

Jefferson County

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

January 01, 2024 - December 31, 2025

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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.)

See attachment 1.

- 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 Employment program in Jefferson County operates collaboratively among the Temporary Assistance (TA) eligibility units of the Department of Social Services (DSS), the Department of Employment and Training (DET), local Substance Abuse providers, and the medical community. DET staff are located at 1000 Coffeen St. Watertown NY. DSS staff are located at 250 Arsenal St. Watertown NY. All adult applicants and recipients of TA and SNAP work registrants are identified by the Social Welfare Examiners (SWE) in the TA and SNAP units and referred to the DET staff for employment assessment, employment plans and enrollment in appropriate activities and job placement. DSS SWE's are responsible for case management services, wellness plans (assessment), and enrollment in appropriate activities. Both are responsible for authorizing supportive payments, administering the conciliation process, completing participation reports, reviewing proposed sanctions, and providing post-employment services.

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.

Funding sources include, FFFS, SNAP E&T, Local or “other”. Categories of clients served include Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance to Needy Families (TANF) 200%.

Contracts or Agreements with Agencies Who Provide TA and SNAP Employment Services

Provider	Total Contract Cost per Year	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Resolution Center of Jefferson and Lewis Counties Inc.	\$0	Others: Administrative TANF and SN	FA SNA Family SNA Individual	Act as a mediator for the Agency's conciliation process when requested by the client.
Jefferson-Lewis BOCES	\$12,120	FFFS	FA SNA Family	GED
PIVOT	\$102,804	FFFS Local	FA SNA Family SNA Individual SNAP TANF 200%	Substance Abuse Case Management
Jefferson County Department of Employment and Training	\$778,439	FFFS SNAP E & T Local	FA SNA Family SNA Individual SNAP	Unsubsidized job placement, establishing and overseeing subsidized job placement, job development including employer visits, performing assessments, developing employment plans, supervising job search, developing, and supervising CWEP placements, offering job readiness training and monitoring the progress of participants in employment and training activities.

- 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.

Categories of clients served include Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), Supplemental Nutrition Assistance Program (SNAP), and TANF 200%.

Agencies and Providers to whom the District Refers for Employment Services

Provider	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Community Action Planning Council	Others: Childcare Block Grant	FA SNA Family SNAP TANF 200%	Approves Legally Exempt Childcare Providers
Community Action Planning Council	Others: OCFS	FA SNA Family SNAP TANF 200%	Childcare Registration and Inspection Program
PIVOT	FFFS Local	FA SNA Family SNA Individual SNAP TANF 200%	Substance Abuse Case Management
Cornell Cooperative Extension	Others: SNAP-Ed	FA SNA Family SNA Individual	Providing nutritional information, assistance in obtaining employment, assist in completing and filing employment applications, teach keeping and balancing a checkbook
Jefferson County Children's Home	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Care Manager
Literacy of Northern New York	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	English as a Second Language (ESL) instruction
Jefferson Community College	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Vocational Education and Job Skills programs

Provider	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Jefferson-Lewis BOCES	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Vocational Education and Job Skills programs
North Country Prenatal-Perinatal Council	Others: None	FA SNAP TANF 200%	Home Visiting and Case Management
Watertown Urban Mission	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Supportive Services, Transportation Initiative
NYS Dept. of Labor	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Employment services, job referrals, job search assistance and resume assistance
Credo	Others: None	FA SNA Family SNA Individual SNAP	Substance Abuse Treatment
Samaritan Behavioral Health	Others: None	FA SNA Family SNA Individual SNAP	Mental Health Treatment Services
Transitional Living Services of Northern New York	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Transitional housing assistance and case management
NRCIL-Northern Regional Center for Independent Living	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Disability rights advocacy, job coaching, Social Security and disability resource information and assistance
ACCESS-VR	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Assessment, Career planning, job development, job coaching, vocational training, and supportive services

Provider	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Victims' Assistance Center	Others: None	FA SNA Family SNA Individual SNAP TANF 200%	Homeless and Domestic violence shelter assistance, case management and advocacy assistance

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:

Performance measures are submitted monthly by the DET Sr. Employment and Training Coordinator. A monthly meeting is held with the Director of Financial Programs, the Income Maintenance Supervisor and the DET Sr. Employment and Training Coordinator to discuss the performance measures. Performance measures tracked include (but are not limited to) participation rates for TANF and SN, CWEP site visits, # of days between end of enhanced job club and engagement in an activity, % of CWEP timesheets received after deadline, # of applicants gaining employment while in job club, # of days from DET receiving the change in employability status to EA appointment, % of assessments completed within 90 days of TA application date.

