

**Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan  
January 1, 2016 – December 31, 2017**

**DUTCHESS County**

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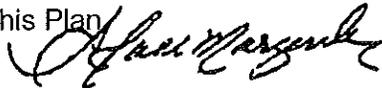
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**Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan  
January 1, 2016– December 31, 2017**

**Section 1- Assurances**

As a condition of the receipt of federal and State funds the DUTCHESS County Department of Social Services submits this Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) applicants and recipients for the period January 1, 2016 through December 31, 2017. As Commissioner of DUTCHESS County Department of Social Services, I hereby affirm that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan



\_\_\_\_\_, Social Services Commissioner

**November 25, 2015**, Date

Amendments to this Plan:

<b>Date Approved OTDA</b>	<b>Section Amended</b>	<b>Pages Effected</b>

(To be completed by OTDA)

## Section 2 Administration

### Section 2.1 Administrative Structure

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.

Following 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. The responsibilities of each office are described below.

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. 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.

The Department contracts with Dutchess County Regional Chamber of Commerce for the provision of mentoring services for TANF - eligible: unemployed and employed individuals, and the Transitional Advancement Employment Program known as iTRAIN, which provides individuals with comprehensive job seeking, job retention services, and wage subsidy for the employer for a specified amount of time as defined in their contract; The Responsible Parent Initiative is for individuals who are potentially subject to or are actually serving a sanction for non-compliance; The Youth Employment Services Program (YES) engages youth ages 14 - 18 in internships and part-time paid employment and provides tutoring while in school.

BOCES provides intensive case management services for sanctioned individuals and to those not fully engaged in work activities. They also administer the Community Solutions for Transportation (CST) program, TABE testing, and trainings.

### Section 2.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

**Table 1 - Contracts Associated with TA and SNAP Employment Programs and Services**

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 necessarily limited to, employability determinations, development of assessments 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.

<b>Provider</b>	<b>Total Contract Cost (per year)</b>	<b>Funding Source(s) (Check all that apply)</b>	<b>Categories of Clients Served (Check all that apply)</b>	<b>Programs, Services or Activities Provided</b>
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Provider	Total Contract Cost (per year)	Funding Source(s) (Check all that apply)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
DC BOCES	\$302,770.	<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"/> SN Family <input checked="" type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Work Place Skills Training Job Readiness Training Job Placement, Job Search, Literacy Testing, Vocational Education, Work Experience Job Coaching, Employment Programs Info Dissemination
DC BOCES	\$74,418.00	<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"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Intensive Case Management services for those being sanctioned or in jeopardy of being sanctioned.
DC BOCES	\$277,500.	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input checked="" type="checkbox"/> Other NYS OTDA Transportation Initiative	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Transitional Employment
DC WIB	\$367,264.00	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input checked="" type="checkbox"/> Other TANF SYEP	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Job Readiness Training Job Placement, Subsidized Employment
DC Dept of Mental Hygiene	\$293,562.00	<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"/> SN Family <input checked="" type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Alcohol & Substance Abuse Assessment & Treatment Monitoring, Jail -based Services-linkage to community MH & substance abuse services
DC Regional Chamber of Commerce	\$771,226	<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"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Job Mentoring & Workforce Skill Enhance Training Responsible Parent Initiative Youth Employment Services  Older Youth Employment Services
Total	\$2,086,740.00			

**Table 2 – Other Service Providers**

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 (e.g., WIOA programs, SED funded services, OTDA Wage Subsidy providers).

Provider	Funding Source(s) (if known)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
		<input type="checkbox"/> FA <input type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
		<input type="checkbox"/> FA <input type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
		<input type="checkbox"/> FA <input type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
		<input type="checkbox"/> FA <input type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	

**Section 2.3 OTDA Jobs Staff Agreement**

**OTDA Jobs Program Services – Target Groups**

(“X” signifies those that apply in this district)

