

**New York City**

**Temporary Assistance (TA) and  
Supplemental Nutrition Assistance  
Program (SNAP) Employment Plan**

January 01, 2024 - December 31, 2025

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# 1. Administration

## 1.1 Administrative Structure

- a. This agency's organizational chart is attached. It identifies the units and staff within the agency that are involved in the operation of the district's employment program.  
*(Attachments must be uploaded to the system through the "Documents" screen prior to submitting the plan. Use the textbox below to provide any additional information.)*

See Appendix A - Org Charts

- b. Below is a description of the office(s) in and/or outside of the Department of Social Services that are involved in the operation of the district's employment program and include the responsibilities of each office.

Customized Assistance Services (CAS) helps Human Resources Administration (HRA) clients with health and/or mental health conditions reach their highest attainable level of functioning and self-sufficiency by providing comprehensive, integrated, individualized clinical and support services. CAS works with other areas of the agency and with other governmental and non-governmental not for profit service providers to create new programs and to integrate and refine existing services in order to help the clients they serve achieve their maximum functional capacity. CAS provides clinical expertise, recommendations, and direction to HRA in the fields of health, mental health, substance use and vocational rehabilitation. CAS staff provide psychiatric evaluations and crisis intervention services, housing eligibility services and assistance in obtaining federal disability benefits. CAS manages contracts that serve individuals and families with medical, mental health, and/or substance use disorders. CAS programs also provide clinically focused case management and utilize sophisticated clinical tracking and reporting systems. HRA's Career Services Unit offers Cash Assistance clients opportunities to help them increase their job skills as well as advance their career potential in order to assist them reach financial security. Career Services works closely with clients to find opportunities that match their skills, needs, and career goals, and help them work toward a successful career. Based on their situation, clients work with service providers in three programs – YouthPathways, CareerCompass or CareerAdvance, provided by Career Services providers. The Family Independence Administration (FIA) operates HRA's Benefit Access Center and Supplemental Nutrition Assistance Program (SNAP) Centers, administering Cash Assistance, including Emergency Assistance, SNAP benefits, and medical assistance for those receiving Cash Assistance. FIA works to help clients reach their maximum level of self-sufficiency and overcome any barriers to employment. HRA's Office of Policy, Procedures, and Training (OPPT) provides support to DSS program areas in the interpretation, development, and implementation of various Federal, State, and local laws, regulations, policies and procedures. OPPT assists in reviewing all applicable federal, State and local laws and rules to develop and publish procedures and forms, providing necessary information and instructions to staff, as well as contracted providers, on how to process required actions and make necessary case determinations. These documents are used to develop various curricula which are then used to train staff and contract providers either as special unique trainings and/or as part of monthly mandated trainings.

## 1.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

- a. Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and SNAP clients. These activities and services may include, but are not limited to: employability determinations; development of assessment and employment plans; conciliation and grievance activities; provision of work activities such as job readiness training; education and job skills training; monitoring and support for compliance with treatment plans for exempt individuals with the potential for restoration to self-sufficiency; job development; job placement and retention services; and other employment related activities.

Each contract listed in Table 1 contains an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis, and, if not a performance-based contract, a statement regarding use of a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, A-21 for educational institutions, or A-87 for State and local governments. Districts must maintain proper monitoring and oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Funding sources include, FFFS, SNAP E&T, Local or “other”. Categories of clients served include Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance to Needy Families (TANF) 200%.

### Contracts or Agreements with Agencies Who Provide TA and SNAP Employment Services

Provider	Total Contract Cost per Year	Funding Source(s)	Categories of Clients Served	Program, Services or Activities Provided
America Works – Brooklyn & Staten Island	\$3,244,870	SNAP E&T FFFS CTL	Mixed	Career Advance
America Works – Queens	\$1,199,046	SNAP E&T FFFS CTL	Mixed	Career Advance
DB Grant Associates – Bronx	\$2,653,543	SNAP E&T FFFS CTL	Mixed	Career Advance
DB Grant Associates – Brooklyn	\$2,573,418	SNAP E&T FFFS CTL	Mixed	Career Advance
DB Grant Associates – Manhattan	\$1,584,294	SNAP E&T FFFS CTL	Mixed	Career Advance

