



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	17-LCM-05
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	June 16, 2017
Subject:	Prisoner Re-entry Pilot Program
Contact Person(s):	Glenna Roach, Temporary Assistance Bureau at: (518) 474-9344
Attachments:	
Attachment Available Online:	<input type="checkbox"/>

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts (districts) of the availability of a total of \$200,000 in funding to support a Prisoner Re-entry Pilot Program in two districts. These programs must target households that are in receipt of temporary assistance containing a household member that has been released from prison. The two pilot programs will be overseen by the Office of Temporary and Disability Assistance in coordination with the Department of Corrections and Community Supervision (DOCCS). This LCM includes a description of plan criteria, reporting requirements and submission instructions.

II. Background

In many districts, incarcerated individuals are released from State correctional facilities without a place to live and are likely to request Temporary Housing Assistance (THA) post-release. These undomiciled formerly incarcerated individuals often are returning to their counties of last known residence. A stable living situation and access to employment and support services are important factors that can help these individuals to successfully re-enter the community and reduce recidivism, which underscores the importance of pre-release coordination and discharge planning between the districts and DOCCS. Additionally, specialized support is needed for formerly incarcerated individuals once they are released into the community. Many individuals re-enter the community in need of services such as employment/vocational training, substance

abuse or mental health treatment, and assistance with obtaining and remaining in stable housing.

In recognition of this need, funds have been made available for two districts to offer pilot programs which will allow these districts to provide an assortment of intensive case management services to people upon their release from state prison. These case management services should be individualized and based on the needs of the individual but could include referrals to appropriate community resources, helping individuals to secure housing, employment and/or vocational training and identifying/removing barriers to financial security. A key component of this pilot program will be to help these individuals obtain and maintain permanent housing. For this reason, the program is designed to work in coordination with an existing rent supplement program in order to provide districts additional support, as needed, to successfully house this population. **Therefore, at this time, only those districts with currently approved rent supplement programs for single individuals may apply for this funding opportunity.**

III. Program Implications

A. Evaluation Criteria

In order to be considered for this funding opportunity, interested districts must submit a plan to OTDA for review. OTDA will evaluate all plans submitted within the established timeframe to determine where the greatest need exists and to assess each district's plan of action. Submitted plans will be reviewed and evaluated based on the quality of responses to the following:

1. How the district will work proactively with DOCCS to identify single individuals for the program prior to their release;
2. The number of individuals expected to be served, based on historic data regarding individuals released from incarceration to the district;
3. Demonstrate an understanding of the various challenges and barriers faced by the target population and why the funding is currently needed in the district;
4. A description of how the district's current rent supplement plan will be utilized to efficiently obtain housing for released individuals;
5. An explanation of the specific case management services to be provided and how the services will help recipients achieve self-sufficiency and stable permanent housing. Districts should also address how the district plans to engage their continuum of care providers to ensure a wide variety of services is available;
6. A description of how the program's case management services will be administered. Districts may utilize current or newly hired staff or may use contracted providers to administer case management services;
7. A projected fiscal plan detailing how the funding will be spent;
8. An explanation of how the program's effectiveness will be evaluated.

B. Funding

Each of the two districts chosen will be awarded state funds to be used in providing prisoner re-entry support services. These services will be targeted towards finding stable, permanent housing, re-employment, educational/vocational training and other services needed to assist the individual in obtaining self-sufficiency. The districts will be given latitude in how the services are administered but must outline their plan within their submitted proposal. Funding for these two district projects will be limited to a total of \$200,000, so districts submitting plans should do so with the understanding that funding will be limited to a portion of this total funding.

C. Outcome Measures and Report Requirements

Districts will be required to semi-annually report monthly program performance measures. These measures should include but not be limited to:

- Housing data – shelter types, rental amounts, household size, subsidy amounts
- Employment data – job type, source of referral, job retention data, wages, hours
- Education and training data – activity assignment, attendance, completion rates, credentials earned, resulting job placements
- Need for income assistance including TA, SNAP, HEAP, MA, SSI, etc.
- Attendance at regular post incarceration meetings
- Participation in support services

Specific reporting requirements will be arranged between OTDA and the selected districts.

IV. Project Submission Process and Deadline

Completed plans may be submitted to the following address:

Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs
New York State Office of Temporary and Disability Assistance
40 North Pearl Street, 11th floor
Albany, New York 12243-0001

Completed plans must be submitted in 60 days of the release of this LCM in order to be considered for funding under this initiative. Districts chosen for the pilot will be notified in writing and district allocations are expected to be available beginning September 1, 2017 and allocations must be spent by August 15, 2018.

Issued By

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