<b>Services</b>		<b>Target Groups</b>	
Assessment/Employment Plan	<input type="checkbox"/>	Applicants	<input type="checkbox"/>
Supervised Job Search	<input type="checkbox"/>	FA & SN with children	<input type="checkbox"/>
Job Readiness Training	<input type="checkbox"/>	SN without Children	<input type="checkbox"/>
Job Club	<input type="checkbox"/>	SNAP	<input type="checkbox"/>
Job Placement Services	<input type="checkbox"/>	TANF 200%	<input type="checkbox"/>
Grant Diversion	<input type="checkbox"/>		
Job Development (employer outreach)	<input type="checkbox"/>		
WOTC pre-certifications	<input type="checkbox"/>		

**Other Services Requested**

Described below are additional services/duties which will be requested of Jobs staff (e.g., WTWCMS data entry, case conferencing, job fairs)

Dutchess County does not have any JOBS staff.

### **Section 3 Engagement and Work Preparation**

#### **Section 3.1 Federal "Engaged in Work" Requirement (Reference 18 NYCRR 385.2 (f))**

For purposes of satisfying the federal requirement which states 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 3.4. Also included is pursuit of other forms of income such as SSI and SSD.

#### **Section 3.2 Orientation (Reference 18 NYCRR 385.5)**

Check one of the following:

- The district provides orientation in accordance with 18 NYCRR Section 385.5 and no additional information is provided at orientation.
- In addition to the requirements outlined in 18 NYCRR Section 385.5 of the regulations, the district's orientation provides the following:

Described below is the manner in which the district completes the required orientation for all applicants and recipients of Temporary Assistance (e.g., done in a group setting or individually or a combination of both), including 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 to all.

To provide safety and assist in reducing the wait time for applicants in residential facilities the district has 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 assestation to the intake interview. Orientation information is also individually reinforced and explained in detail at the employment intake and assessment appointments.

#### **Section 3.3 Assessment and Employment Planning**

##### **Temporary Assistance Assessment (Reference 18 NYCRR 385.6 and 385.7)**

- a. Check one of the following:

The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a):

- 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. Attached is the local equivalent.
  - The local equivalent does not contain additional elements other than what is required.
  - The local equivalent does contain additional elements beyond what is required, listed below:

b. Describe the local 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. Applicants that state they are medically unable to work or to participate in work-related activities are given Medical Report (LDSS-4526) for completion by their treating health care provider(s) 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(s), if the applicant is deemed to be non-exempt or work limited, he/she will be enrolled in weekly applicant job search.

The District uses the WTWCMS Assessment Summary and if necessary, the LDSS-4980 paper assessment. The district completes the required elements and the medical section of the employment assessment at application. The recipient will be called in within 30 days of the TA case opening to complete the rest of the employment assessment.

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.

Dutchess County Regional Chamber of Commerce may complete the paper assessment (LDSS-4980) on individuals the District refers to a Chamber program, only as requested by DCDCFS TA/Employment staff. DCRCCOC will return the LDSS-4980 within 48 hours of completion. The TA/Employment office assistant will enter the information in the assessment section of WTWCMS. The TA/Employment worker will schedule a self-sufficiency interview and complete an employability plan and assign the recipient to appropriate work-related activities based on the information from the assessment and interview.

c. The district administrative unit or contractor responsible for conducting assessments is:

The TA Employment Unit and the Dutchess County Regional Chamber of Commerce may complete the paper assessment (LDSS-4980) on individuals the District refers to a Chamber program.

- d. The qualifications of the employees conducting the assessment are at minimum: [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 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. Applicants in households with dependent children are required to participate:

Yes  No

- f. Applicants in households without dependent children are required to participate:

Yes  No

### Temporary Assistance Employment Plans

(Reference 18 NYCRR 385.6(b) and 385.7(b))

- a. Check one of the following:

The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a):

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.

The local equivalent does not contain additional elements other than what is required.

The local equivalent does contain additional elements beyond what is required, listed below:

The TA/Employment worker is required to complete all the required and optional sections of the employability plan on TA recipients.

