



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor**

Local Commissioners Memorandum

Section 1

Transmittal:	11-LCM-10
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports Employment and Advancement Services Bureau
Date:	September 9, 2011
Subject:	2012-2013 Biennial Temporary Assistance and Food Stamp Employment Plan
Contact Person(s):	OTDA Employment Services Advisor or Employment and Advancement Bureau at (518) 486-6106
Attachments:	Attachment A: Temporary Assistance and Food Stamp Employment Plan Instructions Attachment B: Temporary Assistance and Food Stamp Employment Plan Template
Attachment Available On – Line:	Yes

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to instruct each social services district (district) to develop and submit for review and approval its 2012-2013 Temporary Assistance and Food Stamp Employment Plan (Plan) to the Office of Temporary and Disability Assistance (OTDA) no later than November 15, 2011. Instructions are attached to support completion of the Plan (see Attachment A). The Temporary Assistance and Food Stamp Employment Plan template (see Attachment B) is available through SharePoint and may be accessed through <http://sharepoint.otda.state.nyenet/projects/testep>.

II. Background

Section 333 of the New York State Social Services Law requires that every two years each district submit for approval to OTDA a plan that describes the district’s employment services program. The Plan must include a description of the provision of education, work, training, and support services for all public assistance applicants and recipients along with other information required by OTDA.

State regulations at 18 NYCRR 385 set forth the requirements of public assistance and food stamp employment programs, including the establishment of local employment plans.

III. Program Implications

The Plan outlines local policy governing employment services for Family Assistance (FA), Safety Net Assistance (SN), and Food Stamp (FS) applicants and recipients as well as optional services for individuals/households with income up to 200% of the federal poverty level who are eligible for Temporary Assistance for Needy Families (TANF) funded services. The Plan includes information regarding the availability of work preparation activities, the district's policy for the approval of training programs, disability determinations and work accommodation procedures, conciliation procedures, sanction procedures and available support services.

A few sections of the Plan have been expanded to include more detailed information regarding district procedures. Local districts are asked to make special note of the following sections:

- Section 3.6 includes information regarding the district process for making education activities available to nonexempt recipients who have not attained a high school diploma and district procedures regarding approval of participation in educational activities. Districts must ensure that the employment assessment process incorporates the requirement to offer educational opportunities for individuals without a high school diploma as required by OTDA regulations (18 NYCRR 385.6 and 385.7).
- Section 4.1 describes the district's efforts to assist a person in obtaining transportation to get to and from a work activity site. Districts are asked to describe transportation assistance provided, including any mileage reimbursement rate applied by the district. OTDA has established a minimum reimbursement rate and any district seeking to apply a lower rate must provide sufficient information on the method used to establish the reimbursement rate that must be expected to reimburse participant costs incurred.

District Plans must be submitted for a 30-day public comment period and to OTDA as a draft no later than November 15, 2011. Districts are asked to submit Plans using Microsoft SharePoint. Training on the use of SharePoint is available via a web-based training (WBT) or through the district's Employment Services Advisor (ESA). If requested, districts may submit Plans in an alternative manner and OTDA will load the document to SharePoint.

A SharePoint site is a Website that provides a central storage and collaboration space for documents, information and ideas. SharePoint enables staff to share information and work together. SharePoint consists of document libraries and allows team members to upload documents in a manner to enable each member of a team to have access. In this instance, the team members will be the local district Employment Coordinator, the OTDA Employment Services Advisor, and other staff as needed.

OTDA will upload the Plan template to each district folder on the designated SharePoint Library located at <http://sharepoint.otda.state.ny.net/projects/testep>

The name of the SharePoint library is Employment Plans. The local district Employment Coordinator has been assigned permissions to access the library and staff can work on the Plan outside the SharePoint system if desired and upload the Plan to the site when ready for OTDA review. Employment Coordinators should notify their Employment Services Advisor once the Plan is submitted for OTDA review.

Districts will receive a letter indicating any changes identified by OTDA that must be made prior to Plan approval. Districts must incorporate any OTDA required changes along with any changes necessary as a result of the public comment process and resubmit the final Plan for approval by the due date included in the comment letter. A hard copy of the final Plan including the Commissioner's signature should be submitted, including any applicable attachments, for approval to the address below:

Barbara C. Guinn
Director, Employment and Advancement Services
Office of Temporary and Disability Assistance
40 N. Pearl Street, 11th floor
Albany, NY 12243

The Plan along with all applicable attachments may also be e-mailed to: BarbaraC.Guinn@otda.state.ny.us

Each district will be provided written notification of Plan approval. Copies of all approved Plans will be provided to the Office of Administrative Fair Hearings to support hearing decisions and will also be made available for public review on the OTDA website.

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports