has employee(s) physically present at a Career Center
  - The district has contract staff physically present at a Career Center
  - The district makes available direct access to its program staff via phone or technology at a Career Center
  - The district makes available copies of the LDSS-2921 (Common Application) at a Career Center
  - Other:
- b. Described below is how the district coordinates with Career Center partners to provide services to the district's clients, including referral and information sharing mechanisms, or other collaboration such as participation on the local WIOA Business Services Team, etc.

The District has staff physically present at the Dutchess One Stop Career Center where they conduct the employment orientation and job search activities for applicants and recipients. District staff work closely with the One Stop Staff to engage TA applicants/recipients in any available and appropriate workshops at the Center. Contract staff from the DCWIB are also physically present at the One Stop Career Center and available for client referrals. Computers and phones are available for use to assist clients to apply for services as well as contact staff at the District for case related inquiries and information. The DCWIB Executive

Director and The TA Division Director meet routinely to discuss the partnership and ways to get clients engaged.

## **2. Orientation, Assessment and Employment Plan**

### **2.1 Orientation (Reference 18 NYCRR 385.5)**

- a. Check one of the following:
- The district provides orientation in accordance with 18 NYCRR 385.5 and no additional information is provided at orientation.
  - In addition to the requirements outlined in 18 NYCRR 385.5 of the regulations, the district's orientation provides the following:
- b. Described below is how the district completes the required orientation for all applicants and recipients of TA (e.g. in a group setting, individually, or a combination of both). Please include the orientation procedure for exempt individuals and non-exempt individuals, if different:

Orientation video is provided in a group setting for Temporary Assistance applicants. Each applicant signs in and brochures/written information included in the orientation video are made available to all. Applicants/Recipients are also notified that the Orientation video is accessible as a link on the DCDCFS website. They sign an attestation that they viewed the video.

To provide safety and assist in reducing the wait time for applicants in residential facilities the district has notified the community service providers of the availability of the orientation video on the DC DCFS website. and made the orientation video available to these community service providers (e.g. domestic violence shelters, drug/alcohol residences). This allows the providers to show the orientation video prior to the applicant coming to the agency. The applicant signs and brings in with them a signed attestation to the intake interview.

Orientation information is also individually reinforced and explained in detail at the employment intake and assessment appointments, which provides an opportunity for clarification and answering any questions the applicants may have. During intake assessment, as part of the orientation, clients are informed of their rights and responsibilities, the purpose of employment requirements, accommodations, and employment opportunities.

## 2.2 Temporary Assistance (TA) Employment Assessment

- a. The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a). Check one of the following:
- The district enters assessments directly into WTWCMS
  - The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTWCMS.
  - The district conducts assessments using a local equivalent tool, and later enters information into WTWCMS. Please attach the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:

- b. Described below is the district procedure for the completion of an employment assessment:

The TA applicant is given an appointment for the employment assessment by the TA/Employment worker or Specialist. The TA intake worker at the intake interview assesses all applicants for employability. Referrals are made for Domestic Violence, Mental Health/Substance Abuse victims and for vulnerable populations and protected classes as needed on a case by case basis. Referrals are made for individuals with HIV/AIDS to specific benefits designed for people with HIV/AIDS.

Applicants who state they are medically unable to work or to participate in work-related activities are asked for their health care provider contact information. Medical Report (LDSS-4526) is mailed to provider along with consent form for completion to be returned within 10 days. If the individual is not under medical care, he/she will be referred to IMA for an employability determination. Upon receipt of the medical report, if the applicant is deemed non-exempt or work limited, he/she will be enrolled in weekly applicant job search.

Within 30 days of TA case opening the recipient is sent an appointment for an in-depth self-sufficiency interview which includes the completion of the employment assessment and the development of the employability plan. Anytime there is a change in the recipients circumstances that affects employability, he/she is called in for an updated self-sufficiency interview to update the assessment and/or the employability plan. The change in circumstances may be reported by the recipient or may become known to the agency. In either case, the recipient will receive an updated assessment and employment plan.

- c. Which district administrative unit or contractor is responsible for conducting assessments?

The TA/Employment Unit, the Dutchess County Regional Chamber of Commerce and Exodus may complete the paper assessment (LDSS-4980) on individuals the District refers to their programs.

- d. Described below are the minimum qualifications of the employees conducting the assessment (refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)):

Graduation from a regionally accredited or New York State registered college or university with an Associate's degree. When such training is offered, TA/Employment staff is asked to obtain either credential as a Career Development Facilitator or a Family Development Worker once the employee has become permanent in the position.

- e. Are applicants in households with dependent children required to participate in completion of an employment assessment?  
 Yes  
 No
- f. Are applicants in households without dependent children required to participate in completion of an employment assessment?  
 Yes  
 No
- g. Are exempt adults in households without dependent children required to participate in completion of an employment assessment?  
 Yes  
 No

- h. How often and under what circumstances is the employment assessment updated?

Assessments are updated yearly at a minimum. An applicant or recipient may ask for an update anytime they have a change in circumstances that would warrant reassessment. Assessments are also updated at application, recertification or whenever there is a reason to believe that the individual has a physical or mental impairment that would limit their ability to participate in work activities or whenever changes in the individual's circumstances or activity assignments would warrant reassessment.

### **2.3 TA Employment Planning (Reference 18 NYCRR 385.6 and 385.7)**

- a. The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a). Check one of the following:
  - The district enters employment plans directly into WTCMS.
  - The district uses the LDSS-4978 (New York State Employment Plan) and later enters information into WTCMS.
  - The district develops individual employment plans using a local equivalent tool and later enters information into WTCMS. Attached is the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:
- b. Check one of the following:
  - The same administrative unit or contractor that conducts employment assessments also develops employment plans.
  - A different district administrative unit or contractor develops employment plans, and their qualifications include:
- c. Described below is the district procedure for the completion of an individual's employment plan:

Based on the information obtained in the assessment, the employment plan is updated by the TA/Employment worker to include short-term and long-term employment goals specific to the individual. The plan is created taking into account the individual's preferences. If a recipient's preferences cannot be accommodated in the employability plan, the plan shall record the reasons. The employment plan lists current work activities to be assigned as well as supportive services that the district will provide. The plan shall be explained to the

recipient. Any change to the plan shall be discussed with the recipient and documented in writing.