- 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:

### Section 3.4 Participation Rates and Work Activities (Reference 18 NYCRR 385.8 and 385.9)

- a. Described below is how the district plans to meet federal and State Temporary Assistance participation rate requirements. Included is the weekly hours standard participation requirement 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 who status changed from exempt to nonexempt. Information regarding engaging exempt individuals is entered in Section 6:

All TA non-exempt adults are scheduled for an employment assessment and up to 40 hours of weekly job search activities, with a minimum of five in person job applications, at intake and the weekly job search continues when the case is opened on WMS. Adults who claims a physical and/or mental inability to work or participate in work-related activities at intake or at any time his/her case is active is given 10 days to have LDSS-4526 completed by his/her treating health care provider(s). If the individual does not have a treating health care provider a referral to IMA is made. 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.

An applicant or recipient who provides unlicensed child care or is otherwise in other self-employed and receives less than the hourly minimum wage in payment will be required to participate 40 hours weekly of work-related activities, not to include the hours of provision of child care or the employment. We will allow two weeks for the applicant or recipient to give notice to the employer.

The TA/Employment worker is responsible for using the daily TA case opening report and scheduling new recipients for self-sufficiency interviews that include assessment ,employability plan and assigning to appropriate work-related activities, including job search, not to exceed 40 hours per week for all work-related activities. 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 which includes completion of a new assessment and employability plan. 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 served averaged monthly:

	Households with Dependent Children	Households without Dependent Children
Individuals	85	65

- c. Described below is a description of 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:

The TA/Employment Supervisors, Specialists, and the workers use COGNOS reports, WTCMS, WMS, and 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. They also monitor the budgeting of income and proper coding on WMS.

- d. Describe the extent to which the district requires Non-Temporary Assistance Supplemental Nutrition Assistance Program (NTA SNAP) applicants and recipients to participate in SNAP E&T work activities. If the district is not mandating SNAP E&T work activity assignments, please describe 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 make available job search as a SNAP E&T activity to NTA SNAP applicants and recipients:

For applicants and recipients with dependant children for SNAP E & T we make job search assistance available. For SNAP only individuals without dependant children we require the individual to come to a SNAP only orientation/assessment, the individual will be assigned 4 weeks of job search, if the individual does not get a job within these 4 weeks, he/she will be assigned to WEP or another work-related activity.

- e. Please describe the local 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:

1. The district assigns TA applicants to Job Search.  Yes  No

If yes, the process for engaging TA applicants is:

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 next group job search, including the required number of job search hours, in-person applications, and Job Search Logs. The applicant will be scheduled for an employment assessment. 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 40 hours of job search each week, unless we have 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. The individual must do a minimum of five in-person job applications. Any online application that is for the same company for different locations is considered one job search.

Applicant Job Search	Number of Contacts	Number of Hours	Additional Information
TANF and SN MOE	5	40	Minimum 5 in-person contacts
SN	5	40	Minimum 5 in-person contacts

Individuals			
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2. The district assigns TA recipients to Job Search.  Yes  No

If yes, the process for engaging TA recipients is:

Non-exempt applicants are assigned to see a TA/Employment Worker as part of the application process for Temporary Assistance and engaged in weekly job search. This continues once the case is opened on WMS. The TA/Employment worker will take over the weekly supervision of the job search and follow up on the information listed in the Job Search Log. The recipients will continue to be scheduled to attend weekly group job search. The TA/Employment workers will continue to make direct job referrals. 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 40 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 40, 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.

The individual must do a minimum of five in-person job applications per week. Any online application that is for the same company for different locations is considered one job search. Each recipient is to meet with a TA/Employment worker weekly to review and verify job searches. Information is then entered into WTCMS.

- f. The allowable work activities that are available in the social services district are listed and defined as follows. An "X" in the appropriate check box indicates the activity is available for individuals receiving Family Assistance (FA), Safety Net Assistance for households with children (SN Fam), Safety Net Assistance for households without children (SN IND), and/or Supplemental Nutrition Assistance Program (SNAP) benefits. If a check box is blank it indicates that the activity is not available for that household/case type. See the table on the next two pages.

