



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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David A. Paterson
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Local Commissioners Memorandum

Section 1

Transmittal:	10-LCM-15
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economics Supports
Date:	November 5, 2010
Subject:	OTDA Green Jobs Corps 2 Program
Contact Person(s):	<p><u>Program Related Questions:</u> Susanne Haag at (518) 486-6291, Susanne.Haag@otda.state.ny.us or Employment and Advancement Technical Advisor</p> <p><u>Claiming Related Questions:</u> Regions 1-5 - Edward Conway (518) 474-7549, Edward.Conway@otda.state.ny.us Region 6 – Michael Simon (212) 961-8250, Michael.Simon@otda.state.ny.us</p>
Attachments:	<p>Attachment A: Subsidized Employment Programs Matrix Attachment B: District Allocations Attachment C: Budget Instructions Attachment D: Program Narrative Attachment E: Budget Form Attachment F: Budget Narrative</p>
Attachment Available On – Line:	Yes

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts (districts) that the enacted State Fiscal Year (SFY) 2010-11 State Budget provides \$2 million in federal Temporary Assistance for Needy Families (TANF) funds to support subsidized employment with occupational training through the second year of the Green Jobs Corps program. Separate LCMs will be released to inform eligible districts of the funding available to support the continuation of the Transitional Jobs and the Health Care Jobs programs.

The attached Subsidized Employment Programs Matrix provides a summary of each program model (see Attachment A).

District allocations for the second year of the OTDA Green Jobs Corps program are included as Attachment B. As indicated by the SFY 2010-11 appropriation language, the Green Jobs Corps 2 funding is available to districts previously awarded funds competitively under 09-LCM-09 to support the continuation of approved **Green Jobs Corps** programs.

This LCM informs districts of program-related changes authorized by the SFY 2010-11 Enacted State Budget and provides program instructions and funding award information for the Green Jobs Corps 2 program.

II. Background

Subsidized employment can serve as an important component of a district's employment services by providing an effective placement for individuals lacking an adequate or demonstrated work history, who have other barriers to employment, or when employment opportunities in the community are limited. The Green Jobs Corps provides an effective mechanism for entrance into unsubsidized employment by providing participants additional skills through occupational skills training, providing the opportunity to develop and demonstrate positive work skills to current or prospective employers and by improving employment skills through on-the-job training. Subsidized employment opportunities made available through the Green Jobs Corps program are expected to enable participants to gain skills in the green jobs sector, which is expected to experience future job growth. Additionally, paid employment provides participants financial and other incentives to participate fully in employment and education/training services. The fact that participants are paid for hours worked reinforces the message that "work pays" and enables participants to access earned income tax credits and other tax credits to supplement their income.

III. Program Overview

TANF funds in the amount of \$2 million are being made available to districts with approved SFY 2009-10 Green Jobs Corps programs to provide subsidized employment linking low or no income TANF eligible individuals, particularly those facing significant barriers to employment, to occupational skills training, basic education, GED preparation, job placement, job retention, and career advancement opportunities in the green-jobs sector. District allocations for Green Jobs Corps 2 are provided in Attachment B. Should funds become available, OTDA may redistribute funding to districts with approved SFY 2009-10 Green Jobs Corps projects.

OTDA understands that programs may need to reduce capacity or limit the scope of their approved Green Jobs Corps program given the reduction in funding available to support Green Jobs Corps 2. However, districts awarded funds to continue their Green Jobs Corps program will be required to continue programs within the scope of their approved SFY 2009-10 plans awarded competitively under 09-LCM-09.

Districts are reminded that allowable services supported with Green Jobs Corps 2 funding must meet the federal definition of non-assistance. TANF non-assistance services are those services that are not intended to provide ongoing basic income support. This includes work subsidies (i.e. payments to employers or third parties to help cover the costs of employee wages, benefits, supervision and training) and supportive services such as transportation for employed persons,

counseling, case management, child care information and referral, transitional services, job retention and other employment related services that do not provide basic income support.

Districts awarded funds to continue a Green Jobs Corps program will be required to (directly or through agreements or contracts with other organizations):

Identify employment opportunities in the green jobs sector, consistent with scope of the district's approved SFY 2009-10 Green Jobs Corps plan to be targeted, including the position, anticipated job duties and prospective employers.

Districts are expected to provide job readiness and occupational skills training using their SFY 2010-11 (Green Jobs Corps 2) allocations to prepare participants for subsidized employment placement in the green jobs sector, and to provide employment opportunities of up to 40 hours per week at the minimum wage or higher for up to one year. Districts will determine the length of the subsidy period, subject to the limit previously noted, the hours of subsidized employment, and the subsidy amount, which may vary by employer or position.