- d. How often and under what circumstances is the employment plan updated?

The employment plan is updated whenever the current goals are completed. The plan is also updated when the work activity assignment changes or when there is a reason to believe there is a physical or mental impairment that would shift the current goals and require new goals be created. When a client is reassessed this may also impact the individual's employment plan, and it would be updated at that time as well.

### **3. Engagement**

#### **3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f))**

- a. Federal requirements state that parents or caretakers must be engaged in work as soon as the district determines they are ready, but no later than within 24 months of receiving federally funded assistance. The district’s definition of “Engaged in Work” is:

Compliance with assessment, employment planning, all activities included in the individual’s Employment/Self-Sufficiency plan, including any need to attend treatment/rehabilitation programs, or any of the work activities listed in Section 4.1. Also included is pursuit of other forms of income such as SSI and SSDI.

- b. Described below is additional information regarding the district’s “Engaged in Work” requirements:

Compliance with assessment, employment planning, all activities included in the individuals Employment/Self-Sufficiency plan including any need to attend treatment/rehabilitation programs, or any of the work activities listed in Section 4.1. Also included is pursuit of other forms of income such as SSI and SSDI.

#### **3.2 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency**

- a. Described below is how the district accommodates non-English speaking participants' access to employment activities and services:

Dutchess County has a listing of individuals in the agency who speak languages other than English who can be called upon to translate. If this does not meet our needs, we use the AT&T Language Line Services. The listing and information on the AT&T service are listed in the DCDCFS Employee Handbook. All applications and documents are available in various languages. If an applicant/recipient speaks a language which is not currently available, efforts to translate will be made by seeking professional translation service.

### 3.3 Strategies/Procedures for Increasing Program Attendance

- a. Described below are the district policies and/or procedures used to reduce the number of times participants fail to participate in work activities. This includes absences with good cause:

During orientation, the TA/Employment worker stresses the importance of time and attendance and of having reliable daycare in place including backup daycare. Referrals are made to the Dutchess County Child Care Council for assistance with this. The TA/employment workers emphasize the importance of time and attendance in work activities for the non-exempt individuals and for the exempt individuals to any specific treatments, programs, etc. recommended by his/her treating health care provider(s). Upon assigning a recipient to work experience the individuals are scheduled to meet with a TA/Employment Specialist who will go over in detail the WEP agreement with a copy given to the participant. WEP agreement is translated into participant's language as needed. The Specialist reinforces all the points that are in the WEP agreement, including time and attendance, appropriate dress, and absences. Any absence requires immediate notification and a justification with reasonable proof, such as formal documentation of illness. time and attendance, appropriate dress, absences, all the points that are in the WEP agreement. The work sites supervisors are contacted no less than weekly to verify participants time and attendance and work performance. Work site supervisors are encouraged to contact the TA/Employment worker if there are any problems with the WEP participant. If possible the TA/Employment supervisor will schedule a case conference with the worker, WEP participant, WEP site supervisor, and any other department within this agency or outside agencies with whom the recipient is working with, to discuss and try to resolve the issue and, if possible, to avoid a sanction. Recipients are advised that their participation in work experience can be used on job applications and resumes and to use the WEP sites supervisor as a reference.

### 3.4 Strategies/Procedures for Engaging Sanctioned TA Participants

- a. Select all that apply:

Described below are the strategies the district uses to attempt to engage sanctioned participants as soon as they are sanctioned:

The district pro-actively tries to re-engage sanctioned clients. The Specialist schedules a required special eligibility interview with the client and the worker to resolve the reasons for the sanction at the beginning of the process. The district continues to meet with the sanctioned clients on a monthly basis until they come into compliance. All employable, sanctioned clients are referred to the Workforce Connections Program at the Dutchess County Regional Chamber of Commerce.

Described below are the strategies the district uses to attempt to engage sanctioned participants when the durational period of the sanction is completed:

All employable, sanctioned clients are referred to the Workforce Connections Program at the Dutchess County Regional Chamber of Commerce.

Described below are the strategies the district uses to attempt to engage sanctioned participants during different times in the sanction period:

The district continues to meet with the sanctioned clients on a monthly basis until they come into compliance. All employable, sanctioned clients are referred to the Workforce Connections Program at the Dutchess County Regional Chamber of Commerce.

### 3.5 Strategies for Reducing the Need for TA

a. Described below are the district’s strategies for reducing the need for TA:

The TA/Employment workers assess the need for items listed below to divert an individual from ongoing assistance:

Car purchase and repairs through the contracted Employment Related Transportation Service provider or DCDCFS - for individuals who are verified to be working and do not live and work within two miles of public transportation routes or timetable or need a car to perform the job function (i.e. CNA). Individual applying for purchase of a car must work his/her scheduled hours for two full weeks prior to us purchasing the car. We will pay for alternate transportation for this time period if necessary. Car value must be at or below NADA average retail book value and the vehicle being purchased must be inspected by an independent certified mechanic.

Rent and security to allow an individual to locate near a verified job.  
 Bus passes, train fare, taxi fare for transportation to a job until first paycheck is received.  
 Childcare to allow an individual to accept a verified job immediately.  
 Tools or clothing to allow an individual to begin a verified job.

## 4. Work Activities

### 4.1 Allowable Work Activities

a. Please select all the activities available to individuals receiving Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), and Supplemental Nutrition Assistance Program (SNAP) benefits. In the chart below, the case type is listed next to each activity available to it in the district.