**Activity and Definition**

<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p><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.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p><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.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p><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.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN 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 cannot find 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 type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>In addition to those components noted above, work experience will include unpaid internships that are part of any non-graduate student's education curriculum. (Note: Paid internships are to be reported as employment.)</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p><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.</p> <p>OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment due to the fact that the individual must participate in workplace training to attain full and adequate job performance and the subsidy provided is intended to offset the cost of such training.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p><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.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>Community service assignments will primarily be voluntary in nature including participation in VISTA, Americorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or a nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN 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 to or applying for and/or interviewing for jobs and related activities.</p>

**Activity and Definition**

<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p><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.</p> <p>Traditional JRT activities will include: resume preparation, training in interview skills, instruction in workplace expectations, training in effective job seeking, life skills essential to workplace success, time management, goal setting, budgeting, basic math and literacy skills, household management, interpersonal skills, decision making skills, anger management, parenting skills when it has been determined that such training could help reduce unplanned work leave or apprehension toward entering employment.</p> <p>For TANF and SNA MOE families, JRT also includes substance abuse and other treatment and rehabilitative services that are required for individuals who are unable to work or individuals whose employability and employment retention requires such services. Such services, which should be reported on WTW/CMS as such, will be deemed within WRTS participation rate logic to be JRT for recipients of TANF and SNA MOE but will be deemed to be Community Service for recipients of SNA non-MOE, include:</p> <ul style="list-style-type: none"> <li>Physical health treatment and rehabilitation services including attending necessary physical therapy, and doctor appointments. Such treatment will include medical, behavioral and other treatment necessary for individuals suffering from substance abuse (current and former users) with such required treatment ranging from detoxification services to after care/abstinence maintenance.</li> <li>Mental health services including therapy, counseling, and other services to address mental or emotional disorders that can interfere with an individual's daily life functions, ability to work, looking for work or the ability to retain employment.</li> </ul>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input 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"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input 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"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input 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 equivalence (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. 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"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p><b>Provision of Childcare for Individual Participating in Community Service</b> - Providing unpaid childcare to enable another Temporary Assistance (TANF/SNA MOE funded) recipient to participate in a community service program.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p><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.</p>

### Section 3.5 Job Development

The district conducts or accesses job development services to expand job opportunities for TA and SNAP clients.  Yes  No

If yes, the district participates in job development activities in the following manner:

- District staff contacts employers to solicit jobs for Temporary Assistance participants.

Below is the description of how this is done, including number of staff, frequency of contacts, etc.:

- District contracts or has an agreement with another agency to contact employers and solicit jobs for Temporary Assistance and/or SNAP participants. Below is the description of how this is done, including number of staff, frequency of contacts.

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

The DC BOCES Intensive Case Manager also makes direct job placements for the individuals that she serves. In addition, the ICM will develop WEP sites tailored to meet a specific need and work towards making this into a paid unsubsidized job for the individual.

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.

- OTDA Jobs Program staff are charged with job development as indicated in section 2.3. Additional information, if any, is described below:

Dutchess County does not have JOBS staff.

### Section 3.6 Training Approval and Activity Enrollment Policies

(Reference 18 NYCRR 385.9)

- a. Describe 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.

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 for TABE testing for possible enrollment in low basic literacy or HSE classes.

TANF-related recipients who have been referred to DCRCOE Mentoring programs can be TABE tested and enrolled in HSE classes at the Chamber offices.

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. Describe how the district identifies appropriate 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.

- c. Describe the process and guideline 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, GED, 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.

- d. Describe the district's process and policy, including the guideline 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 agency would deny participation in education activities:

Upon completion of an assessment (applicant) or self-sufficiency (recipient) interview individuals between the ages of 17 -59 who do not have a high school diploma, GED, or HSE are referred to BOCES for TABE testing for HSE classes. Based on the results from this test the individual is then enrolled in either low basic literacy or HSE classes or referred to ACCES-VR. TA/Employment workers can refer TANF recipients to DCRCOG for the HSE TABE test and provide brochures, orientation, and meetings for the YES and ITrain program. TANF recipients working with the Chamber can be enrolled/attend HSE classes at DCRCOG.