1.3 OTDA Jobs Staff Agreement

a. **OTDA Jobs Program Services - Target Groups (reply yes or no to the options as they apply):**

Services Provided by Jobs Staff

Yes or No:	Services Provided:
N/A	Assessment/Employment Plan
N/A	Supervised job search
N/A	Job readiness training
N/A	Job club
N/A	Job placement services
N/A	Grant diversion
N/A	Job development (employer outreach)
N/A	WOTC pre-certification

Jobs Staff Target Groups

Yes or No:	Target Groups:
N/A	Applicants
N/A	FA & SNA with children
N/A	SNA without children
N/A	SNAP
N/A	TANF 200%

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

N/A

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 (reply yes or no to the options as they apply):

Programs and Services Provided at Career Centers

Yes or No:	Programs and Services Provided:
No	The district has employee(s) physically present at a Career Center
Yes	The district has contract staff physically present at a Career Center
Yes	The district makes available direct access to its program staff via phone or technology at a Career Center
Yes	The district makes available copies of the LDSS-2921 (Common Application) at a Career Center
N/A	Other (described here):

- 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 contracts with the Jefferson County DET for employment services. This ensures the coordination of services, information sharing and referrals on a daily basis. DET staff at the One Stop center conduct the District’s Job Club/Job Search programs at their location. Safety Net (SN) individuals are engaged in Job Club during the completion of their application process. They attend orientation and are assigned to classes two (2) afternoons each week. Family Assistance (FA) cases attend an orientation and classes are three (3) mornings each week. All job club participants must submit job search log sheets verifying the completion of ten (10) job search contacts each week. Classes include the following: instructions on completing job applications, answering job interview questions, the local

labor market, resume preparation, job retention, overcoming obstacles, proper work attire and hygiene, communication skills, budget friendly & nutritious meal preparation, etc. Participants are informed of and encouraged to attend open employer recruitments held on-site. They are informed about programs and services provided by the American Job Center and partner agencies. Supportive services are offered which include, but are not limited to vehicle repairs, vehicle insurance, driver permit & license, etc. Attendance is monitored weekly by DET staff. If a participant is not successful in Job club, they may be assigned to the Enhanced Job Search Program, a 7-week program following Job Club, with weekly meetings and a continued requirement to submit ten (10) job applications per week. This program has a great focus on the individual client, with more targeted job leads and work on time management skills focusing on when and how a job search is being conducted. Clients work on a job search plan to set goals for the week and submit an activity log showing what goals were completed. Job leads and recruitment information is shared among the group. Applications are completed, resumes are targeted to specific jobs, and the WorkPlace Resource Room is utilized. Attendance is monitored weekly by DET staff and supportive services may be provided.

2. Orientation, Assessment and Employment Plan

2.1 Orientation (Reference 18 NYCRR 385.5)

- a. How does the district provide orientation (reply yes or no to the options as they apply)?

District Orientation Procedures

Yes or No:	District Orientation:
Yes	The district provides orientation in accordance with 18 NYCRR 385.5 and no additional information is provided at orientation.
No	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 at application and recertification. Orientation can be held in-person, either in a group setting, individually, or a combination of both. It can also be held virtually, over the phone, or by sending orientation material to the client by mail. Please include the orientation procedure for exempt individuals and non-exempt individuals, if different:

Orientation is completed individually at the initial face to face interview for both exempt and non-exempt applicants and recipients. If an applicant appears eligible for TA benefits, the TA examiner provides an overview of the TA program, employment requirements, and available assistance such as: reimbursement for mileage, car repairs, and supportive programs such as childcare, subsidized housing, SNAP, and Medicaid. After completing the orientation, non-exempt applicants are referred to the Department of Employment and Training for an employment assessment and employment plan. Exempt applicants are scheduled for an assessment completed by the ongoing SWE within 15 days of case opening. Orientation is conducted in the same manner at point of recertification. Recipients whose employment status changes from exempt to non-exempt are sent an appointment by the DET worker to update their status and review employment requirements.

2.2 Temporary Assistance (TA) Employment Assessment

- a. How does the district conduct assessments as required by 18 NYCRR 385.6(a) and 385.7(a) (reply yes or no to the options as they apply)?

District Assessment Procedures

Yes or No:	How the district conducts assessments
Yes	The district enters assessments directly into WTWCMS.
No	The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTWCMS.
No	The district conducts assessments using a local equivalent tool, and later enters information into WTWCMS. If applicable, the local equivalent contains additional elements beyond what is required:

- b. Described below is the district procedure for the completion of an employment assessment, including when initial assessments are conducted and whether an assessment is conducted in-person, virtually by phone, or a combination of both:

An in-depth assessment interview is completed using the WTWCMS system. The employment assessment is completed by a DET Employment Coordinator, DET Counselor, DET Assistant, DSS SWE, Senior Social Welfare Examiners, and Principal Social Welfare Examiners. Non-exempt and exempt individuals will be interviewed either in-person or by phone within 90-days of the TA application date.

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

Jefferson County Department of Employment and Training and Jefferson County Department of Social Services.

- 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)):

Completion of 60 semester credit hours in a regionally accredited New York State registered college or university: or 2 years of experience in job development, personnel counseling, or placement in an employment and training, community action or similar agency dealing with the employment and training of economically disadvantaged, minority, handicapped, or low income persons. The following titles will be responsible for conducting assessments: Employment and Training Coordinator, Employment and Training Counselor, Employment and Training Assistant, Social Welfare Examiners, Senior Social Welfare Examiners, and Principal Social Welfare Examiners.

- e. Are applicants in households with dependent children required to participate in completion of an employment assessment?

Yes

- f. Are applicants in households without dependent children required to participate in completion of an employment assessment?

Yes

- g. Are exempt adults in households without dependent children required to participate in completion of an employment assessment?

Yes

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

The assessment is updated at application, recertification, or at any change in an individual's status that would prompt the need to update the assessment.

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

- a. How does the district develop individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a) (reply yes or no to the options as they apply)?