Case Type	Activity and Definition
<input checked="" type="checkbox"/> FA	<b>Unsubsidized Employment</b> – Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self-employment and/or paid internships.
<input checked="" type="checkbox"/> SNA FAM	
<input checked="" type="checkbox"/> SNA Ind	
<input checked="" type="checkbox"/> SNAP	

Case Type	Activity and Definition
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Work Experience</b> – Unpaid work performed at a public or not-for-profit organization to enable a participant who has not obtained unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire training, knowledge, work habits, and work references necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provided training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Job Search</b> – The act of seeking or obtaining employment or preparing to seek or obtain employment and will include: looking for suitable job openings in a group or individual setting; making contact with potential employers; learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing; preparing and applying for, and/or interviewing for jobs and related activities.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Vocational Education</b> – Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training up to a four-year degree. Vocational education does not generally include basic or remedial education or English as a Second Language (ESL) but may include work focused general education and language instruction that is a regular or integral part of a vocational education program. Social services districts are responsible for ensuring that any such remedial education or ESL is a regular part of the program for participants with similar skill sets as the TANF/SNA MOE client, is determined necessary by the program provider, and is limited in hours to less than one half of program participation. Vocational education programs include the completion of activities that provide individuals the knowledge and skills to perform a specific trade, occupation or vocation. Vocational education must be provided by an education or training organization.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Secondary School</b> – Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalency (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalency. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a HSE diploma as determined necessary by the educational institution. Secondary School or HSE programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Job Skills Training</b> – Training or education in job skills to improve a participant's employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed, such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post-secondary education courses leading to a bachelor's or other advanced degree, or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction, or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client's assessment that such instruction is needed to improve the participant's employability.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Education Training</b> – Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant's employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, ESL instruction and education leading to a high school equivalency diploma as determined as necessary to improve the participant's job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills.</p>

Case Type	Activity and Definition
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<b>Job Readiness Training (JRT) Activities</b> – Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual’s employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<b>Subsidized Private Sector Employment</b> – Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<b>Subsidized Public Sector Employment</b> – Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<b>Community Service</b> – A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<b>Provision of Childcare for Individual Participating in Community Service</b> – Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<b>SNAP E&amp;T Supervised Job Search</b> – The act of seeking or obtaining employment through a job search that is directly supervised and may include: case management services, career exploration, interview preparation, job application assistance, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, job leads, and direct job referrals.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<b>On-the-Job-Training (OJT)</b> – Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<b>Other</b> – Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.

## 4.2 Job Development

- a. Does the district conduct or access job development services to expand job opportunities for TA and SNAP participants?

Yes

No

If Yes, select how the district participates in job development activities.

District staff contacts employers to solicit jobs for TA and SNAP Participants. Describe below how this is done, including number of staff, frequency of contacts, etc.

N/A

District contracts or has an agreement with another agency to contact employers and solicit jobs for TA and/or SNAP participants. Describe below how this is done, including number of staff, frequency of contacts, etc.

Vocational Education provider (BOCES) must provide a job referral and placement component. BOCES staff contacts employers in the area for job openings.

Dutchess County Regional Chamber of Commerce also makes direct job placements and referrals. This is done daily with all individuals referred to them.

The Department of Labor has job fairs and invites employers to recruit. DCDCFS clients are referred to these.

Exodus identifies employers willing to hire their participants and makes direct job referral.

## 4.3 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)

- a. Described below is how the district identifies appropriate education program providers for services of Adult Basic Education, High School Equivalency (HSE) diploma preparation, and English Language Instruction that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

The County approves the educational provider for low basic literacy, HSE (high school equivalency), and ESL based on past success and outcomes. The County refers applicants/recipients to these providers if they are not already enrolled.

Individuals between the ages of 16 - 17 without a high school diploma or HSE will have to return to high school. Individuals between the ages of 17 - 20 will have the option of returning to high school and obtaining a high school diploma or to be referred to BOCES or DCC for TABE testing for possible enrollment in low basic literacy or HSE classes. Anyone between the ages 21 - 59 without a high school diploma or HSE will also be referred to appropriate education program providers.

TANF 200% eligible recipients who have been referred to DCRCCOC Mentoring programs can be TABE tested and enrolled in HSE classes at BOCES or DCC. If the individual is assessed as being able to benefit from this, the low basic literacy or HSE classes are a

required work activity. Any individual who is not fluent in the English language is required to enroll in English as a Second Language (ESL) classes.

- b. Described below is how the district identifies appropriate program providers of Vocational Education and Job Skills Training programs that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

The County approves the Vocational Education and Jobs Skills Training providers based on past performance and successful outcomes. All WIOA approved training providers are made available to clients as appropriate.

- c. Described below are the process and guidelines workers follow to ensure that individuals who have not attained a basic literacy level and/or have not attained a high school diploma are offered the opportunity to participate in an educational activity:

All individuals are assessed, and their individual educational background reviewed. Individuals without a high school diploma or HSE will be referred for TABE testing. Based on the testing results the individual will be enrolled on low basic literacy or HSE. TABE testing and enrolling in low basic literacy or HSE are mandated work-related activities unless it is determined through their assessment that educational activities are not appropriate.

- d. Described below are the district's process and policy, including the guidelines workers follow, when determining whether participation in educational activities is approved for individuals who have not attained a high school diploma who are interested in participating in an educational activity. Include in this section instances when the district would deny participation in educational activities:

Upon completion of an assessment (applicant) or self-sufficiency (recipient) TA/Employment workers interview individuals between the ages of 17 -59 who do not have a high school diploma, HSE are referred to BOCES or DCC for TABE testing for HSE classes. Based on the results from this test the individual could then be enrolled in either low basic literacy or HSE classes or referred to ACCES-VR. TA/Employment workers can refer TANF and Safety Net recipients to BOCES or DCC for the HSE TABE test and provide brochures, orientation, and meetings. TA recipients working with the Chamber Workforce Connections Program can be enrolled/attend HSE classes at BOCES or DCC. Exodus also provides TABE testing and refers its participants to HSE classes.

Approvals are made on a case-by-case basis. The district may deny participation in educational activities if:

- 1) The recipient is able to compete in the existing job market with his/her current skills, work history and education, and/or
  - 2) The proposed course of study is unrealistic for his/her abilities.
  - 3) The individual does not meet the prerequisites for job entry in the proposed field of study, and/or
  - 4) The recipient has previously been terminated from DCFS sponsored training for failure to satisfactorily participate without valid and reasonable justification
- All may be reasons, among others, that the district may deny participation in educational activities.