- e. Describe the district's process and policy for determining whether or not 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
- 2) The participant's proposed course of study must be realistic for his/her abilities. The individual must meet the prerequisites for job entry in the proposed field of study, and
- 3) The recipient must not have previously been terminated from DSS sponsored training for failure to satisfactorily participate without justification.

For recipients meeting the above criteria we approve up to 12 months of vocational education.

- f. Describe 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 3.6(b)(e). The highest level of post secondary education we will approve is a four year college program.

- g. Describe 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, work experience or community service:

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

- h. Education and training providers are evaluated by the following standards:

- 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 participant's ability to obtain employment, or be an accredited educational program or listed on the New York State Department of Labor website as a training provider.

- i. The district procedure for advising participants of approved training providers is:

TA/Employment worker provides information during assessment review and employability plan development. Information is also provided in the orientation packets.

- j. The district procedure for notifying participants of approval for training or enrollment in a work activity is:

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 for 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

- k. 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:

- It has been determined that the student voluntarily quit a job or reduced earnings to qualify for initial or increased Temporary Assistance.
- 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:

- l. To verify continued exempt status, the local district will monitor the high school attendance of 16-18 year old students in the following manner:

School Attendance Form (LDSS-3708) and use of AFA codes on WMS

- m. The district's procedure for ensuring that an individual's health related limitations are accommodated when assigning the individual to a work activity is:

The TA/Employment worker will identify and discuss with the individual and the work activity provider any health-related limitations. Participant's 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

### Section 3.7 Work Verification

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.

After each self audit is completed, the district must submit a summary of findings 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 plan must explain how staff will:

- 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 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.

Please describe the process the district will use to review district worker collected documentation and data entry of the above listed elements (include a description of how a case sample for review will be selected, sample size and frequency of reviews):

The district will perform a random sample of (6) cases semi-annually for paid work activities to review district worker collected documentation and data entry. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms or collateral contact with the employer. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.

The district will perform a random sample of (6) cases semi-annually for participation in unpaid work activities to review district worker collected documentation and data entry. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTCMS, excused absences and holiday time are documented in the case file and correctly reported on WTCMS in accordance with federal limitations, and documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTCMS by district or provider staff.

The district will perform a random sample of (3) cases semi-annually in which a case member is reported as an employability code 38-needed in the home fulltime or employability code 48-time limit exemption to care for a disabled household member to review district worker collected documentation and data entry. The temporary assistance case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption and that the individual is the appropriate caretaker.

The district will perform a random sample of (3) cases semi-annually in which a case member is reported as an employability code 31-caretaker of a child under the age of 12 months to review district worker collected documentation and data entry. The temporary assistance case file will be reviewed to ensure there is documentation from hospital, birth certificate or social security card present to verify the child under the age of one. Temporary assistance records will also be reviewed to ensure that the household composition is in fact a one parent case and that the individual has not exceeded the 12 month lifetime limit.

In each of the above samples, the district will assess and verify that participation in the reported work activities meets the State approved definition for the activity.

The district will sample cases from each month within in the (6 month) semi-annual period. The October to March review will be due by May 20<sup>th</sup>. The April to September review will be due by November 20<sup>th</sup>. The district will maintain supporting documentation for the cases that are reviewed and make them readily available for review by A&QI auditors upon request.

The results of these audits will enable the district to identify policies, processes or cases that may need corrective action. We will ensure that a summary report will be prepared following each review period and forwarded to Kathy Nagy, [Kathleen.Nagy@otda.ny.gov](mailto:Kathleen.Nagy@otda.ny.gov), and Kyle Miller, [Kyle.Miller@otda.ny.gov](mailto:Kyle.Miller@otda.ny.gov).

Please describe the process the district will use to review provider collected documentation and data entry of the above listed elements (include a description of how a case sample for review will be selected, sample size and frequency of reviews):

Dutchess County does not have provider collected documentation

### **Section 3.8 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency**

Following is a description of how the district accommodates the needs of Non-English speaking participants in accessing 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 DCDSS Employee Handbook Those individual who do have sufficient English language skills will be referred to ESL classes as a component of their employment plan.