<b>Provider</b>	<b>Total Contract Cost per Year</b>	<b>Funding Source(s)</b>	<b>Categories of Clients Served</b>	<b>Program, Services or Activities Provided</b>
Fedcap – Brooklyn, Queens & Staten Island	\$1,597,858	SNAP E&T FFFS CTL	Mixed	Career Advance
Goodwill Industries – Queens	\$1,215,277	SNAP E&T FFFS CTL	Mixed	Career Advance
Maximus Human Services, Inc. – Bronx	\$2,594,590	SNAP E&T FFFS CTL	Mixed	Career Advance
America Works – Bronx	\$3,082,222	SNAP E&T FFFS CTL	Mixed	Career Compass
DB Grant Associates – Queens	\$1,353,014	SNAP E&T FFFS CTL	Mixed	Career Compass
Education Data System – Queens	\$1,340,664	SNAP E&T FFFS CTL	Mixed	Career Compass
Fedcap – Bronx	\$3,036,433	SNAP E&T FFFS CTL	Mixed	Career Compass
Goodwill – Brooklyn	\$2,967,392	SNAP E&T FFFS CTL	Mixed	Career Compass
Maximus Human Services, Inc. - Staten Island	\$703,015	SNAP E&T FFFS CTL	Mixed	Career Compass
Maximus Human Services, Inc. – Manhattan	\$1,745,682	SNAP E&T FFFS CTL	Mixed	Career Compass
NADAP – Manhattan	\$1,802,291	SNAP E&T FFFS CTL	Mixed	Career Compass
NADAP – Brooklyn	\$2,957,611	SNAP E&T FFFS CTL	Mixed	Career Compass
America Works – Bronx	\$1,077,207	SNAP E&T FFFS CTL	Mixed	Youth Pathways
America Works – Brooklyn	\$1,012,503	SNAP E&T FFFS CTL	Mixed	Youth Pathways
East River Development – Queens	\$1,440,708	SNAP E&T FFFS CTL	Mixed	Youth Pathways

<b>Provider</b>	<b>Total Contract Cost per Year</b>	<b>Funding Source(s)</b>	<b>Categories of Clients Served</b>	<b>Program, Services or Activities Provided</b>
Fedcap – Bronx	\$1,081,149	SNAP E&T FFFS CTL	Mixed	Youth Pathways
Fedcap – Manhattan	\$836,917	SNAP E&T FFFS CTL	Mixed	Youth Pathways
Goodwill – Brooklyn	\$1,021,352	SNAP E&T FFFS CTL	Mixed	Youth Pathways
Maximus Human Services, Inc. – Manhattan	\$819,962	SNAP E&T FFFS CTL	Mixed	Youth Pathways
Maximus Human Services, Inc. – Staten Island	\$435,321	SNAP E&T FFFS CTL	Mixed	Youth Pathways
Rescare – Bronx	\$1,079,366	SNAP E&T FFFS CTL	Mixed	Youth Pathways
Rescare – Brooklyn	\$1,017,601	SNAP E&T FFFS CTL	Mixed	Youth Pathways
Jewish Community Council	\$3,593,524	SNAP E&T FFFS CTL	Mixed	Internship Placement Services
Multiple Vendors	\$2,015,000	SNAP E&T FFFS CTL	Mixed	ITA Vouchers
Visiting Nurse Services	\$2,681,330	SNAP E&T FFFS Medicaid CTL	Mixed	Case Management Support Program
University Behavioral	\$3,581,187	SNAP E&T FFFS Medicaid CTL	Mixed	Case Management Support Program
National Association on Drug	\$3,812,230	SNAP E&T FFFS Medicaid CTL	Mixed	Case Management Support Program
Fedcap	\$1,258,584	SNAP E&T FFFS Medicaid CTL	Mixed	Case Management Support Program
Gay Men's Health Crisis, Inc.	\$401,725	SNAP E&T FFFS Medicaid CTL	Clients of the HIV/AIDS	Case Management Support Program

<b>Provider</b>	<b>Total Contract Cost per Year</b>	<b>Funding Source(s)</b>	<b>Categories of Clients Served</b>	<b>Program, Services or Activities Provided</b>
Legal Services NYC	\$2,577,823	SNAP E&T FFFS Medicaid CTL	Mixed	Case Management Support Program
National Association on Drug	\$6,604,000	SNAP E&T FFFS Medicaid CTL	Mixed	Substance Abuse Screening
University Behavioral Associates	\$15,431,111	SNAP E&T FFFS Medicaid CTL	Mixed	WeCARE
Arbor	\$16,597,306	SNAP E&T FFFS Medicaid CTL	Mixed	WeCARE
Arbor	\$14,443,233	SNAP E&T FFFS Medicaid CTL	Mixed	WeCARE
Maximus	\$7,379,546	SNAP E&T FFFS Medicaid CTL	Mixed	WeCARE
Visiting Psychiatric Svcs Transportation	\$444,600	SNAP E&T FFFS Medicaid CTL	Mixed	WeCARE Transportation
East Side House	\$1,210,000	CTL	Mixed	Jobs Plus
Goodwill Industries	\$1,210,000	CTL	Mixed	Jobs Plus
Henry Street Settlement	\$1,210,000	CTL	Mixed	Jobs Plus
East River Dev. Alliance (ERDA, DBA Urban Upbound)	\$1,210,000	CTL	Mixed	Jobs Plus
Arbor E&T (DBA Equus Workforce Solutions)	\$1,210,000	CTL	Mixed	Jobs Plus
Bed-Stuy Restoration Corp	\$1,210,000	CTL	Mixed	Jobs Plus
Fedcap	\$1,210,000	CTL	Mixed	Jobs Plus
ERDA/Urban Upbound	\$1,510,000	CTL	Mixed	Jobs Plus
America Works	\$1,210,000	CTL	Mixed	Jobs Plus