- e. Described below is the district's process and policy for determining whether a participant is approved/assigned to participate in job skills or vocational education activities:
- 1) The recipient must be unable to compete in the existing job market with his/her current skills, work history and education, and/or
  - 2) The proposed course of study must be realistic for his/her abilities.
  - 3) The individual must meet the prerequisites for job entry in the proposed field of study, and
  - 4) The recipient must not have previously been terminated from DCFS sponsored training for failure to satisfactorily participate without valid and reasonable justification.
- For recipients meeting the above criteria we approve up to 12 months of job skills or vocational education
- f. Described below are the standards by which education and training providers are evaluated:
- 1) There must be a demand in the local job market for graduates of the program, and
  - 2) The education and training providers must prove that upon graduation the graduates are able to obtain jobs and maintain jobs in the field for which they have been trained, and
  - 3) The program must be one of proven effectiveness and by itself be sufficient to enhance the participants ability to obtain employment.
- g. Described below is the district's procedure for advising participants of approved training:
- TA/Employment worker provides information during assessment review and employability plan development. Information is also provided in the orientation packets. TA/Employment worker obtains applicant/recipient's input for self determination.
- h. Described below is the district's procedure for notifying participants they are approved for training or enrollment in a work activity:
- A letter is sent to each individual notifying him/her that the training has been approved, the dates the course should run, any supportive services that will be available to them to attend this training, and the requirement that they maintain passing grades of C's or better along with the possible consequences on not satisfactorily participating without good cause.
- i. Described below is how the district will monitor the high school attendance for 16-18 year-olds in order for them to retain their TA exempt status:
- School Attendance Form (LDSS-3708) and use of AFA codes in MyWorkspace.
- j. Described below is the district's procedure for ensuring that an individual's health related limitations are accommodated when assigning the individual to a work activity:
- The TA/Employment worker will identify and discuss with the individual and the work activity provider any health-related limitations. Participants limitations are stated in writing to the provider without disclosure of the medical condition or diagnosis. Recipients will not be assigned to a work activity that cannot accommodate their limitations. Where the work activity can accommodate the limitations, the recipient, the TA/Employment worker, and the work site provider will agree upon the job duties.

## 4.4 Post-Secondary Education Approval and Enrollment Policies

- a. Described below is the highest level of post-secondary level education that the district will approve as a work activity, up to a four-year college program:

We will approve 12 months of post-secondary education as long as the schooling meets the requirements set forth in Section 4.3(b)(e) Additional months may be requested and will be reviewed on a case by case basis but would not exceed 24 months.

- b. Described below is how the district will ensure that enrollments in post-secondary education beyond the 12-month lifetime limit are combined with a weekly average of at least 20 hours in paid employment activities which may include work study, work experience or community service:

We would assign to a 20 hour per week CORE activity such as job skills training.

- c. In accordance with 18 NYCRR 385.9(b), regardless of whether the college program is approved for the participant as an employment work activity, the district will approve as a work activity a work-study, internship, externship or other work placement that is part of a non-graduate student's curriculum unless one or more of the following conditions applies as checked below (Select all that apply):

- It has been determined that the student voluntarily quit their job or reduced earnings to qualify for initial or increased TA.
- A job or on-the-job training position that is comparable to the work-study, internship, externship or other work placement cannot reasonably be expected to exist in the private, public or not-for-profit sector.
- The student is not maintaining a cumulative C average (or the equivalent). The district may disregard this provision if the student documents an undue hardship.
- The institution or student fails to monitor and report information regarding the student's attendance and performance as required.
- The student fails to progress toward the completion of a course of study without good cause, as determined by the district.
- The student has previously enrolled in work-study, internship, or other work placement and failed to complete the work placement without good cause as determined by the district.
- Additional reasons as stated below:

## 5. Work Requirements

### 5.1 Meeting TA Work Requirements

- a. Described below is how the district plans to meet federal and State TA participation rate requirements. Include in this description the weekly hours standard participation requirements for individuals in the different case and household types, along with the typical time period it takes for nonexempt individuals to be engaged in activities for both newly opened cases and individuals whose status changed from exempt to nonexempt. (Information regarding engaging exempt individuals is entered in Section 9).

All TA non-exempt adults are scheduled for an employment assessment and up to 30 hours

of weekly job search activities, at intake and the weekly job search continues when the case is opened on WMS.

Exempt individuals are required to apply for any appropriate disability benefits and to follow up with all treatment and/or rehabilitation recommended by his/her treating physician(s). Ultimately, our goal is to engage all participants to their fullest potential and to assist them in becoming self-sufficient.

The TA/Employment worker is responsible for using the daily TA case opening report and scheduling new recipients for self-sufficiency interviews described in section 3.3(b). In addition, the worker is to use the daily TA reactivation report and schedule a self-sufficiency appointment if necessary and/or to re-engage in work activities.

If a medical is received indicating that an exempt individual has become non-exempt, the TA/Employment worker assigned to the individual's case sends an appointment letter for the individual to come in for a self-sufficiency interview. The individual is immediately assigned to appropriate activities. This is usually done within 10 days of receipt of medical documentation.

- b. Estimate the number of individuals expected to receive employment services for:

Household Type	Number Served
Households with Dependent Children Average Monthly	40
Households without Dependent Children Average Monthly	60

- c. Described below is how the district uses work participation management reports available through COGNOS or other reports and activities to monitor district progress toward meeting work participation requirements and ensuring full engagement by adults in work or work preparation activities:

COGNOS and other reports including those on the listing's menu on WTWCMS are utilized along with locally developed reports to monitor the engagement of individuals, the conciliation and sanctioning process, proper employability coding, number of hours each individual is participating, proper recording of employment and hours worked, and budgeting of income.

- d. Does the district assign TA applicants to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Use the "Additional Information" column in the chart below to describe how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

The district assigns TA applicants to Job Search.