### **Section 3.9 Strategies/Procedures for Increasing Program Attendance**

Describe district policies and/or procedures in place to reduce the amount of time participants fail to participate in work activities, including absences that are with good cause:

During orientation, the TA/Employment worker stresses the importance time and attendance and of not only having reliable daycare in place but also to have backup daycare. The TA/employment workers emphasize the importance of time and attendance not only in work activities for the non-exempt individuals but also 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. This Specialist goes over in detail the WEP agreement with a copy given to the participant. The Specialist reinforces 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 not impose a sanction. Recipients are advised that their participation in work experience can be used on job applications and resumes and to use the WEP site supervisor as a reference.

### **Section 3.10 Strategies/Procedures for Engaging Sanctioned Temporary Assistance Participants**

- District attempts to engage sanctioned participants as soon as they are sanctioned using the following strategies:
  
- District attempts to engage sanctioned participants when the durational period of the sanction is completed using the following strategies:
  
- District attempts to engage sanctioned participants during different times in the sanction period using the following strategies:

The DCDSS Responsible Parent Initiative's goal is to assess and engage clients who are on an employment sanction or in jeopardy of being sanctioned for non-compliance with employment activities.

The BOCES Intensive Case Manager provides intensive case services for individuals who are TANF funded. Some of the services are intensive outreach efforts, comprehensive assessments and support services, home visits where appropriate, and/or additional scheduled office visits to address individual and family issues to identify and address the factors that may contribute to noncompliance.

TA/Employment staff identifies sanctioned TA recipients who are eligible to have their sanctions concluded but fail to do so. They are then referred the Responsible Parent Initiative mentor at the Chamber of Commerce or the Intensive Case Manager at BOCES depending on the level of Services the individual needs. The mentor or ICM works closely with the individual and the TA/Employment worker to assist him/her in overcoming barriers to compliance.

District has no specific strategies to engage sanctioned participants.

### **Section 3.11 Strategies for reducing the need for Temporary Assistance:**

District's strategies for reducing the need for Temporary Assistance are described below:

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

- Car purchase and repairs through CST 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.
- Child care to allow an individual to accept a verified job immediately
- Tools or clothing to allow an individual to begin a verified job

### **Section 4 Support Services** (Reference 18 NYCRR 385.4)

#### **Section 4.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District**

- a. The social services district will provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide for participants 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:

1. Expenses for motor vehicles only when applicant/recipient does not live within two (2) miles of public transportation and who have no other means of transportation or who work 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 \$4,999. for the purchase and up to \$1,500 for the concomitant repair 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 two 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. The district will use the following approach 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.

Please check all that apply:

- Bus pass/token
- Gas card/voucher
- Mileage reimbursement at IRS Business rate, (effective 1/1/15 is 57.5 cents/mi)
- Mileage reimbursement at IRS Medical/Moving rate, (effective 1/1/15 is 23 cents/mi)
- Other mileage rate, (please explain methodology used to establish reimbursement rate):

- c. OTDA policy establishes a distance not to exceed 2 miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. The district's policy states that an individual may be required to walk up to the distance described below 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 IRS business rate (effective 1/1/15 is 57.5 cents/mi) per mile to travel to and from work activities approved by TA/Employment staff

- d. The district will provide the following services to assist individuals at risk of needing temporary assistance to improve their opportunities for employment or to maintain their employment:

The same supportive services listed in Section 4.1 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 4.1.b the following services will be considered, individually or collectively as diversionary 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;

One time payment up of to \$500 for car loan installment/s to prevent repossession if the client can demonstrate financial ability to make future payments;

Purchase of a used car through dealer is to be inspected prior to purchase by a DCDCFS appointed shop, not to exceed \$4,999 (exclusive of any pre-delivery repairs) 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.

#### **Section 4.2 Transitional Support Services**

The district will provide the following supports and strategies to support job retention:

- Mentoring services through the Chamber of Commerce
- Transitional SNAP benefits
- Transitional Medicaid
- Transitional Child Care

The district will provide the following support services, for up to 90 days after case closing, to individuals whose Temporary Assistance cases have closed due to employment:

- Mentoring services through the Chamber of Commerce
- Transitional SNAP benefits
- Transitional Medicaid
- Transitional Child Care

#### **Section 4.3 Extended Support Services**

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:

As long as funding is available, the district will provide 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.