District Employment Plan Procedures

Yes or No:	How the district develops employment plans
Yes	The district enters employment plans directly into WTCMS.
No	The district uses the LDSS-4987 (New York State Employment Plan) and later enters information into WTCMS.
No	The district develops individual employment plans using a local equivalent tool. If applicable, the local equivalent contains the following additional elements beyond what is required:

- b. Who develops the employment plan (reply yes or no to the options as the apply)?

District Employment Plan Development

Yes or No:	Who develops the districts employment plans
Yes	The same administrative unit or contractor that conducts employment assessments also develops employment plans.
No	A different administrative unit or contractor develops employment plans and the contractor's qualifications include:

- c. Described below is the district procedure for the completion of an individual's employment plan:

An in-depth employment plan interview is completed using the WTWCMS system. The employment plan is completed by a DET Employment Coordinator, DET Counselor, DET Assistant, DSS SWE, Senior Social Welfare Examiners, and Principal Social Welfare Examiners. Non-exempt and exempt individuals will be interviewed within 90-days of the TA application date. Once completed, a copy of the employment plan is provided to the individual.

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

The employment plan is updated at application, recertification, or at any change in an individual's status that would prompt the need to update the employment plan. Once completed, a copy of the employment plan is provided to the individual.

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:

N/A

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:

The District offers interpreters and uses the language line when needed. ESL is offered to these individuals and is typically their initial assigned activity so that they may expand their English speaking capabilities.

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:

Individuals are counseled on the responsibilities of meeting their participation requirement at orientation and at assessment. Participants are instructed to make appointments before or after their required work assignments. Participants are counseled to find alternate childcare that will provide childcare if the child/children are ill. Families are referred to the Childcare Resource and Referral contractor for day care provider information.

3.4 Strategies/Procedures for Engaging Sanctioned TA Participants

- a. The following are strategies used to engage sanctioned participants. If a district uses one of the options, a description will be provided (reply yes or no to the options as they apply and provide a description for “yes” responses):

Strategies and Procedures for Engaging Sanctioned TA Participants

Yes or No:	Strategies and Procedures for Engaging Sanctioned TA Participants
Yes	Described here are the strategies the district uses to attempt to engage sanctioned participants as soon as they are sanctioned: All TA participants are informed of all the work-related benefits that they may be eligible for if they became compliant.
Yes	Described below are the strategies the district uses to attempt to engage sanctioned participants when the durational period of the sanction is completed: The SWE responsible for the case where there is a sanctioned individual will make an appointment for that individual to come into the agency once a month to discuss the sanction and how they are making ends meet. The SWE also discusses the work-related benefits available should the participant comply.
No	Described below are the strategies the district uses to attempt to engage sanctioned participants during different times in the sanction period:

3.5 Strategies for Reducing the Need for TA

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

The SWE's provide front-end employment referrals and supportive services for Temporary Assistance applicants not currently employed. Applicants are enrolled in programs through the Department of Employment and Training and mandated to attend local job fairs which provides direct linkage with employers.

4. Work Activities

4.1 Allowable Work Activities

- a. Below is a list of 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.

Allowable Work Activities by Case Type

Activity and Definition	Case Type
<p>Unsubsidized Employment – 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>	<p>FA SNAFAM SNA SNAP</p>
<p>Work Experience – 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>	<p>FA SNAFAM SNA SNAP</p>
<p>Job Search – 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>	<p>FA SNAFAM SNA SNAP</p>
<p>Vocational Education – 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>	<p>FA SNAFAM SNA SNAP</p>

Activity and Definition	Case Type
<p>Secondary School – 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>	FA SNAFAM SNA SNAP
<p>Job Skills Training – 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>	FA SNAFAM SNA SNAP
<p>Education Training – 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 (ABE), 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>	FA SNAFAM SNA SNAP
<p>Job Readiness Training (JRT) Activities – 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>	FA SNAFAM SNA SNAP

Activity and Definition	Case Type
<p>Subsidized Private Sector Employment – 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>	N/A
<p>Subsidized Public Sector Employment – 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>	N/A
<p>Community Service – 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>	FA SNAFAM SNA SNAP
<p>Provision of Childcare for Individual Participating in Community Service – Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.</p>	N/A
<p>SNAP E&T Supervised Job Search – 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.</p>	N/A
<p>On-the-Job-Training (OJT) – 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>	FA SNAFAM SNA SNAP

Activity and Definition	Case Type
Other – 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.	N/A

4.2 Job Development

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

Yes

How does the district participate in job development activities (reply yes or no to the options as they apply)?

How the District Participates in Job Development Activities

Yes or No:	How the district participates in job development activities
No	District staff contacts employers to solicit jobs for TA and/or SNAP participants. Describe how this is done, including number of staff, frequency of contact, etc.:
Yes	District contacts or has an agreement with another agency to contact employers and solicit jobs for TA and/or SNAP participants. Described here is how this is done, including number of staff, frequency of contacts, etc.: The Agency contracts with 6 DET staff for job development. DET staff will refer clients weekly to contacts using a variety of tools that report available employment, including but not limited to OSOS, the NY State Department of Labor Job Bank, WIOA, and NNY 360 JOBS. DET will host or refer participants to Job Fairs and Job Recruitment Events, both in-house and off-location.