- Yes  
 No

Applicant Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	15	30	<p>Non-exempt applicants are assigned to see a TA/Employment worker as part of the application process for Temporary Assistance. Upon completion of the applicant orientation, the worker gives each applicant an appointment notice for the job search, including the required number of job search hours, in-person applications, and Job Search Logs. At each orientation direct job referrals are given. Each week applicants are required to submit their Job Search Logs completed with names of employers, addresses along with names and telephone numbers of a contact persons and the length of time that each application and/or interview took, including travel time. At each applicant group job search the applicant is given an appointment notice for the next week, including the required number of job search hours, and, if needed, a new Job Search Log. The applicant is expected to do up to 30 hours of job search each week, unless we have documentation of special circumstances such as medical documentation by treating health care provider, stating the applicant is limited to a lesser specific number of job search hours. If the applicant were engaged in other approved work related activities the total number of combined hours would not exceed 40. Any online application that is for the same company for different locations is considered one job search.</p>
SNA Individuals	15	30	<p>Non-exempt applicants are assigned to see a TA/Employment worker as part of the application process for Temporary Assistance. Upon completion of the applicant orientation, the worker gives each applicant an appointment notice for the job search, including the required number of job search hours, in-person applications, and Job Search Logs. At each orientation direct job referrals are given. Each week applicants are required to submit their Job Search Logs completed with names of employers, addresses along with names and telephone numbers of a contact persons and the length of time that each application and/or interview took, including travel time. At each applicant group job search the applicant is given an appointment notice for the next week, including the required number of job search hours, and, if needed, a new Job Search Log. The applicant is expected to do up to 30 hours of job search each week, unless we have documentation of special circumstances such as medical documentation by treating health care provider, stating the applicant is limited to a lesser specific number of job search hours. If the applicant were engaged in other approved work related activities the total number of combined hours would not exceed 40. Any online application that is for the same company for different locations is considered one job search.</p>

- e. Does the district assign TA recipients to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Also include a description of how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

The district assigns TA recipients to Job Search.

Yes

No

<b>Recipient Job Search</b>	<b>Min. Contacts</b>	<b>Min. Hours</b>	<b>Additional Information</b>
TANF and SNA MOE	15	30	Recipients are required to submit Job Search Logs each week with names of employers, addresses along with names and telephone numbers of the contact persons, and the length of time that each application and/ or each interview took and travel time. Recipients are to spend up to 30 hours per week searching for a job unless participating in other approved work activities in which case the total number of hours of participation each week must total 30, unless we have medical documentation by treating physician(s) stating applicant is limited to a lesser specific number of job search hours. Any online application that is for the same company for different locations is considered one job search. Information is then entered into WTWCMS.
SNA Individuals	15	30	Recipients are required to submit Job Search Logs each week with names of employers, addresses along with names and telephone numbers of the contact persons, and the length of time that each application and/ or each interview took and travel time. Recipients are to spend up to 30 hours per week searching for a job unless participating in other approved work activities in which case the total number of hours of participation each week must total 30, unless we have medical documentation by treating physician(s) stating applicant is limited to a lesser specific number of job search hours. Any online application that is for the same company for different locations is considered one job search. Information is then entered into WTWCMS.

- f. Described below is the district's process and policy used for determining whether participation in self-employment is approved as part of an individual's required work activities, including the guidelines workers follow. If the district always approves self-employment as part of an individual's required work activities, please note this policy below.

An applicant or recipient who provides unlicensed childcare or is otherwise self-employed and receives less than the hourly minimum wage in payment will be required to participate up to 30 hours weekly of employment related activities, not to include the hours of provision of childcare or self-employment. We will allow two weeks for the applicant or recipient to give notice to the employer that they are required to pay minimum wage.

## 5.2 Meeting SNAP Work Requirements

- a. Described below is the extent to which the district requires NTA SNAP recipients to participate in SNAP E&T work activities. (Please note: Case management services must be provided to all participants enrolled in SNAP E&T activity):

Dutchess County does not mandate NTA/SNAP applicants or recipients to participate in SNAP E&T work activities.

- b. If the district is offering Supervised Job Search as an E&T activity component, describe below how the job search activity will be supervised and tracked, including the frequency of monitoring the participant's job search efforts.

N/A

- c. If the district is not mandating SNAP E&T work activity assignments, please describe below how NTA SNAP work registrants are informed of the services available, upon request, for assistance with job search activities. (Please note: At a minimum, districts are required to offer job search assistance to NTA SNAP applicants and recipients):

NTA SNAP work registrants are informed by their workers both at application and at recertification of the available services through the One Stop Center as well as availability of assistance with job search.

## 6. Quality Assurance/Work Verification

### 6.1 Quality Assurance Process - Random Case Sampling

Consistent with New York State's approved Work Verification Plan (WVP), and in accordance with the requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan to ensure that the data reported, from which their work participation rates are derived, are accurate. The plan must include the district's procedure for monitoring reported scheduled and actual attendance in paid employment and unpaid work activities and the controls in place to ensure that reported exemption statuses resulting in federal exclusions from the work participation rate calculation are accurately made, work eligible individuals are correctly identified, hours of attendance reported are accurate and documented, data entry is accurate and that the district and its providers adhere to the approved work activity definitions and the determination of countable excused absences and holiday reporting within federal limits. Each district must maintain the documentation to verify what is being reported to NYS OTDA.

Each district must describe how it will conduct periodic self audits to determine that system entries are consistent with documentation in case files. The district must also explain how it will choose the sample size, select sample cases and establish the review period (no less frequently than semi-annually). The plan must indicate the district will maintain documentation on all pertinent findings produced through its self audit process and that case records for all reviewed cases will be available for State and other auditors in their review of the local work verification system for the standard 6 year period associated with such reviews.

The district will sample cases from each month within the (6 month) semi-annual period. The October to March review will be due by May 20th. The April to September review will be due by November 20th. The results of these audits will enable the district to identify policies, processes or cases that may need corrective action.

After each self audit is completed, the district must submit a summary of findings to OTDA A&QI at [AQI.WV.SelfAudits@otda.ny.gov](mailto:AQI.WV.SelfAudits@otda.ny.gov) for State review including specific information on each of the errors identified. In addition, when monitoring reveals substantial problems, the district must describe the corrective action it will take.