Funding made available through the OTDA Green Jobs Corps 2 program may not be used to replace existing funding and subsidized employment positions may not replace staff doing equivalent work pursuant to Social Services Law sections 336-e and 336-f. Funds may be used to continue services established under SFY 2009-10 Green Jobs Corps approved plans.

Provide Job Preparation Training to prepare individuals for placement into the Green Jobs Corps program subsidized employment position and/or for unsubsidized employment. Such training shall include, but not be limited to:

- Soft skills training such as attitudinal training, career development, and introduction to basic computer literacy.
- Occupational skills training that prepares the individual for employment in a green sector job that is consistent with the district's approved SFY 2009-10 Green Jobs Corps plan. Training may include, but is not limited to basic construction, (electrical, plumbing and carpentry), environmental remediation, weatherization, building retrofits, renewable energy, and natural resource preservation.

Districts may provide such training before and/or after placement in the subsidized employment position but in all instances are required to ensure that program participants are provided soft skills and occupational skills training needed to support eventual unsubsidized employment. Training that offers industry-recognized skills and/or a certificate is preferred. The length and type of training may vary depending on the targeted occupation and the needs of the employer.

The training component may be funded through the Green Jobs Corps 2 program, but districts are encouraged to leverage additional training opportunities that are separately funded, with the Green Jobs Corps 2 program supporting other program benefits including wage subsidies and case management services. Districts are encouraged to provide training that will give the prospective employee the level of basic skills needed for him/her to benefit from the addition of on-the-job training and to succeed in the employment placement. Districts are expected to have determined prior to placing an individual in an occupational training that employment opportunities are available in the field for which the individual is being trained and to maintain job development efforts to promote placement in permanent jobs following or concurrent with training and participation in the subsidized employment.

Districts may also fund or otherwise support the ability for program participants to participate in additional education (such as adult basic education and GED preparation) or job skills training prior to, or following placement in the subsidized job, consistent with the approved SFY 2009-10 Green Jobs Corps plan. The hours that program participants engage in the training and education may be paid or unpaid.

Provide Support Services to program participants as necessary to support program participation and completion. Services may include, but are not limited to, child care, transportation, and other necessary services.

Districts are encouraged to collaborate with local non-profit agencies experienced in providing workforce development services to low-income populations facing barriers to employment such as those having criminal histories and periods of incarceration.

Participants in the Green Jobs Corps 2 program will receive continuous supportive services from a case manager assigned from the first day that they begin the program to address issues that affect an individual's ability to retain employment and progress with skills training such as housing, transportation, child care, and substance abuse or mental health treatment. Districts are reminded that this funding cannot be used to provide medical services or treatment. Districts are encouraged to also arrange for mentors that can help program participants establish and maintain employment goals and develop strategies to address circumstances that could interfere with continued employment or training activities.

Districts are expected to ensure that program participants are provided information on the availability of earned income tax credits and other credits that they may access once working, including the availability of information through mybenefits.ny.gov. Additionally, as with all individuals who go to work, districts are expected to facilitate access to transitional benefits including health insurance, transitional child care and Supplemental Nutrition Assistance benefits.

Plans must detail the overall structure of the program, including the type and anticipated length of training to be provided for each category of job targeted, who will be providing the training, the types of jobs being targeted, the range of wages to be paid, and the length of the subsidy period. Plans should also identify the employers targeted to provide the subsidized employment opportunities.

IV. Program Implications

Eligible participants

Funding available for the OTDA Green Jobs Corps 2 program consists of \$2 million in TANF funds.

In all instances, priority shall be given to enrolling TANF eligible public assistance recipients in the Green Jobs Corps 2 program, although other individuals are eligible as outlined below.

All Green Jobs Corps 2 program participants must be TANF eligible and may include the following categories of individuals:

- Individuals in receipt of TANF/Family Assistance (case types 11 or 12) and Safety Net Assistance Maintenance of Effort (SNA-MOE) (case types 16 or 17 with state charge codes 63 or 64);
- Individuals in two-parent cases with children receiving Safety Net Assistance (as described in 06 LCM-09); and
- Individuals not in receipt of public assistance but who are determined TANF eligible based on TANF 200% of Poverty guidelines included in 00-LCM-20.
- Safety Net Assistance recipients in households without children may be eligible for TANF funded services due to being a noncustodial parent of a minor child as outlined in 00 LCM-20 and districts are strongly encouraged to determine such eligibility and serve these individuals through the Green Jobs Corps program.