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 (ABE), 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. Please ensure to include providers the district partners with for the provision of ABE, HSE, and English language instruction in Table 1 or Table 2 under section 1.2 of this Plan.

The district has one State Certified Education Program provider at this time, BOCES. BOCES provides Adult Basic Education and GED preparation. ESL instruction is made available through Literacy of Northern New York.

- 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. Please ensure to include the current providers the district partners with for the provision of Vocational Education and Job Skills Training in Table 1 or Table 2 under section 1.2 of this Plan.

Individuals that are identified as having their High School Diploma or GED certificate will be referred to Vocational Education as part of their employment plan if they have expressed an interest in furthering their education toward a specific goal. Individuals will be referred to Job Skills training when their assessment indicates this activity would be appropriate. Vocational Education and Job Skills programs are available at BOCES and Jefferson Community College such as CNA, LPN, and computer classes.

- c. Described below are the district's 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. This includes individuals who are 18 and older and individuals aged 16 or 17 who are not attending secondary school or its equivalent.

Educational activities for non-exempt/exempt recipients will be identified at the Employment Assessment/Plan interview. If the individual does not have a high school diploma and /or has not obtained a 9th grade reading level, they will be referred to BOCES GED program. If the GED program is not appropriate for the individual, their interests and the Agency expectations will be reviewed, and a training request assessment (attachment 5) will be completed to determine appropriate training opportunities. This could include training at BOCES, classes at JCC, truck driver training, OJT at their current employment, apprentice programs and coordination of in-house training opportunities with local employers. Training must be a program that will result in skills appropriate for immediate entry into the workforce upon completion. If the training lasts for more than one year it must be approved by a DSS Income Maintenance Supervisor who is at a higher level than those who normally approve training. Individuals can also be identified as in need of additional training to improve chances for self-sufficiency at one or more of the following: Job Club, WEP site, Employment Plan, intake appointment, Self-certifications to the worker, The Workplace (One Stop Center).

- 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.

Individuals who are interested in participating in an educational activity are reviewed to determine if they have the basic literacy level needed for the activity. The educational provider BOCES will administer pre-testing to determine if the individual scores in the necessary range to continue participation as an allowable educational activity.

- 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.

A training request assessment (attachment 5) is completed within 30 days of training/term start date when the individual indicates interest in these activities. The district issues the participant an approval notice that advises what program they are approved for and the supportive services available to them.

- f. Described below are the standards by which education and training providers are evaluated.

Training providers will submit to the district a training program for review and approval. Each such submission must include a written description of the requirements for maintaining satisfactory progress in the training program. The district will evaluate both the rate of participation completion in the training program and the rate of subsequent entry to employment.

- g. Described below is the district's procedure for advising participants of approved training.

The district advises the participant of the approved training providers verbally during their employment assessment.

- h. Described below is the district's procedure for notifying participants they are approved for training or enrollment in a work activity.

The district issues an enrollment letter that advises the participant of the location of the training/work activity and the number of hours assigned.

- 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.

The level of attendance necessary for a teen to continue to be exempt from employment requirements must meet the school's minimum attendance requirements unless the individual demonstrates good cause. For public High School, the District accepts the school's official records at initial application and recertification for verification of attendance.

- 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 district takes into consideration the individual's health limitations when making an assignment to a site. The site manager is notified of any health-related limitations in writing when the participant is assigned to a work activity. All sites are educated on the importance of working within the boundaries of a participant's limitations. The participant is also informed at the time of assignment the importance of making sure the site is aware of their limitations.

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 (please ensure to include the current providers the districts partners with for the provision of post-secondary education programs in Table 1 or Table 2 under Section 1.2 of this plan):

The district will approve post-secondary education as a work activity up to 2 years for college (Associate's Degree) or a vocational program.

- b. 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 described below (reply yes or no to options as they apply):

Conditions For Disapproval of Work Activities For Individuals Enrolled in College

Yes or No:	Conditions for disapproval of work activity
Yes	It has been determined that the student voluntarily quit their job or reduced earnings to qualify for initial or increased TA.
Yes	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.
Yes	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.
Yes	The institution or student fails to monitor and report information regarding the student's attendance and performance as required.
Yes	The student fails to progress toward the completion of a course of study without good cause, as determined by the district.
Yes	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.
N/A	Additional reasons as stated here:

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. Included in this description is 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 non-exempt TA applicants are engaged beginning with the upfront Supervised Job

Search/Job Club assignment. Clients whose status changes from exempt to non-exempt will be reassessed and re-engaged by DET within 30 days of the change in their status. All non-exempt individuals will be assigned up to 40 hours per week in countable activities. Work limited individuals will not exceed the hours recommended on their medical evaluation.

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

Number of Individuals Who Receive Employment Services

Household Type	Number Served
Households with Dependent Children Average Monthly	37
Households without Dependent Children Average Monthly	59

- 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:

The District uses the following COGNOS reports to monitor progress toward meeting the participation requirements: SN Non-Moe and TANF and SN MOE detail report, SN Non-Moe and TANF and SN MOE worker participation/engagement summary report, Earned Income/Employment Report, Employability Code Duration Report, TANF All Families Participation Rates and SN Non-Moe Participation Rates. These reports are reviewed by the DET Employment Coordinator, Financial Programs Director, Income Maintenance Supervisors, and Principal SWE's who have supervision of the public assistance caseloads on a monthly basis. The Supervisory staff identified work closely together to ensure that the district is continually monitoring the progression toward meeting participation rates.