The Quality Assurance (QA) plan must include the following elements:

- Ensure that documentation of wages and actual hours of employment is verified and accurately projected/reported and present in the case file, is actual and is projected correctly;
  - Ensure that the documentation for actual hours, supervision/attendance, excused absences, and holidays in other activities is present in the case file;
  - Assess whether participation in the work activities reported for work eligible individuals meets the approved federal definition for the activity;
  - Assess that the data entered into either WTWCMS, NYCWAY or other automated systems used for reporting work activities is accurate, including actual hours, excused absences and holidays; and is based on documentation in the case record; and
  - Ensure that documentation necessary to determine an individual to be exempt due to being the parent caretaker of a disabled household member (Employability Code 38 or 48), and/or parent or caretaker relative of a child in the household under 12 months of age, (Employability code 31), is present in the case file and that individuals meet the exempt status based on the required documentation.
- a. Below is the number of random sample cases of participation in paid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
- 
- b. Below is the number of random sample cases of participation in unpaid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
- 
- c. Below is the number of random sample cases in which a case member is reported as an TA employability code 38 – “Parent needed in the home full time to care for an incapacitated/disabled household member” or TA employability code 48 – “Needed in the home to care for an incapacitated child full time – time limit exemption”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
- 
- d. Below is the number of random sample cases in which a case member is reported as an employability code 31 – “Parent or caretaker relative of a child under 12 months of age”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
-

The district will review district worker or approved provider/vendor collected documentation and data entry of the above listed elements. The district will assess and verify that participation in the reported work activities listed above meet the State approved definition for the activity.

## **6.2 Use of Outside Providers/Vendors**

- a. Does the district utilize outside providers/vendors to collect documentation and enter data directly into WTCMS?
  - Yes
  - No
  
- b. If Yes, does the district's provider/vendor documentation collection, data entry and management of WTCMS follow the same process that would be used by the district worker?
  - Yes
  - No
  
- c. If No, describe below the process used:

## **7. Supportive Services**

### **7.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District**

- a. The district must provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide the following expenses, which the district deems necessary for the individual to participate in orientation, assessment, employment planning, approved work activities and activities to restore self-sufficiency:

Expenses for motor vehicles only when applicant/recipient does not live within two (2) miles of public transportation and who has no other means of transportation or who works during a time when public transportation is unavailable as follows:

- a) For an applicant or recipient owned motor vehicle up to \$1500, or the average retail value as listed in the NADA Appraisal Guide whichever is less for repairs if the applicant/recipient has a job or bona fide offer of employment or, if a recipient, he/she has been assigned to a work activity where such transportation is required and the motor vehicle will pass NY State inspection upon completion of the repair.
- b) Up to \$500, or the minimum down payment whichever is less towards a liability insurance premium or other insurance related fees excluding comprehensive and collision insurance premiums for an applicant/recipient owned motor vehicle that has passed New York State inspection.
- c) Up to \$6,500 for the purchase of a motor vehicle which will pass New York State inspection for a recipient who has a New York State drivers license and a full time job or a bona fide offer of employment if a motor vehicle is otherwise unavailable from community resources.
  - i. The motor vehicle dealer must provide a minimum 30-day written guarantee.

- ii. Car value must be at or below NADA average retail book value
- iii. Prior to a vehicle being purchased an inspection by an independent certified mechanic will be completed.
- iv. Individual applying for the car must work his/her scheduled hours for six full weeks prior to DCDCFS purchasing the car. DCDCFS will pay for alternate transportation for this time period if necessary
- d) Funds for motor vehicle registration of a client owned motor vehicle.
- e) Funds for obtaining or renewing a NYS driver's license including fees for mandatory 6 hour class when needed to get or retain job or job promotion.
- f) Recipients who own their own vehicle and do not live within 2 miles of public transportation will be issued mileage reimbursement at the at the current IRS business mileage rate per mile to travel to and from approved work activities.
- 2. Expenses in order to take public transportation to participate in employment activities or to report to paid employment until recipient's first paycheck is received.
- 3. Expenses for uniforms or necessary clothing required to participate in employment or employment activities up to \$150 upon request. Repeat requests will be evaluated on a case-by-case basis.
- 4. Tuition, academic fees, books supplies for recipients who have been referred and approved by DCDCFS to training or education activities. For trainings or schooling that requires tuition payment, the recipient is required to utilize any available student financial aid programs available; it is their responsibility to repay any financial aid.
- 5. Expenses required for taking the exams for professional certification necessary to obtain employment including travel expenses.
- 6. Expenses for tools and equipment necessary to participate in an approved work activity or a specific job not to exceed \$500 per activity or job.

- b. Indicated below are the services the district will use to assist those participants who need transportation to and from an approved work activity site, including any applicable mileage reimbursement rate, and the method used by the district to arrive at that reimbursement rate. OTDA policy establishes a mileage reimbursement rate of no less than the IRS established rate for medical/moving purposes. In all instances, should the actual cost of transportation needed to participate in an assigned work activity exceed the reimbursement rate determined by the district, the district will reimburse for the actual costs based on reasonable documentation submitted by the work activity participant. (Select all that apply)
  - Bus pass/token
  - Gas card/voucher
  - Mileage reimbursement at IRS Business rate (effective 1/1/21 is 56 cents/mi)
  - Mileage reimbursement at IRS Medical/Moving rate (effective 1/1/21 is 16 cents/mi)
  - Other mileage rate (please explain methodology used to establish reimbursement rate):
- c. OTDA policy establishes a distance not to exceed two miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. Describe below the distance an individual may be required to walk, each way, to a work activity or to access public transportation:

The agency will make diligent efforts to secure transportation for recipients who live more than two (2) miles from public transportation, including the offer of a referral to housing so that recipient can relocate to an area that is within 2 miles of public transportation.

Where the lack of transportation is a direct barrier to participation in a work activity the agency will make a reasonable effort to assign the recipient to an appropriate work activity

at a site as close as possible to their home. At the initial and any subsequent contacts, the TA/Employment worker together with the individual develops a transportation plan to get to and from a work activity site.

We will accommodate individuals with medically documented work limitations. Bus schedules will be provided to applicants and recipients and travel routes explained in detail by employment workers. Bus passes will be made available for any work activities approved by TA/Employment staff, including job search.

For recipients who live more than two miles from their work activity site, public transportation rates will be issued or, with a documented physical condition, arrangements will be made with the Dutchess County Loop transportation system to provide appropriate transportation.

Recipients who own their own vehicle and do not live within two (2) miles of public transportation will be issued mileage reimbursement at the current IRS Business rate per mile to travel to and from work activities approved by TA/Employment staff

- d. Described below are the services the district will provide to assist individuals at risk of needing TA to improve their opportunities for employment or to maintain their employment:

The same supportive services listed in Section 7.1 are available to individuals applying who are not financially eligible for on-going assistance but are in need of emergency services. All employable TA applicants are enrolled in Applicant Job Search.