#### **Section 5 Conciliation, Sanction and Dispute Resolution Procedures**

(Reference 18 NYCRR 385.11 and 385.12)

##### **Section 5.1 Conciliation**

The district's conciliation process for Temporary Assistance applicants and recipients is in accordance with 18 NYCRR 385.11(a). Conciliations are conducted (check all that apply, and describe the procedure.):

- in person
- by phone
- by mail, etc.:

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 .

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, 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.

The Temporary Assistance good cause/willfulness determination is made by:

- client's employment worker
- a supervisor
- separate entity:

A recipient of Temporary Assistance who fails to comply with job search or assessment will be issued a Conciliation Notice through WTWCMS that informs the recipient that he/she willfully and without good cause has refused or failed to comply with employment requirements. 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 by phone or in person. 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.

The district's conciliation process for SNAP recipients is in accordance with 18 NYCRR 385.11(c). Conciliations are conducted (check all that apply, and describe the procedure.):

- in person
- by phone
- by mail, etc.:

A SNAP 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 , a 10-day notice of intent to discontinue or reduce their SNAP benefits for a duration of 2 months, 4 months, or 6 months will be issued.

The SNAP E&T good cause determination is made by:

- client's employment worker
- a supervisor
- separate entity:

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

The district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction is:

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.

### Section 5.2 Sanctions

The district's procedure for determining compliance for those individuals 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 is:

The district requires that an individual who wishes to end their employment sanction comply 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 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).

### Section 5.3 Dispute Resolution

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 is conducted in accordance with 18 NYCRR 385.11(b).

The grievance is mediated by:

- An agreement with an independent entity
- 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

## **Section 6 Disability Determinations, Documentation and Requirements of Exempt Individuals**

(Reference 18 NYCRR 385.2)

### **Section 6.1 Disability Determination Process and Tools**

The district's process for determining an individual's disabilities and/or work limitations is in accordance with 18 NYCRR 385.2(d). Check 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 (please describe):

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. 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.

The local process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited is as follows:

- 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 Intake Director, Assistant Director, the Supervisor , Specialist and the TA/Employment Director, Assistant Director, or the Supervisors or Specialists and/or staff designated by the TA intake or 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.

### **Section 6.2 Mental Health Screening and Assessment**

The district is administering a screening tool for Temporary Assistance participants to help determine whether a referral for a mental health evaluation is warranted, in addition to screening for a disability that occurs as part of the application or disability determination process

Yes  No

If yes, describe the district's policy for determining when a program participant is offered a mental health screen.

If yes, does the district use or intend to use the LDSS 5009 - Mental Health Screening Tool and/or the computer assisted version of the Modified Mini Screening tool (MMS)?

Yes  No

If yes, indicate the district's cutoff score (7, 8 or 9) for referral to a mental health evaluation:

If using a screening tool other than the MMS, indicate the screening tool used:

Describe the district procedure for referring a participant for a mental health evaluation, when warranted by the screening result:

### **Section 6.3 Requirements for Exempt Temporary Assistance Participants**

(Reference 18 NYCRR 385.2 (e))

An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist the individual 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 he/she is participating in the assigned program.

- a. Following is the district's procedure for determining if an individual who is unable to work due to a 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 6.1 of this plan. Included here is who (e.g., medical practitioner, employment worker, Temporary Assistance worker, local review team, etc.) makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities. Also included is 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 Intake Director, Assistant Director, the Supervisor, Specialist and the TA/Employment Director, Assistant Director, or the Supervisors or Specialists and/or staff designated by the TA intake or TA/Employment Directors 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. Following is the district's procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc. Please be specific:

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.