- 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:

Yes

Applicant Job Search

Applicant Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	10	20	4.5 hours of Job Club
SNA Individuals	10	20	2 hours of Job Club

- 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. 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 using the “Additional Information” column.

Yes

TA Recipient Job Search

Recipient Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	10	10	TANF and SN MOE non-exempt recipients are required to participate in Job Search with 10 contacts weekly for 6 weeks. Attendance is monitored with the recipient Job Seekers log sheet at a weekly in person contact with DET staff. Staff will collect weekly attendance verification so that supportive services can be provided.
SNA Individuals	10	10	SN non-exempt recipients are required to participate in Job Search with 10 contacts weekly for 6 weeks. Attendance is monitored with the recipient Job Seekers log sheet at a weekly in person contact with DET staff. Staff will collect weekly attendance verification so that supportive services can be provided.

- 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:

The district makes a determination on a case-by-case basis for self-employment as an approved work activity. Initially, the District will allow self-employment as a work activity and review at recertification (mail in or face to face) to determine if it is gainful employment. The district uses 30 hours at Federal minimum wage as a guideline for gainful employment.

5.2 Informing SNAP Applicants and Recipients of Work Requirements

The district informs SNAP households where at least one member is subject to a work requirement of the applicable work rules at certification, recertification, and when a previously exempt household member or new household member becomes subject to work requirements. Notification is provided verbally and in writing.

- a. Described below is how SNAP applicants and recipients are informed in writing of SNAP work requirements (reply yes or no to options as they apply).

Written Information Provided to SNAP Applicants and Recipients

Yes or No:	How written information is provided to SNAP applicants and recipients
Yes	Eligibility staff use the LDSS-5193 <i>Important Information about SNAP Work Rules (General, Mandatory E&T, and ABAWD)</i> and the LDSS-5193A <i>Important Information about SNAP Work Rules (General and Mandatory E&T)</i> as appropriate.
No	Eligibility staff use a local equivalent consolidated work requirements notice to inform SNAP applicant and recipient households of their work requirements. Please attach a copy of the district's OTDA approved local equivalent.

- b. Described below is the process eligibility staff follow to provide a comprehensive oral explanation to SNAP households of work requirements, including General SNAP Work Rules, Mandatory SNAP E&T, and ABAWD Rules which pertain to non-exempt individuals in the household.

Eligibility examiners have a script that is used to review work requirements for SNAP households. This is reviewed during the intake interview, recertification interview, or whenever a new household member is subject to work rules, or a previously exempt member becomes subject to work rules. The examiner completes the LDSS-5193 or LDSS 5193A for each non-exempt household member and a copy of the form is mailed to the client. A notation is made in case comments (IED-R) that the form was completed and mailed to the client.

- c. Described below is how the district documents in the case record how the written information about SNAP work requirements was provided to the household (reply yes or no to options as they apply).

How the District Documents the Written Requirement in the Case Record

Yes or No:	How written information is provided to SNAP applicants and recipients
Yes	The district retains copies of all LDSS-5193/LDSS-5193A in the case record.
No	The district retains copies of local equivalent notices provided to the household in the case record.

- d. Described below is the district's process for documenting in the case record how the oral explanation of SNAP work requirements was provided to the household (reply yes or no to options as they apply).

How the District Documents the Oral Requirement in the Case Record

Yes or No:	How oral information is provided to SNAP applicants and recipients
No	Eligibility staff complete the LDSS-4826C and retain a copy in the case record.
No	Eligibility staff use a locally developed oral explanation tool and retain a copy in the case record.
Yes	Eligibility staff document the case record through case notes/comments.

5.3 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):

We do not require NTA-SNAP applicants and 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):

The SWE informs the SNAP work registrant of services available in our area verbally and will provide a written list upon request. We also provide them with the opportunity for Job Search assistance (Attachment 3).

5.4 Advising Households of Employment and Training Services

At the time of recertification, non-exempt SNAP recipients who are members of certain TA/SNAP and NTA/SNAP households must be advised of the availability of employment and training services within the district and/or region. This requirement applies non-exempt recipients in households containing at least one adult, with no elderly or disabled individuals, and with no earned income at their last certification or required report.

- a. Described below is who the district provides information about employment and training services to (reply yes or no to the options as they apply):

Who the District Provides Employment and Training Services Information to

Yes or No:	Who the district provides employment and training services information to:
Yes	Required population only
No	Other groups described here:

- b. Described below is the method the district uses to advise SNAP recipients of available employment and training services at recertification (reply yes or no to the options as they apply):

How the District Provides Employment and Training Services Information

Yes or No:	How the district provides employment and training services information
Yes	Materials and information provided in print form
No	Materials and information provided on a website. Described here is how individuals are made aware the information is available on the website:
No	Material and information provided via email.

5.5 Provider Determinations

- a. Not every activity assignment/referral to training might be the right fit for every participant. As such, districts are required per federal regulations at 7 CFR 273.7(c)(18) to have procedures in place for when a provider/contractor determines an individual is not a good fit for a particular activity or program they are referred or assigned to. This is called the provider determination process. Described below is the district’s process for provider determination, including the process for screening individuals prior to referral to a provider, how to communicate information related to provider determinations with the district, how workers communicate information related to provider determinations with the client, and documenting provider determinations.