For applicants who are employed but at risk of losing their job because of child care, they may be referred to the Dutchess County Child Care Council for help securing providers and low income child care for possible financial help.

Vehicle assistance will be considered by the same criteria as for recipients as follows if a recipient or emergency applicant cannot be accommodated by 7.1.b the following services will be considered, individually or collectively as diversion services until first paycheck is received.

Minimum payment to continue or initiate car insurance coverage;

Client owned car repairs assessed/validated by a DCDCFS appointed repair shop, three cost estimates based on safety and DMV standards and NADA average retail value of the vehicle. Cost of repairs not to exceed \$1,500 or value of vehicle;

Payment of car loan installments to prevent repossession if cost effective;

Purchase of a used car through dealer is to be inspected prior to purchase by a DCDCFS appointed shop (not to exceed \$6,500) and a minimum 30 day written guarantee from dealer  
Cost of DMV vehicle registration

All applicant/recipient owned vehicle issues for purchase or repair require the applicant/recipient to have a "clean" and valid NYS license.

## 7.2 Post-Employment/Transitional Supportive Services

- a. Described below are the supports and strategies the district will provide to support job retention:

Mentoring services through the Chamber of Commerce and through Exodus;  
Transitional SNAP benefits  
Transitional Medicaid  
Transitional Child Care

- b. Described below are the support services (for up to 90 days after case closing) the district will provide to individuals whose TA cases have closed due to employment:

Mentoring services through the Chamber of Commerce and through Exodus;  
Transitional SNAP benefits  
Transitional Medicaid  
Transitional Child Care  
Individuals will also have access to computers at the One Stop Center.

## 7.3 Extended Support Services

- a. Described below are the support services the district will provide for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines. These services can be provided as long as funding is available (FFFS, etc.):

As long as funding is available (through FFFS, etc.), the district will provide the following supportive services for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines:

vocational education training for approved Temporary Assistance individuals who are eligible under the 200% of poverty income eligibility guidelines to enable them to obtain or retain employment or to upgrade their skills.

Through the Way Work Program operated by the Dutchess County Workforce Investment Board, eligible clients may receive: employment training referral; basic financial literacy training; car literacy training; basic vehicle maintenance instruction; Learner's Permit and Driver's License renewal assistance; driver experience training; Defensive Driving training; follow-up services; program outreach & referral.

## 8. Conciliation, Sanction and Dispute Resolution Procedures

### 8.1 Conciliation

- a. The district's conciliation process for TA applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(a). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below).

- In person
- By phone
- By mail

An applicant for Temporary Assistance that fails to comply with job search and/or assessment will be issued a notice of denial that informs the TA applicant that without good cause, the individual has refused or failed to comply with employment requirements. TA applicants are conciliated for SNAP when applicable.

The Agency will issue a recipient a Conciliation Notice through WTWCMS that indicates that a failure or refusal to participate has occurred, and that the recipient has a right to provide reasons for such failure or refusal to participate. A Safety Net family/ individual, and a Family Assistance recipient will be required to respond by the timeframe as required by their case type.

If the applicant/recipient does not respond within the allotted time, a ten-day notice of intent to reduce or discontinue Safety Net family/individual or Family Assistance will be sent.

If the recipient does respond within the allotted time, the recipient will be responsible for providing Agency staff with reasons for his/her failure or refusal to comply. This may be done in person, by phone or by USPS. If the Agency staff determines that, the failure to comply was willful and without good cause, a ten-day notice of intent to discontinue or reduce temporary assistance will be issued.

Every effort will be made to engage the individual in an approved work activity and avoid a sanction.

- b. Who makes the TA good cause/willfulness determination? (Select all that apply)

- The client's employment worker
- A supervisor in the district
- A separate entity (describe below):

- c. The district's conciliation process for SNAP applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(d). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below)

- In person
- By phone
- By mail

A SNAP applicant/recipient who has failed to comply with employment requirements will be sent a Conciliation Notice through WTWCMS. The individual is given 10-days to respond and to provide reason for non-compliance. If the recipient fails to respond to the Conciliation Notice by the deadline given (the 10th day) in the notice, a 10-day notice of intent to

discontinue or reduce their SNAP benefits for a duration of 1 months, 3 months, or 6 months will be issued.

All available information is considered in determining willfulness and good cause even if the individual fails to respond to the conciliation notice.

- d. Who makes the SNAP E&T good cause/willfulness determination? (Select all that apply)
- The client's employment worker
  - A supervisor in the district
  - A separate entity (describe below):

All TA and SNAP intake and undercare staff can make the determination of good cause for SNAP E&T.

- e. Described below is the district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction:

A SNAP recipient who has failed to comply with employment requirements will be sent a Conciliation Notice through WTWCMS advising him/her that he/she can avoid a SNAP sanction by completing 5 job searches within the 10 days. A SNAP job search log will be sent with the Conciliation Notice.

## 8.2 Sanction

- a. Described below is the district's procedure for determining compliance for those TA recipients who wish to end their employment sanction (18 NYCRR 385.12, 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

The district requires that an individual who wishes to end their employment sanction come into compliance with the employment activity that he/she failed to comply with originally. The district requires compliance with the activity for 10 consecutive working days to demonstrate ongoing willingness to comply. In such instances where it is not feasible for the client to comply with the original activity, such as a sanction for a recipient voluntary job quit, the district will first look to assign the client to the Work Experience Program and require that the client demonstrate compliance with this activity. If there is no available WEP site at the time the client states he/she is willing to comply with employment requirements he/she will be assigned to do 10 consecutive working days of job search and be required to demonstrate compliance with this activity.

For those individuals who wish to end their employment sanctions who have completed the minimum duration and now claim he/she is unable to work, we will issue a DSS-4526 to be completed by the treating physician(s) or, if there is no treating physician, he/she will be given an appointment for IMA . Compliance will not be longer than the 10 days for a non-exempt individual.

Once the individual has demonstrated compliance by participating in an approved work activity for 10 consecutive days or has documented an inability to participate in work activities, benefits he/she had will be restored retroactive to the date the he/she indicated a

willingness to comply or claimed to be unable to participate (but no earlier than the expiration of the minimum duration period).