<b>Provider</b>	<b>Total Contract Cost per Year</b>	<b>Funding Source(s)</b>	<b>Categories of Clients Served</b>	<b>Program, Services or Activities Provided</b>
America Works	\$1,210,000	CTL	Mixed	Jobs Plus
Carfare	\$23,601,702	CTL/Fed	Mixed	Employment Carfare
CUNY - EDGE	\$10,913,449	SNAP E&T FFFS CTL	Mixed	Employment - Work Study
CUNY – Team (incl CUNY, YMI, WPP, Care DV)	\$2,305,968	SNAP E&T FFFS CTL	Mixed	Education, Seminars, WPP
Dept. of Sanitation – Outdoors (195 Semi-Annual JTP Slots)	\$7,771,827	SNAP E&T FFFS CTL	Mixed	Wage Subsidy Program
Dept. of Sanitation – Indoors (95 Semi-Annual JTP Slots)	\$0	SNAP E&T FFFS CTL	Mixed	Wage Subsidy Program
DCAS JTP – (10 Semi-Annual JTP Slots)	\$0	SNAP E&T FFFS CTL	Mixed	Wage Subsidy Program
Parks & Recreation – POP PLUS	\$209,807	CTL	Mixed	Training Program
Parks & Recreation – POP Education	\$141,606	CTL	Mixed	Training Program
Parks & Recreation POP (1,440 Semi-Annual JTP Slots)	\$57,999,769	SNAP E&T FFFS CTL	Mixed	Wage Subsidy Program - POP
Benefits Access Initiative	\$10,243,020	CTL	Mixed	Employment
EDA Good Jobs Challenge	\$5,857,608	EDA Grant	Mixed	Employment - PINCC

- b. Table 2 includes agencies/providers that offer services to participants and to which the district expects to refer participants, but which have no direct financial agreement with the district.

Categories of clients served include Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), Supplemental Nutrition Assistance Program (SNAP), and TANF 200%.