Provider/contractors complete a survey defining what qualifications, skills, or other knowledge that is required for participants at their site. DET uses the provider/contractor survey when screening participants to determine what site is a good fit. DET also reviews medical documentation to determine if there are any limitations prior to referral/assignment. Some provider/contractor conduct interviews prior to accepting a placement; those providers would screen during the interview process and verbally notify DET within 10 calendar days if they determine the individual is not a good fit. DET would then review the determination and if in agreement they would notify the individual by letter within 10 calendar days. The district will document in client notes in WTCMS that the individual was notified that they were not a good fit. For providers that do not conduct interviews DET makes the referral/assignment based on the Employment Assessment and the provider survey. If the provider has an issue after the individual starts that would be communicated to DET verbally and an individual can be changed to a different site if needed.

- b. Described below is the district process for informing providers of their authority and responsibility to determine if an individual is not a good fit for a particular activity or program.

DET contacts each provider at least annually to review the agreement and discuss any concerns/issues. All providers are advised to report any issues or concerns that an individual may not be a good fit to DET either by phone or by email.

- c. Described below is the district process for provider oversight to ensure that provider determinations are not unfair or used to discriminate against protected classes.

DET reviews all issues or concerns regarding an individual and their site placement to ensure that no discrimination is happening.

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 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, the Self-Sufficiency, Employment, Assessment and Management System (SEAMS) 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 (TA Employability Code 38 or 48), and/or parent or caretaker relative of a child in the household under 12 months of age, (TA 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.

12

- 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.

12

- 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.

6

- d. Below is the number of random sample cases in which a case member is reported as an TA 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.

6

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 WTWCMS?

No

- b. If Yes, does the district's provider/vendor documentation collection, data entry and management of WTWCMS follow the same process that would be used by the district worker?

N/A

- c. If No, describe below the process used:

N/A

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:

Clothing - up to \$150.00 per activity or employment as determined by the district.
Job Related Safety Equipment - \$400.00 maximum per job.

License and Other Work-Related Fees - the amount set by the State of New York for vocational or driver's licenses, and or registrations. Any other license would be up to \$100.00. In no event will the district pay fines to obtain said licenses.

Tools and Equipment - up to \$600.00

Tuition, Academic Fees, Books, Supplies - up to \$2100.00 for one year. Persons must apply for financial aid when available. The district will supplement but will not replace available financial aid. In no event will the tuition be approved for college when the person has previously defaulted on a student loan or been refused a student loan or grant due to poor academic standing.

Automobile repairs - up to \$1000.00 for a vehicle that is owned by the participant or the participant's spouse who resides in the same household, allowing that the value of the vehicle exceeds the amount of the repairs.

Automobile Insurance - up to 6 months or \$1000.00 whichever is less. The length authorized is at the discretion of the district.

Transportation - Clients who are enrolled in employment programs that require reimbursement for transportation will be compensated for their expenses in the following way:

- live within the City of Watertown and have access to public transportation, the district will provide them with bus tickets.
- live within the City of Watertown and have their own vehicle, they will be reimbursed

mileage at \$.30 per mile.

-live outside of the City of Watertown, and they do not have access to public transportation, they will be given gas cards and /or reimbursed mileage at \$.30 per mile depending on their needs.

- live outside of the City of Watertown and their WEP site is not in the City of Watertown, they will be reimbursed at the rate of \$.30 per mile.

-In situations where transportation is not available, the district will assist participants in moving to where public transportation is available at their request.

-At the discretion of the district, if funding is available, the district may on a case-by-case basis exceed the aforementioned amounts. Each situation would have to be approved by a DSS Income Maintenance Supervisor. The District's Transportation Policy that is distributed to individuals is attached (attachment 6).

- 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 (reply yes or no to the options as they apply).

Transportation Services Provided to Clients

Yes or No:	Transportation Assistance Provided
Yes	Bus pass/token
Yes	Gas card/voucher
No	Mileage reimbursement at the IRS Business rate (effective 1/1/2023 is 65 cents per mile)
No	Mile reimbursement at the IRS Medical/Moving rate (effective 1/1/2023 is 22 cents per mile)
Yes	Other mileage rate (the methodology used to establish reimbursement rate is described here): JCDSS has chosen to reimburse at the rate of \$.30 per mile.

- 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:

A participant could be required to walk up to 1.5 miles to a work activity when public transportation is not available. The district determined this by using the average distance local School districts use when they determine what will be the cut off for bussing High School students. At the Agency's discretion, a participant may be excused from attending a work assignment due to inclement weather conditions.

- 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:

Clothing-up to \$150.00 per activity or employment as determined by the Department.

Job Related Safety Equipment - \$400.00 maximum per job.

License and Other Work Related Fees - The amount set by the State of New York for vocational or driver's licenses. Any other license would be up to \$100.00. In no event will the department pay any fines to obtain above said licenses.

Tools and Equipment - Up to \$600.00.

Automobile repairs - Up to \$1,000.00.