- b. Describe below the district's procedure for determining compliance for those SNAP recipients who wish to end their employment sanction (18 NYCRR 385.12, 18 NYCRR 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

A SNAP recipient can end their sanction by providing documentation of an exemption at any time during the duration of the sanction or when the duration is concluded.

A SNAP recipient who is not exempt can be added back onto an active case once their sanction duration has concluded. This will be addressed in the same manner as above once the duration of the sanction is within 10 days of ending giving the individual the earliest possible opportunity to have the sanction lifted. SNAP benefits are restored effective the first of the month following the month of compliance, but no earlier than the expiration of the minimum duration period. They would be added the month following the duration conclusion. If there is no active case, a new application would be completed once the sanction duration has expired and the case could be opened from the date of application.

### **8.3 Dispute Resolution**

- a. The district's procedure for individuals who wish to dispute their work activity assignments, including individuals who dispute the district's response to their request for health-related accommodations must be conducted in accordance with 18 NYCRR 385.11(c). Indicate below who mediates the grievance.
  - An independent entity which has an agreement with the district
  - Supervisory staff who are trained in mediation and who have no direct responsibility for the individual's case
  - Designated supervisory staff who have no direct responsibility for the individual's case and who are not trained in mediation

## **9. Disability Determinations, Documentation and Requirements of Exempt Individuals**

### **9.1 Disability Determination Process and Tools**

- a. The district's process for determining an individual's disabilities and/or work limitations must be in accordance with 18 NYCRR 385.2(d). Indicate below what the district's process is for determining an individual's disabilities and/or work limitations. (Select all that apply, and describe the process)
  - District participates in the OTDA managed contract for independent medical evaluations.
  - District contracts directly with a physician to provide independent medical evaluations.
  - District accepts physician's statement provided by participant.
  - District accepts physician's statement provided by participant but refers for an independent evaluation when deemed necessary
  - Other process

An applicant or recipient who claims to be unable to work or who has limitations regarding employment or participation in work-related activities will be issued an LDSS- 4526 to be completed by all his/her treating health care provider(s) and to be returned to the agency within 10 days. Extension may be granted with good cause. Upon receipt of the completed medical report(s), the agency will determine the applicant/recipient's ability to work and any limitations he/she might have with respect to employment or participation in work-related activities. The LDSS staff may decide if the recipient's medical documentation is sufficient to make a decision. The worker will send either an LDSS-4005 or a DSS-4005(a) to the client notifying him/her of the disability determination and the right to request a fair hearing.

The LDSS staff may refer individuals either who claim to have a physical or mental impairment or who it suspects of having a physical or mental impairment to IMA for a determination of the individual's medical condition.

- b. Indicated below is the process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited and describe the process by which the determination is made. (Select all that apply)
- District directs the contracted physician or individual's physician to determine status.
  - District review team reviews and determines status (described below).
  - Specialized disability/medical staff or unit reviews and determines status (described below).
  - Other

The TA/Employment Supervisor and/or staff designated by the TA intake TA/Employment Directors can review all available medical documentation and make the determination of status. Phone calls will be made by the worker who requested the medical report to any of the treating physicians to request any additional documentation that may be required. The LDSS staff may refer individuals either who claim to have a physical or mental impairment or who it suspects of having a physical or mental impairment to IMA for a determination of the individual's medical condition.

## 9.2 Mental Health Screening and Assessment

- a. In addition to screening for a disability as part of the application or disability determination process, does the district administer a screening tool for TA participants to help determine whether a referral for a mental health evaluation is warranted?
- Yes
  - No
- b. Describe the district's policy for determining when a program participant is offered a mental health screen:
- c. What screening tools does the district use? (Select all that apply)
- LDSS 5009 - Mental Health Screening Tool
  - The computer assisted version of the Modified Mini Screening tool (MMS)
  - Other Screening tool (describe below)
- d. If using the MMS, indicate below the district's cutoff score (7, 8 or 9) for referral to a mental health evaluation.

- e. Describe below the procedure the district uses if the screening tool warrants a mental health evaluation referral

### **9.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))**

- a. An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist them in recovering from a mental or physical impairment, accept referral to and enrollment in a program of vocational rehabilitation, training, and/or other essential rehabilitation, and provide requested evidence that the individual is participating in the assigned program.

Described below is the district's procedure for determining if an individual, who is unable to work due to mental or physical impairment, has the potential through treatment or other rehabilitative activities to improve the ability to work. This determination is different from the determination of the individual's disability exemption as covered in Section 9.1 of this Plan. Indicate who makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities (e.g., medical practitioner, employment worker, TA worker, local review team, etc.). Also indicate the source and type of information used to make the determination (e.g., information from individual's medical practitioner, district contracted provider, specialist evaluation obtained as result of district referral, etc.).

The TA/Employment Supervisor and/or staff designated by the TA/Employment Director can make the determination that the individual can either be restored to or improve their employability through treatment and/or rehabilitation activities. This determination is based on the medical documentation from the individuals treating health care provider(s) and/or IMA.

- b. Described below is the district's procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc.

TA/Employment worker develops an employability plan requiring the individual to participate in all treatment and/or rehabilitation recommendations of the individuals treating health care provider(s) or IMA. In addition, clients may be referred to Legal Services of the Hudson Valley as appropriate for SSI(D) applications or appeals.

- c. Described below is the district's procedure for tracking the participant's compliance with their treatment plan, including who in the district is responsible for monitoring compliance. Include elements such as monthly confirmation of attendance at rehabilitation or other factors to judge participation and progress, along with how often the treatment plan is updated.

The recipient is required to provide monthly attendance and progress report by the 5th of each month for the previous month's attendance until agency receives confirmation from the treating health care provider(s) that the treatment and/or rehabilitation is completed.

## **10. District Certification**

### **10.1 Certification**

As a condition of the receipt of federal and State funds the Local District Commissioner of Dutchess County Department of Social Services submits this Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for TA and SNAP applicants and recipients for the period January 01, 2022 through December 31, 2023. Submission of this Plan certifies that the district has read and accepts the terms of this certification and hereby affirms that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan.

1/12/2022  
Sabrina Jaar Marzouka  
Commissioner

# TRANSITIONAL AND SUPPORTIVE ~ TA INCARE/EMPLOYMENT