**Agencies and Providers to whom the District Refers for Employment Services**

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
1st Choice Career Institute Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
A.L.M. Security Training Academy School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
ABC Training Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Academy of Art University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Academy of Cosmetology & Esthetics NY LLC	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Access Careers Training – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Access Careers Training – Hempstead	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Access Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Ace (Assoc. of Community Employment Programs)	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Ace Institute of Technology – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Ace Institute of Technology – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Adelphi University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
ADL Institute LLC	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Agudath Israel of America Comm/Cope Institute	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
AI Sorano Professional Truck Driving School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Alfred University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Allen Health Care Services	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Allen School of Health Sciences – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Allen School of Health Sciences – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Alliance Computing Solutions – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Alliance Computing Solutions – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
American Academy McAllister Institute of Funeral Service	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
American Barber Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
American Beauty Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
American Beauty School Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
American Intercontinental University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
American Medical Career Training Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
American Public University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
American River College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
American Women's College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
AMG School of License Practical Nursing	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Apex Technical School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Arab American Family Support Center	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Argosy University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Arizona State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Arrojo Cosmetology School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Asa College – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Asa College – Miami	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Ashford University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Aspen University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Association of Community Employment	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Association Of Women Construction Workers of America	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Atelier Esthetique Institute of Esthetics	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Austin Medical Assistant Training	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Aveda Institute Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
B&H Emergency Medical Training Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Babson College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Barber And Beauty Institute of New York	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Bard College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Barnard College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Barry University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Baruch College – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bay Path University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Be'er Yaakov Talmudic Seminary	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Bedford Stuyvesant Volunteer Ambulance Corp	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bellevue University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bergen Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Berk Trade & Business School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Berkeley College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Berklee College of Music	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Best Care Inc. All City Care	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Best Choice Home Health Care Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bet Medrash Gadol Ateret Torah	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Beyond Beauty & Barber Academy Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Big Apple Training School Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bloomfield College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Boricua College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Borough Of Manhattan Community College – Continuing Education – CLIP	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Borough of Manhattan Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Borough Of Manhattan Community College – Center for Continuing Education & Workforce Development – CUNY Start	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Boston College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Boston University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bowdoin College	Unknown	FA SN Family SN Individual TANF 200%200%	Vocational, Education, Job readiness
Brandeis University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Branford Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Brenau University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Briarcliffe College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Brittany Beauty Academy – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Brittany Beauty Academy – Levittown	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Brittany Beauty Academy – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Brittany Beauty School – the Bronx	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bronx Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bronx Community College Adult Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bronx Community College – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
BronxWorks Inc – E 146 St	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
BronxWorks Inc. – Grand Concourse	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Brookdale Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Brooklyn Bureau of Community Services	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Brooklyn College – Adult & Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Brooklyn College – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Brooklyn Job Corps Academy	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Brooklyn Public Library Adult Learning	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Brooklyn Workforce Innovations	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Brooklyn Workforce Innovations – DeGraw	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Bryan University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bucknell University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Bulkan’s Educational Institute Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Caldwell College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Camba/Church Ave Merchants Block Association	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Campus Education	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Canisius College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Capella University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Career School of NY Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Carnegie Mellon University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Cayuga Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Cazenovia College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Cedar Crest College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Center for Allied Health Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Central Brooklyn Economic Development Corp	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Central Christian College of Kansas	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Central Yeshiva Tomchei Tmimim Lubavitz	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
CFLC – Youthbuild Impact	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Chamberlain College of Nursing	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Charles Stuart School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Chatham University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Cheyney University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Chinatown Manpower Project Inc.	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Chinese American Planning Council Inc.	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Christine Valmy International School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
City College – Adult and Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
City College of New York – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Claflin University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Clark University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Clarkson University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Clinton Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Coalition for the Homeless	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Cochran School of Nursing	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Code One Training	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Colgate University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College at Old Westbury – SUNY	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College of Environment Science & Forestry	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College of Mount St. Vincent	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College of St. Rose	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College of Staten Island	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College of Staten Island – Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College of the Holy Cross	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College of the Redwoods	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
College of Westchester	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Colorado State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Colorado Tech Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Columbia College Chicago	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Columbia Greene Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Columbia International University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Columbia University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Common Point Queens	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Community Access Inc – Howie the Harp	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Community Impact Columbia University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
COMPU21 Corp	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Concordia College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Concordia University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Connecticut College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Cooper Union	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Cooperative Home Care Associates	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Coppin State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Cornell University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Corning Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Culinary Tech Center LLC	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
CUNY School of Labor and Urban Studies	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Curtis High School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
D79 – Bronx	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
D79 – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Daemen College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Daytona State College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Dean College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Delaware State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
DeVry College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Digital Film Academy	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
DOE – Alternative Adult & Cont. Ed – Reg #4	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
DOE – Bronx Adult Learning Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
DOE – Brooklyn Adult Learning Center	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
DOE – Brooklyn Adult Learning Center Reg # 7	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
DOE – Brooklyn Adult Learning Center Reg # 8	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
DOE – Mid-Manhattan Adult Learning Center	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
DOE – Queens Adult Learning Center/School 10	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Dominican College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Dowling College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Duke University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Dutchess Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
E.D.P. School Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
East Side House Settlement	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Eastern International College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Eastwick College – Various Campuses	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Eckerd Youth Alternatives Inc. – Queens	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Eckerd Youth Alternatives Inc. – the Bronx	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
ECPI	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
EDP University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Educational Opportunity Center – SUNY – Bronx	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Educational Opportunity Center – SUNY – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Educational Opportunity Center – SUNY – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Educational Opportunity Center – SUNY – Queens	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Edward J Malloy Initiative Constr. Skill	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Efficient Care Training Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
El Barrio's Operation Fightback Inc.	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Electrical and HVAC/R Training Center – OTP	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Electrical Training Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Elizabethtown College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Elmcot Youth & Adult Activities Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Emerson College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Empire Beauty School – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Empire Beauty School – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Empire Beauty School – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
English Language Institute at LIU	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Enhance NYC	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
