



# Office of Temporary and Disability Assistance

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Governor

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	15-LCM-18
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	October 13, 2015
<b>Subject:</b>	2016-2017 Biennial Temporary Assistance and Supplemental Nutrition Assistance Program (SNAP) Employment Plan
<b>Contact Person(s):</b>	OTDA Employment Services Advisor or Employment and Advancement Bureau at (518) 486-6106
<b>Attachments:</b>	<a href="#">Attachment A: 2016-2017 Temporary Assistance and SNAP Employment Plan Instructions</a> <a href="#">Attachment B: 2016-2017 Temporary Assistance and SNAP Employment Plan Template</a>
<b>Attachment Available Online:</b>	<input type="checkbox"/>

### 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 Biennial 2016-2017 Temporary Assistance and Supplemental Nutrition Assistance Program (SNAP) Employment Plan to the Office of Temporary and Disability Assistance (OTDA) no later than **November 25, 2015**. Planning instructions are attached to support completion of the biennial Plan (see Attachment A). The Temporary Assistance and SNAP Employment Plan template (see Attachment B) is available through SharePoint and may be accessed through the following link: <http://sharepoint.otda.state.nyenet/projects/ldss-emp-plan/SitePages/Home.aspx>.

#### 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 SNAP employment programs, including the administration of local employment plans.

### III. Program Implications

The biennial Plan outlines local policy governing programs operated to provide employment services for Temporary Assistance and SNAP applicants and recipients as well as optional non-assistance services for individuals eligible for Temporary Assistance for Needy Families (TANF) services with incomes up to 200% of the federal poverty level. The Plan covers many aspects of district employment services such as the district's policy and/or procedure for participant assessments, approval of training programs, disability determinations and work accommodation procedures, available support services, work activities offered, program partners, work verification procedures and conciliation procedures. The activity definition and other sections are consistent with the requirements included in 08 ADM-07, Implementation of Final TANF Rule.

Local districts are asked to make special note of the following:

- The 2016-2017 Temporary Assistance and SNAP Employment Plan Template (Attachment B) has been redesigned as a fillable form. Districts may click and type into grey text areas and select options in check boxes throughout the document.
- In Section 3.4 Participation Rates and Work Activities, subsection (b), has been added for districts to provide the estimated number of individuals served, in households with dependent children and households without dependent children, averaged monthly.
- Section 6 has been renamed and combines information regarding districts' disability determination processes, documentation, and requirements for exempt Temporary Assistance participants.

Districts must submit their Plan for a 30-day public comment period and to OTDA as a draft no later than **November 25, 2015**. 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.

Districts may access the Plan template through the designated SharePoint site at: <http://sharepoint.otda.state.ny.net/projects/ldss-emp-plan/SitePages/Home.aspx>. The name of the SharePoint library is Local District Biennial Employment Plans. The fillable Plan template has been added to the "2016-17" folder in each district library.

The district Employment Coordinator will be 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 or a scanned copy of the final plan that includes 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, 11<sup>th</sup> floor  
Albany, NY 12243

The signed scanned Plan along with all applicable attachments may also be e-mailed to [BarbaraC.Guinn@otda.ny.gov](mailto:BarbaraC.Guinn@otda.ny.gov)

Each district will be given 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: Phyllis Morris**

**Title: Deputy Commissioner**

**Division/Office: Center for Employment and Economic Supports**