7.2 Post-Employment/Transitional Supportive Services

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

The DET worker will send a series of 3 flyers over 3 months to the individual to advise of the services that can be provided. The district has additionally set up a shared mailbox to attempt contact and notification of available services. DSS does a Robo call/text message to advise of the services that can be provided; once the employment data is entered into our Post Employment Data Base the system will send an initial Robo call/text message explaining all services that can be provided. A follow-up Robo call/text message is sent 30 days out and 60 days out. The SWE will explore questions, make referrals, and assist with planning to be assured that the employed individual is prepared to continue to work toward self-sufficiency. The SWE will advise the families of the services that can be provided from the Community Agencies. For example, Transportation Initiative Program, Cooperative Extension's nutritional program, CAPC Childcare, Urban Mission for clothing, and Consumer Credit Counseling Service of CNY. These services along with those offered by the district for emergencies will support the family.

- 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:

The district will provide the same supportive services as described above.

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.):

Supportive services incidental to training, counseling, etc. will be provided to those individuals who are employed and eligible under the 200% FPL guidelines. (ex. transportation, cab fare).

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 (reply yes or no to the options as they apply).

How the District Conducts Conciliation for TA Applicants and Recipients

Yes or No:	How conciliation is conducted
Yes	In person
Yes	By phone
Yes	By mail

The districts process for conduction TA conciliations is described below:

Conciliations will be conducted over the phone, in person, or by mail at the applicant/recipient's preference. Mediators will be provided upon request through the Resolution Center of Jefferson and Lewis Counties, Inc. Conciliation letters are sent within 5 days of notification of non-compliance. The individual is instructed on the conciliation notice to contact the assigned PSWE/SSWE within 10 days to discuss their reasons for non-compliance. At contact conciliation is completed over the phone unless the applicant/recipient requests an in person or by mail conciliation. When good cause for non-compliance is claimed the applicant/recipient may be asked to submit supporting documentation. The applicant/recipient will be advised during the conciliation what supporting documentation will be needed; the agency will follow up with an LDSS-2642, Documentation Requirement Notice allowing 10 days for the submission of documentation. If they choose to have a mediator present an appointment will be scheduled and an appointment letter will be mailed to the applicant/recipient. If they choose a face to face appointment will be scheduled and followed up with an appointment letter. Once the mediation is held the PSWE/SSWE will determine if the refusal or failure to comply was willful and without good cause based on a review of all factors such as supporting documentation, previous mediations, and non-compliances. When the recipient has failed to support a claim of good cause the PSWE/SSWE makes the decision as to whether or not the individual will be referred to the SWE for sanction. Once the PSWE/SSWE has decided to sanction the individual, the referral to sanction will be sent within 1 day to the SWE. The SWE will notify the participant of the sanction within 10 days of the end of the conciliation.

- b. Who makes the TA good cause/willfulness determination (reply yes or no to the options as they apply)?

How the District Makes the Good Cause/Willfulness Determination for TA Applicants and Recipients

Yes or No:	Who makes the TA good cause/willfulness determination?
No	The client's employment worker

Yes or No:	Who makes the TA good cause/willfulness determination?
Yes	A supervisor in the district
No	A separate entity (described here):

- 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 (reply yes or not to the options as they apply).

How the District Conducts Conciliation for SNAP Applicants and Recipients

Yes or No:	How conciliation is conducted
Yes	In person
Yes	By phone
Yes	By mail

The district's process for conducting SNAP conciliations is described below:

Conciliations will be conducted over the phone, in person, or by mail at the applicant/recipient's preference. Mediators will be provided upon request through the Resolution Center of Jefferson and Lewis Counties, Inc. Conciliation letters are sent within 5 days of notification of non-compliance. The individual is instructed on the conciliation notice to contact the assigned PSWE/SSWE within 10 days to discuss their reasons for non-compliance. At contact conciliation is completed over the phone unless the applicant/recipient requests an in person or by mail conciliation. When good cause for non-compliance is claimed the applicant/recipient may be asked to submit supporting documentation. The applicant/recipient will be advised during the conciliation what supporting documentation will be needed; the agency will follow up with an LDSS-2642, Documentation Requirement Notice allowing 10 days for the submission of documentation. If they choose to have a mediator present an appointment will be scheduled and an appointment letter will be mailed to the applicant/recipient. If they choose a face to face an appointment will be scheduled and followed up with an appointment letter. Once the mediation is held the PSWE/SSWE will determine if the refusal or failure to comply was willful and without good cause based on a review of all factors such as supporting documentation, previous mediations, and non-compliances. When the recipient has failed to support a claim of good cause the PSWE/SSWE makes the decision as to whether or not the individual will be referred to the SWE for sanction. A SNAP sanction will not be imposed if the individual demonstrates compliance with a work activity to avoid a SNAP sanction. Once the PSWE/SSWE has decided to sanction the individual, the referral to sanction will be sent within 1 day to the SWE. The SWE will notify the participant of the sanction within 10 days of the end of the conciliation.

- d. Who makes the SNAP E&T good cause/willfulness determination (reply yes or no to the options as they apply)?

How the District Makes the Good Cause/Willfulness Determination for SNAP Applicants and Recipients

Yes or No:	Who makes the TA good cause/willfulness determination?
No	The client's employment worker
Yes	A supervisor in the district
No	A separate entity (described here):

- 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:

Individuals are able to demonstrate compliance and avoid a SNAP E&T sanction by submitting the Job Seekers Log that is included with the conciliation notice. They must make a minimum of 5 verifiable employer contacts and submit this information to the Agency within 10 days of the conciliation.