EPCI University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Essex County College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Excelsior College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Exodus Transitional Community Inc. @ 2271	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Exodus Transitional Community Inc. @ 2268	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Exponents Center for Personal and Professional Development	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Fairfield University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Fairleigh Dickerson University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Farmingdale State College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Fashion Institute of Technology	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Fedcap Career Design School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Fedcap Home Care	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Fedcap Youth Training Network	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Felician University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Ferrari Driving School Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Fifth Avenue Committee – CGNW	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Fisher College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Five Towns College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Florida Tech	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Flushing YMCA New Americans Welcome Center	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Focus Career Group Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Focus Career Solutions LLC	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Focus Personal Training Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Fordham University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Fortune Society	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Franklin and Marshall College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Full Sail University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Fullstack Academy	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Fulton-Montgomery Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Funds For the City of NY/Ctr for CT	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Gallaudet University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
General Theological Seminary	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
George Washington University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Georgetown University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Getting Out and Staying Out	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Gettysburg College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Goucher College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Grace Institute	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Grace Outreach – the Bronx	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Grand Canyon University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Guardian Group Services LLC	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Guttman Community College – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hamilton College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hampshire College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
HANAC Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Harlem Center for Education	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Harlem Commonwealth Council Inc.	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Harlem Hospital at Touro College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Harlem YMCA NAWC and Literacy Zone	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Hartwick College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Haverford College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Heartsaver – NY Training Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Helene Fuld College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Help Social Service Corp.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Henry Street Settlement – Henry St.	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Henry Street Settlement – Montgomery St.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Herkimer County Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Heron Care Agency	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Highland Auto Driving School Ltd	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hilbert College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Hobart & William Smith Colleges	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hofstra University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Home Health Consulting Agency	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hostos Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hostos Community College – Math Start	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hostos Community College – Adult & Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hot Bread Kitchen	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Hour Children – Hour Working Women Program	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hudson County Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hudson Valley Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Hunter Business School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Hunter College – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
IDL Driving School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Igbans Institute of Vocational Training	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Independence University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Institute for Career Development	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Institute of Career Continuity	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Institute of Culinary Education (The)	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
International Development Institute Inc. – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
International Development Institute Inc. – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Iona College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Iowa State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Ithaca College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Ivy Tech Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Jefferson Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Jersey College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Jewish Community Council of Greater Coney Island	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
JMB Home Health Aide Training School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Job Corps Scholars Program Kingsborough CC	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
John Jay College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Johnson & Wales University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Kaplan University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Kareful and Karefree Training School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
KCC/Project Welcome	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Kean University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Keiser University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Kennedy Children's Center/GYO	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Kent State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Keuka College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
King's College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Kingsborough Comm College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Kingsborough Community College – Cont. Ed.	Unknown	FA SN Family SN Individual TANF 200%	Vocational Education, Job readiness
Lafayette College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
LaGuardia Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
LaGuardia Community College – Adult & Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
LaGuardia Community College – Fatherhood Academy	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Le Moyne College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Lehigh University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Lehman College – Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Lehman College – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Lia Schorr Institute of Cosmetic Skin Care	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Liberty University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Lim College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Lincoln Technical Institute – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Lincoln University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Long Island Beauty School – Hempstead	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Long Island Business Institute – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Long Island Business Institute – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Long Island Nail Skin & Hair Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Long Island University – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Machzikei Hadath Rabbinical College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Make The Road NY	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Make-Up Designory	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Mandl School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Manhattan College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Manhattan Nail and Esthetics School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Manhattan School of Computer Technology	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Manhattan School of Music	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Manhattanville College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Marist College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Marks Jewish Community House of Bensonhurst	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Marymount Manhattan College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Massachusetts Institute of Technology	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Massasoit Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Medgar Evers College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Medgar Evers College – Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Medgar Evers College – CUNY Start	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Menotti Enterprise LLC	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Mercy Center – the Bronx	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Mercy College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Mercy College – Dobbs Ferry	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Merit School of Allied Health	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Merkaz Bnos – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Metropolitan College of New York	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Metropolitan Learning Institute – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Metropolitan Learning Institute – Queens Blvd	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Mid-Bronx Senior Citizens Council Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Midway Paris Beauty School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Mildred Elley College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Mirrerr Yeshiva Central Institute	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Mohawk Valley Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Molloy College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Monroe College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Monroe Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Montefiore School of Nursing	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Morgan State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Mosholu Montefiore Community Center – Dekalb	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Mosholu Montefiore Community Center – E.205	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Mount St. Mary College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Muhlenberg College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Nassau Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
National University College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Nazareth College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New Age Training Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New England College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New Mexico Junior College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New Settlement Apartments Youthbuild	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
New York Automotive & Diesel Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York Career Training School LLC	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
New York Center For Medical Assistant Training	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York City College of Technology	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York City College of Technology – Adult Learning	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York College of Health Professions	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York Film Academy	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York Institute of Medical Careers	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York Language Center Inc. – the Bronx	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
New York Language Center Inc. – Queens	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
New York Medical Career Training Center – Garden City	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York Medical Career Training Center – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
New York Medical Career Training Center – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York Metropolitan Martin Luther King Jr.	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
New York School For Medical & Dental Assistant	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
New York University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Next Step Institute of Health & Learning	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Niagara County Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Niagara University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Nontraditional Employment for Women	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
North Bronx Career Center - SUNY	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Northampton Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Northern Manhattan Improvement Corporation	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Northside Driving School Ltd	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Notre Dame College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
NPower	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Npower Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
NPower Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
NY Healthcare School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
NY Institute of Technology	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
NY Institute of Technology – Old Westbury	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
NY Medical College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
NY School of Interior Design	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
NY Theological Seminary	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Nyack College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Nyack College – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
NYSARC Inc. NYC Chapter (Bronx)	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
NYSARC Inc. NYC Chapter (Queens)	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
NYSARC Inc. NYC Chapter (Staten Island)	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
NYSARC Inc. NYC Chapter (Brooklyn)	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
NYU - College of Dentistry	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Office of Adult and Continuing Education – Reg # 3	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Office of Adult and Continuing Education – Reg # 6	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Onondaga Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Operational Equivalency Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Opportunities for a Better Tomorrow Innovlab	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Opportunities for a Better Tomorrow – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Opportunities for a Better Tomorrow – Bushwick	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Opportunities for a Better Tomorrow – Coney Island	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Opportunities for a Better Tomorrow – Jamaica	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Opportunities for a Better Tomorrow – Sunset Park	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Oswego University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Outreach Project/Queens Campus	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Pace University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Pacific College of Health and Science	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Partners in Care	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Penn Foster College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Penn State Altoona	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Penn State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