Districts should also target services to formerly incarcerated individuals, including non-custodial parents who were formerly incarcerated or who have a criminal history and who are determined eligible under the TANF 200% of Poverty guidelines and eighteen to twenty-four (18-24) year olds who are eligible under TANF 200% of Poverty guidelines included in 00-LCM-20. Individuals in these targeted groups include such individuals in receipt of public assistance.

PLEASE NOTE: As the funding source under this LCM is TANF only, Safety Net Non-MOE recipients who are not TANF eligible in accordance with 00-LCM-20 cannot receive services or be placed in subsidized jobs supported by Green Jobs Corps 2 funding.

Funding

A total of \$2 million in TANF funds is available to support the second year of the Green Jobs Corps program. The SFY 2010-11 TANF allocations are based on each districts TANF share of their approved SFY 2009-10 Green Jobs Corps plan.

Projects receiving funding are expected to begin on or after October 1, 2010 and end on September 30, 2011 with the claiming deadline of November 15, 2011. In the event these funds are not reappropriated in the SFY 2011-12 State budget, final claims for this program will be due by August 15, 2011. The program period for Green Jobs Corp 2 program cannot overlap with the program period for year one of the Green Jobs Corps program. In those instances where a district is supporting services with year one (SFY 2009-10) allocations through all or a portion of the October 1, 2010 through December 31, 2010 period, the district should adjust the Green Jobs Corps 2 program period accordingly. For example, if a district is able to rely on SFY 2009-10 funds through December 31, 2010, the district would submit a Green Jobs Corps 2 program plan that has a program period of nine months (January 1, 2011 through September 30, 2011). Please note that the program requirements for the first year of the Green Jobs Corps program as described in 09-LCM-09, including the provision of job readiness and occupation skills training and subsidized employment opportunities in the green jobs sector of up to 35 hours per week at the minimum wage or higher continue to apply for services supported by funding made available by 09-LCM-09.

V. Plan Format

Districts must submit plans consisting of a program narrative, budget form and budget narrative to OTDA for approval. OTDA staff will review the submission to determine that services are consistent with the approved SFY 2009-10 Green Jobs Corps plan. Modifications outside the scope of the SFY 2009-10 Plan will be considered based on the extent to which the modification is expected to improve program outcomes. OTDA will also review the plan to ensure that services are directly related to the provision of allowable program services and activities to eligible participants and that program components regarding required training are met.

A. Program Narrative:

Plans must detail the overall structure of the program using the program narrative template (see **Attachment D**). The narrative should not exceed six pages in 12-pitch font using standard one inch margins. The template contains detailed instructions addressing the following components:

- program period including anticipated start and end dates;
- an estimate of the number of participants to be served during the program period;
- whether or not the district will use grant diversion to increase the number of individuals to be served;
- a description of the target population, the process that the district will use to identify appropriate individuals who are eligible to participate in the program; and how participants will be matched with employment opportunities in the green jobs sector;
- the employment opportunities targeted, including prospective employers, an estimate of the range of wages to be paid, the number of hours to be subsidized each week, and the expected length of the subsidy period.
- the training, including job readiness and occupations skills training available to prepare the individual for the subsidized employment opportunity in the green jobs sector.
- Supportive services to be provided to program participants during the subsidy period;
- Services to be offered to secure unsubsidized employment for those participants whose placement will be temporary; and,
- Project staff, percentage of time attributable to program services and expected duties.

B. Budget and Budget Narrative Forms

The budget and budget narrative forms (see **Attachment E** and **Attachment F**) should identify staff and services to be funded through the program and the estimated cost (see **Attachment C** for instructions regarding budget preparation).

VI. Submission of Plans

Districts are encouraged to submit completed plans which are consistent with the program requirements described in this LCM to OTDA for review as soon as completed. Completed plans must be submitted no later than December 6, 2010 to be eligible for funding under this initiative. District allocations are available beginning October 1, 2010 for districts that have fully claimed their respective award provided under 09-LCM-09 and have a completed and approved plan. In those instances where a district is supporting services with year one (SFY

2009-10) allocations through all or a portion of the October 1, 2010 through December 31, 2010 period, the district should adjust the Green Jobs Corps 2 program period accordingly. For example, if a district is able to rely on SFY 2009-10 funds through December 31, 2010, the district would submit a Green Jobs Corps 2 program plan that has a program period of nine months (January 1, 2011 through September 30, 2011). Completed plans should be e-mailed by October 29, 2010 to Susanne Haag at Susanne.Haag@otda.state.ny.us or mailed to the below address in time to reach OTDA no later than December 6, 2010.

