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| ADMINISTRATIVE DIRECTIVE |  
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TRANSMITTAL: 94 ADM-6

TO: Commissioners of  
Social Services

DIVISION: Office of  
Employment  
Programs

DATE: April 8, 1994

SUBJECT: JOBS Tuition, Academic Fees, Books and Supplies

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SUGGESTED

DISTRIBUTION: | Employment Coordinators  
| Accounting Supervisors  
| Income Maintenance Directors  
| Staff Development Directors

CONTACT

PERSON: | Local District Technical Advisor for  
| Employment Programs  
| 1-800-343-8859, extension 3-8377  
| Fiscal/Claiming Questions:  
| Bureau of Local Financial Operations  
| Roland Levie, extension 4-7549  
| User ID #AX2060  
| Marvin Gold, Region VI at (212)383-1733  
| User ID #OFM270

ATTACHMENTS:

| None

FILING REFERENCES

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Previous | Releases | Dept. Regs. | Soc. Serv. | Manual Ref. | Misc. Ref.  
ADMs/INFs | Cancelled | | Law & Other | |  
| | | Legal Ref. | |  
90 ADM-27 | | | 385.5(e) | PASB |  
| | | 385.6(f) | | X1-F-1-all |  
| | | | | X1-F-2-all |  
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I. PURPOSE

This Directive provides social services districts with revised policy and procedures for claiming the costs of tuition, academic fees, books and supplies for approved education and training under the Job Opportunities and Basic Skills Training (JOBS) Program.

II. BACKGROUND

When implementing the federal JOBS Program in 1990, the Department recognized the costs of tuition, fees, books and supplies for education and training as allowable supportive services. This was reflected in Department Regulations, section 385.3.

As a result of a reevaluation of federal JOBS regulations, the Department has made a determination that the costs for tuition, fees, books and supplies are directly associated with the provision of a JOBS activity rather than a participant supportive service. Therefore, reference to these costs as allowable supportive services costs was deleted from Department Regulations in amendments which were effective October 21, 1992.

The provision of tuition, fees, books and supplies to participants in self-initiated training is still prohibited. This prohibition is now reflected in sections 385.5(e) and 385.6(f) of Department Regulations.

III. PROGRAM IMPLICATIONS

Social services districts must continue to pay any appropriate costs for tuition, fees, books and supplies associated with education and training activities to which the JOBS participant has been assigned. The category under which the social services district must claim these costs has changed. As a JOBS activity direct cost, the federal reimbursement rate for ADC participants is 60% up to the federal allocation limit, rather than 50% for supportive services. This category change, therefore, may reduce both state and local share to 20%.

IV. REQUIRED ACTION

Social services districts must now claim the payment of tuition, fees, books and supplies for JOBS participants assigned to education and training activities as a JOBS activity direct cost. Claiming instructions are as follows:

For ADC cases, the BICS composite rolls will identify these payments as RF2A D-3 Jobs Training Tuition payments. For Home Relief cases and PG-ADC cases, these costs will appear on the BICS

composite rolls as Schedule C and Schedule A FNP payments respectively.

For the ADC cases, the local social services districts will report these expenditures on the Schedule DSS-923 - Schedule of Payments - Administrative Expenses Other than Salaries as F3 functional code expenses using Object of Expense Code 19.3 - Employment and Training Fee. These costs will be carried forward to the Schedule D-3 - Allocation and Claiming of Administrative Costs for Employment Programs (DSS-2347-B1) and should be entered on Line 5 - Non-Salary Costs in the 60% JOBS column for reimbursement. Please note that the administrative expenditures for the JOBS program are excluded from the Administrative State Share cost cap computations.

The costs related to Home Relief and PG-ADC will be reimbursed at the regular rate of 50% State and 50% Local.

Social services districts should now claim these associated JOBS activity costs on "Schedule D3" under the 60% JOBS column.

V. SYSTEMS IMPLICATIONS

A. Upstate

Districts must no longer use pay type R-9 (Employment and Training Essential Needs) for authorizing necessary tuition, academic fees, books and supplies. These payments are now to be authorized under pay type T-3 using any appropriate method of payment. The Commodity Code for pay type T-3 is 10, Employment.

B. New York City

There are no systems implications for NYC WMS. NYC accounts for tuition, academic fees, books and supplies offline as a JOBS program expense.

IV. EFFECTIVE DATE

This Directive is effective April 15, 1994.

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Jack Ryan  
Assistant Commissioner  
Office of Employment Programs