People Care Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Per Scholas	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Per Scholas Bronx	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Per Scholas Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Phillips Beth Israel Med Center – Nursing	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Phipps Neighborhood Inc. – East 178	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Phipps Neighborhood Inc. – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Phipps Neighborhood Inc. – Bronx	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Phoenix Nurse Aide Training Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Plaza College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Pomona College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Post University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Pratt Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Private School Concord Rusam Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Project Renewal	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Project Renewal Inc. – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Public Allies	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Purchase College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Purdue University Global/Northwest	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Pursuit	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Pursuit Transformation Company Inc. – OTP	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
QBI – The Training Institute Inc	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Queens Business and Trade School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Queens College – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Queens Public Library – Elmhurst	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Queens Public Library – Flushing	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Queens Public Library – Jackson Heights	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Queens Public Library – Jamaica	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Queens Public Library – Long Island City	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Queens Public Library – Peninsula	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Queens Public Library – Rochdale Village	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Queens Trucking School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Queensborough Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Quinnipiac University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Rabbi Jacob Joseph School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Rabbinical College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Rabbinical College Bobover Yeshiva Bnei	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Rabbinical College Ch'san Sofer Of New York	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Rabbinical College of America	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Rabbinical College of Ohr Shimon Yisroel	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Rasmussen College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Recoveries R Us LLC	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Riseboro Community Partnership	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Riseboro Community Partnership @ Level Up	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Riverside Language Program	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
ROC United NY	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Rochester Institute of Technology	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Ross University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Rutgers State University of NJ	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SAE Institute of Technology – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Sage College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Salem University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Samaritan Village Training Institute	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Sanctuary for Families (EEP)	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Sarah Lawrence College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Schenectady County Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
School Of Professional Studies - CUNY	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
School of Visual Arts	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
School Sisters of Notre Dame Educational	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Self-help Community Services	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Seton Hall University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Settlement Housing Fund	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Shor Yoshuv Institute	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Shorefront YM/YWHA of Brighton Beach	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Siena College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Skidmore College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Smith College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SoBro –South Bronx Overall Economic Development	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
South Bronx Job Corps	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
South Texas College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
South University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Southern New Hampshire University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Southern Westchester BOCES	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
St. Bonaventure University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
St. Francis College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
St. John's University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
St. Joseph's College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
St. Lawrence University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
St. Nicholas Alliance/ Workforce Development	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
St. Paul's School of Nursing – Queens	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
St. Paul's School of Nursing – Staten Island	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
St. Peter's University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
St. Thomas Aquinas	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Stanford University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Stanley M. Isaacs Neighborhood Center	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Stevens Institute of Technology	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Strayer University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
STRIVE International, Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Studio Jewelers Ltd.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Suburban Technical School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Suffolk County Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Sunnyside Home Care Services	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Sunset Park Health Council	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
SUNY Adirondack	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Albany	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Alfred	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Binghamton	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Broome	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Buffalo	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Canton	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Cobleskill	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
SUNY Cortland	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Delhi	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Downstate Medical Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Empire	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Finger Lakes Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Fredonia	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Geneseo	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Maritime College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Morrisville	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY New Paltz	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Oneonta	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
SUNY Oswego	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Plattsburgh	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Polytechnic	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Potsdam	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Rockland Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Stony Brook	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY Sullivan County Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
SUNY – Missouri Southern State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Supreme Academy Security School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Swarthmore College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Swedish Institute College of Health Science	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Syracuse University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Talmudical Seminary of Bobov	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Tarp Inc.	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Technical Institute of America	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The Alpha Workshops	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The Art Institute of Philadelphia	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The Art Institute of Phoenix	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The Child Center of NY Jobnet Program	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
The City University of New York	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The College at Brockport	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
The Door – A Center of Alternatives Inc	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
The Door – A Center of Alternatives Inc. – Bronx	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
The Door – A Center of Alternatives Inc. – Manhattan	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
The Hope Program – Bronx	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
The Hope Program – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
The Knowledge House Fellowship Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The New Jewish Home DBA Jewish Home Life	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
The New Millennium Training Centers	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The New School – West 12th St.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The New School – West 13th St.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The Osborne Association – Brooklyn	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
The Osborne Association – Workforce Development	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
The Refrigeration Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
The Resource Training Center Inc.	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Thomas Edison State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Tompkins Cortland Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Touro College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Touro University Worldwide	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Training for Safety Driving School	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Transitions Career Institute School of Nursing	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Trident University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Tufts University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Turning Point Educational Center	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
TWI Training Institute (LLC)	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
UAW Region 9a Education Fund	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
UDI Career Training Institute	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Ultimate Medical Academy	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Union College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Union County College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Union Settlement Association	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
United Activities Unlimited	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
United Talmudical Seminary	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
United Talmudical Seminary Torah V'yirah	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
University of Bridgeport	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
University of Hartford	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
University of Michigan	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
University of Pennsylvania	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
University of Phoenix	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
University of Rochester	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
University of Vermont	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
University of Wisconsin – Stout	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Up Next Fatherhood and Workforce Development	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
UTA Mesivta of Kiryas Joel	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Utica College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Vassar College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Vaughn College of Aeronautics and Technology	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Virginia State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Vocational Education & Extension Board	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Wagner College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Wesleyan University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
West Side Center for Community Life/WSCA	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
Westchester Community College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Westchester Educational Opportunity Center	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Westchester School of Beauty Culture	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Western Connecticut State University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Western Governors University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Williston State College	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Wilson Allen Health Careers Institute	Unknown	FA SN Family SN Individual TANF 200%	Education, Training, Job Placement/ Retention
Xavier University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Year Up Inc	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshiva Gedolah Imrei Yosef D'spinka	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshiva Gedolah Kesser Torah	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshiva Gedolah Zichron Leyma	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshiva Harbotzas Torah Zichron Schneur	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshiva Karlin Stolin	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Yeshiva Torah Vodaath Mesivta	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshiva University	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshiva Yesoda Hatorah Vetz Chaim	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshivas Novominsk	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Yeshivath Viznitz	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
YMCA Elesair Project	Unknown	FA SN Family SN Individual TANF 200%	Job Readiness
York College – Adult & Continuing Education	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
York College – CUNY EDGE	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Youth Action Programs & Homes Inc.	Unknown	FA SN Family SN Individual TANF 200%	Vocational, Education, Job readiness
Agudath Israel of America Community Services	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Center for Employment Opportunities	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Chinatown Manpower Project	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Common Point Queens	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Edith and Carl Marks Jewish Community House of Bensonhurst	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
El Barrio's Operation Fightback, Inc,	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Fortune Society	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Henry Street Settlement	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Hope Program	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Kingsborough Community College (RF of CUNY)	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
LEAP Inc.	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Manhattan Community College (RF of CUNY)	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Northern Manhattan Improvement Corporation	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Opportunities for a Better Tomorrow	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Paraprofessional Healthcare Institute	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Per Scholas	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention