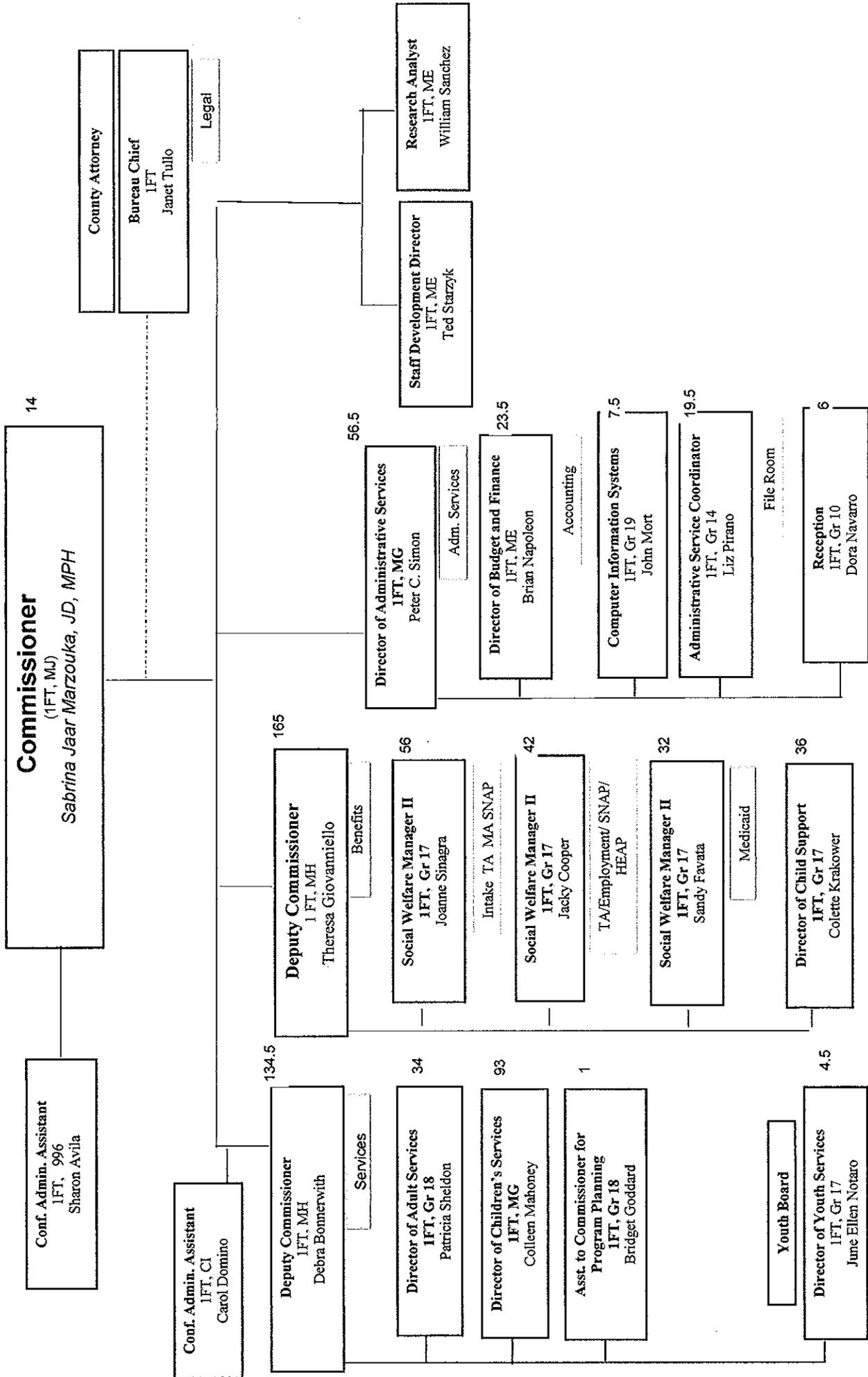
- c. Following is the district's procedure for tracking the participant's compliance with the treatment plan, including who in the district is responsible for monitoring compliance. Include elements such as monthly confirmation of attendance at rehabilitation or other factors to judge participation and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

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

# DEPARTMENT OF COMMUNITY & FAMILY SERVICES

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# TEMPORARY ASSISTANCE/EMPLOYMENT

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