Ms. Susanne Haag
NYS Office of Temporary and Disability Assistance
Employment and Advancement Services Bureau
40 North Pearl Street, 11-A
Albany, New York 12243

VII. Reporting

Districts will be required to report information on an individual basis using a format provided by OTDA. OTDA will provide reporting instructions under separate cover.

VIII. Claiming Instructions

All expenditures against the Green Jobs Corps 2 allocation must be claimed in accordance with the local social services district's Green Jobs Corps 2 approved plan. Local districts may claim reimbursement for Green Jobs Corps 2 expenditures made from October, 1 2010 through September 30, 2011. In those instances where a district is supporting services with year one (SFY 2009-10) allocations through all or a portion of the October 1, 2010 through December 31, 2010 period, the district should adjust the Green Jobs Corps 2 program period accordingly. For example, if a district is able to rely on SFY 2009-10 funds through December 31, 2010, the district would submit a Green Jobs Corps 2 program plan that has a program period of nine months (January 1, 2011 through September 30, 2011).

Final claims for Green Jobs Corps 2 must be received by November 15, 2011. These deadlines are contingent upon re-appropriation authority in the SFY 2011-2012 budget. If not reappropriated, final claims must be submitted by August 15, 2011.

The administrative and/or contracted costs associated with approved plans should be reported in the F-17 function (Other Reimbursable Programs) on the Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347). These costs will carry forward to the Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs, (LDSS-3274), and be reported in a column labeled Green Jobs 2. These expenditures will support Form LDSS-3922, Reimbursement Claims for Special Projects. The LDSS-3922 project name box label should be entitled Green Jobs 2.

District staff not working fulltime on Green Jobs Corps 2 must be time studied and only those related costs should be charged to Green Jobs Corps 2.

The LDSS-3922 for Green Jobs 2 should be submitted on a monthly basis to the Bureau of Financial Services using the TRACS system. Districts must retain the signed LDSS-3922 which supports the claims submitted via TRACS for audit purposes. Instructions for completing the

Schedule D-17 are found in the Fiscal Reference Manual (FRM) Volume 3 (Volume 4 for New York City), Chapter 18. Instructions for completing the LDSS-3922 are found in FRM, Volume 2, Chapter 3. The expenditures should be entered in the non-Administration/Administration Costs columns based on the guidelines below.

According to TANF regulations, costs considered to be program are:

- Direct costs, including salaries and fringe benefit costs for staff providing program services;
- Direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance); and,
- Contracts devoted entirely to program activities.

According to TANF regulations, administrative costs include:

- Contract costs that are not excluded totally or in part as program activities;
- All indirect or overhead costs (i.e., A-87 costs); and,
- Activities related to eligibility determinations.

See Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual for detailed information on TANF administrative expenditure requirements.

Under these guidelines, districts should enter their expenditures in the proper column of the LDSS-3922. Most of the activities incurred under this program should be reported in the Non-Administration Costs column. Overhead and A-87 costs should be entered in the Administration Costs column. Expenses should be reported on the appropriate lines of the LDSS-3922, with the amount of the actual work subsidy entered on line 12, Assistance Direct to Client.

Expenditures should be claimed at 100% Federal share up to the amount of the allocation.

Costs in excess of the allocation may be claimed on the Schedule D-3 Allocation and Claiming of Administrative Costs for Employment Programs (LDSS-2347-B1) as Direct Charge Costs (Line 7) under TANF Program (Column 2) for TANF eligible.

IV. System Implications

Districts (other than NYC) are encouraged to make full use of their local Welfare-To-Work Caseload Management System (WTWCMS) provider directory to document client involvement in this program. WTWCMS administrators should use the available Statewide umbrella program funding source entitled "Transitional Employment" which displays as an active local program. Only the counties that do not participate in any of the subsidized employment programs should inactivate Transitional Employment from their respective local Program listing. The separate funding streams for Transitional Jobs, Green Jobs Corps or Health Care Jobs can easily be designated through the administrative creation of provider, site and offering records within your local directory structure.

Offering records should reflect Transitional Employment as the selected funding source, with the specific subprogram name of Transitional Jobs, Green Jobs Corps or Health Care Jobs data entered in the offering name of the allowable activity or supportive service that an individual provider agency has made available. It is important to point out that client referrals and enrollments in these program funded activities will not display on WTWCMS listings by

provider, site and offering unless provider directory information is administratively created for workers to use. More importantly, workers will not have to manually data enter this same information in order to create a client referral or enrollment record on WTCMS.

Issued By:

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