<b>Provider Name</b>	<b>Funding Source (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Project Renewal Inc.	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
Riseboro Community Partnership Inc.	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
South Bronx Overall Economic Development Corporation	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
St. Nick's Alliance	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention
STRIVE	OTDA	SN Family SN Individual SNAP	Education, Training, Job Placement/ Retention

c. Monitoring and Oversight of TANF and SNAP E&T Funded Contracts/Agreements

Described below is the process used to monitor district held contracts/agreements with providers that use TANF and SNAP E&T funds for employment services:

The TANF and SNAP E&T funded contracts are hybrid performance-based contracts: 70% cost reimbursement and 30% performance reimbursement. All contracts are closely monitored by HRA by conducting daily invoice reviews, performance reporting and periodic performance evaluations.

The review and approval of fiscal year budgets, as well as monthly line-item invoices, includes the verification that budget line-items and invoiced expenses adhere to the following:

- Contract Specifications
- City of New York Health and Human Services Cost Policies and Procedures Manual
- NYC Human Resources Administration Fiscal Manual
- NYC Standard Health and Human Service Invoice Review Policy
- NYC Procurement Policy Board (PPB) Rules

Program staff coordinate with other HRA Offices as needed to ensure that all reimbursed expenses meet these requirements. The regular review and monitoring of budgets and budget modifications, as well as the monthly review of invoice details, provides the framework to ensure that appropriate oversight is maintained.

In addition, these contracts include a statement indicating that providers must use a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as

the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, and A-21 for educational institutions, or A-87 for state and local governments.

Contractors are required to submit a written cost allocation plan within six weeks from the start of the contract. The plan must accumulate allowable direct and indirect costs and identify the allocation methods used for distributing the cost. The cost allocation plan should include:

- Organization chart that includes all Departments, types of services provided, and staff functions that are chargeable to the different funding sources.
- Description of the types of services they provide and their relevance to the different funding sources
- Expense items included in the cost of services. This would include all joint or pooled costs needing to be allocated.
- The methods used in distributing the costs to the benefiting cost objectives.
- Certification by an authorized organization official that the plan has been prepared in accordance with applicable requirements.