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:

Individuals are notified within 30 days of sanction end date and are set up with an appointment to speak with the SWE. At this contact the SWE will re-determine eligibility. The Agency considers attendance at this appointment as their demonstration of compliance. The examiner will notify DET that the individual will need to have their employment plan updated and signed.

- 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:

Jefferson County does not mandate NTA SNAP recipients to participate in SNAP E&T work activities. For recipients of TA and SNAP, if the duration of the SNAP sanction has ended, an individual may be eligible for SNAP benefits by contacting the Agency to redetermine their eligibility when the individual has expressed their intent to comply. The Agency considers this request as their demonstration of compliance. SNAP benefits will be restored for the month following the month when the individual demonstrated compliance but no earlier than the expiration date of the minimum duration period. An individual who was previously sanctioned for noncompliance with SNAP employment requirements may resume participation in the SNAP program before the end of the durational sanction period, if they document that they have become exempt from SNAP employment requirements and are otherwise eligible.

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 (reply yes or no to the options as they apply).

Grievance Mediation

Yes or No:	Who makes the TA good cause/willfulness determination?
No	An independent entity which has an agreement with the district.
No	Supervisory staff who are trained in mediation and who have no direct responsibility for the individual’s case.
Yes	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 (reply yes or no to the options as they apply).

Process for Determining Disabilities and/or Work Limitations

Yes or No:	How the district determines an individual’s disabilities and/or work limitation
Yes	District participates in the OTDA managed contract for independent medical evaluations.
No	District contracts directly with a physician to provide independent medical evaluations.
Yes	District accepts physician’s statement provided by participant.
Yes	District accepts physician’s statement provided by participant but refers for an independent evaluation when deemed necessary.
Yes	Other process: The district contracts with IMA for medical, psychological, and IQ evaluations. This generally occurs when the individual does not have a regular physician, there is a discrepancy in the medical documentation submitted, or the medical provider will not complete the Disability forms. The district does accept physician’s statements directly provided by the individual if the statement has very clearly stated that the individual is employable or not employable, or employable with limitations, with a full description of what the disability is and its estimated duration, and if limited, what exactly the limitations are. If the statement submitted by the individual is not clear

Yes or No:	How the district determines an individual's disabilities and/or work limitation
	the Employment Worker or SWE may contact the physician's office to see if they can get clarification. If the disability or the individual's limitations are still not clear the individual would then be referred to IMA for another examination and a clear medical statement.

- b. Described below is the district's procedure for notifying an individual of their exempt or non-exempt determination whenever an individual alleges to be unable to participate, or the individual otherwise participates in the employability disability review, including when an individual is notified that their status changes from exempt to non-exempt:

The SWE will complete and mail a LDSS-4005 to the client and will document that it was mailed in IED-R.

- c. Described below is how the district notifies an individual of their exempt or non-exempt determination (reply yes or not to the options as they apply):

Process for Notifying an Individual of Their Exempt or Non-Exempt Status

Yes or No:	District's process for reviewing medical documentation
Yes	The district sends the LDSS-4005 or LDSS-4005a and retains a copy in the case record.
No	The district sends a local equivalent and retains a copy in the case record.

- d. 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 (reply yes or no to the options as they apply).

Process for Reviewing Medical Documentation

Yes or No:	District's process for reviewing medical documentation
No	District directs the contracted physician or individual's physician to determine status.
No	District review team reviews and determines status (described here):
No	Specialized disability/medical staff or unit reviews and determines status (described here):
Yes	Other process: The SWE makes the employability decision based upon supporting medical evidence. Participants will be afforded the opportunity to present evidence from their own medical providers regarding the need for exemptions or limitations from employment activities. If such evidence is unavailable or insufficient the participant will be scheduled for an evaluation by a medical provider certified in Occupational Medicine. Individuals will have ten days to submit requested medical documentation.

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?

No

- b. Describe the district’s policy for determining when a program participant is offered a mental health screen:

N/A

- c. What screening tools does the district use (reply yes or no to the options as they apply)?

Screening Tools the District Uses

Yes or No:	Screening Tools
N/A	LDSS 5009 - Mental Health Screening Tool
N/A	The computer assisted version of the Modified Mini Screening tool (MMS)
N/A	Other Screening tool (described here):

- d. If using the MMS, indicate below the district’s cutoff score (7, 8 or 9) for referral to a mental health evaluation.

N/A

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

N/A

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 district relies on the recommendation of the medical providers as to the individual's ability to be restored to self-sufficiency. In questionable circumstances, the individual will be referred to IMA for further evaluation and recommendations.

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

A Wellness Plan will be completed by the SWE who will determine if the current treatment plan is appropriate by reviewing doctors' statements, talking with any other workers involved in the case such as care managers, treatment providers/counselors, and their supervisors. The SWE will make any collateral contacts that may be needed.

- 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 district has developed a standard attendance form (attachment 7) to monitor the participation of the individual in substance abuse treatment and /or rehabilitation programs, and also treatment for mental health and physical impairment. The individual and the medical professional they are seeing sign the attendance forms. The SWE and the CASAC worker monitor the attendance forms.

10. District Certification

10.1 Certification

As a condition of the receipt of federal and State funds the Local District Commissioner of Jefferson 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 1, 2024 through December 31, 2025. 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.

1/31/2024
Karen Marcum
Commissioner