### 1.3 OTDA Jobs Staff Agreement

- a. OTDA Jobs Program Services - Target Groups (reply yes or no to the options as they apply):

#### Services Provided by Jobs Staff

Yes or No:	Services Provided:
N/A	Assessment/Employment Plan
N/A	Supervised job search
N/A	Job readiness training
N/A	Job club
N/A	Job placement services
N/A	Grant diversion
N/A	Job development (employer outreach)
N/A	WOTC pre-certification

#### Jobs Staff Target Groups

Yes or No:	Target Groups:
N/A	Applicants

<b>Yes or No:</b>	<b>Target Groups:</b>
N/A	FA & SNA with children
N/A	SNA without children
N/A	SNAP
N/A	TANF 200%

- b. Described below are the additional services/duties Jobs Staff will be requested to perform (e.g., Welfare to Work Case Management System (WTWCMS) data entry, case conferencing, job fairs).

N/A

### **1.4 Access to Services at New York State Career Centers**

- a. Described below is how the district provides access to its programs and services with Career Center partners (reply yes or no to the options as they apply):

#### **Programs and Services Provided at Career Centers**

<b>Yes or No:</b>	<b>Programs and Services Provided:</b>
No	The district has employee(s) physically present at a Career Center
No	The district has contract staff physically present at a Career Center
No	The district makes available direct access to its program staff via phone or technology at a Career Center
Yes	The district makes available copies of the LDSS-2921 (Common Application) at a Career Center
Yes	Other (described here): The district coordinates access to services using ACCESS HRA, where New Yorkers can apply for SNAP and Cash Assistance benefits online. HRA offers the ACCESS HRA Provider Portal to all Career Center contractors. The ACCESS HRA Provider Portal is a way for organizations to connect with the clients they serve. Through the portal, organizations can view real-time benefit information for their clients. The district has provided access to CA applications in all required languages by enabling the comprehensive Career Centers to print CA applications through HRA's online portal as needed. HRA has also provided the Career Centers with an updated Benefits Access Center list so that, in the event of an emergency situation, a client can be referred to the nearest Benefits Access Center to have their needs determined and addressed in an expedited manner.

- b. Described below is how the district coordinates with Career Center partners to provide services to the district's clients, including referral and information sharing mechanisms, or other collaboration such as participation on the local WIOA Business Services Team, etc.

HRA works closely with Career Center partners to ensure clients have access to services. HRA also coordinates access to job openings through HRA's Business Link and encourages its providers to coordinate access to Career Centers. Clients that are referred to a Career Center partner from a Career Services provider are tracked for attendance individually. Additionally, clients are individually monitored for outcomes and follow-ups through client check-ins.

## 2. Orientation, Assessment and Employment Plan

### 2.1 Orientation (Reference 18 NYCRR 385.5)

- a. How does the district provide orientation (reply yes or no to the options as they apply)?

#### District Orientation Procedures

Yes or No:	District Orientation:
No	The district provides orientation in accordance with 18 NYCRR 385.5 and no additional information is provided at orientation.
Yes	<p>In addition to the requirements outlined in 18 NYCRR 385.5 of the regulations, the district's orientation provides the following:</p> <p>A statement of the benefits of working over receiving Temporary Assistance, the implications of TANF-funded Temporary Assistance time limits, an explanation of the ways in which the district accommodates applicants and recipients with mental or physical impairments.</p> <p>Description of the assistance provided by the district on how to find employment, with a focus on an individualized approach to assisting clients with finding paid employment that matches their skills and needs as the ultimate goal.</p> <p>Instructions on the individual's rights and responsibilities and the requirements for full participation.</p> <p>An exploration with the individual of any available alternatives to Temporary Assistance. If feasible, the district works cooperatively with the individual to develop a strategy that utilizes available programs, including Child Care In Lieu of Public Assistance, and community resources to avoid the need for ongoing Temporary Assistance benefits.</p> <p>Information about education and training opportunities.</p> <p>Information about social services programs, including transitional supportive services.</p> <p>Information about what to do in case of an emergency.</p> <p>Information about accessing hybrid services (in-person, remote and virtual) engagement services.</p>

Yes or No:	District Orientation:
	<p>Information about using equipment (laptops, tablets, Chromebooks, WIFI, MIFI, etc.) distributed for accessing remote services to the extent available. HRA/Career Services has also implemented a pilot laptop loaner program at selected vendor(s) which enables active clients who are enrolled in an HRA-approved training or education programs to participate in remote and virtual engagement activities and complete assignments through the use of mobile devices when available.</p> <p>Information about free WIFI services throughout the city.</p>

- b. Described below is how the district completes the required orientation for all applicants and recipients of TA at application and recertification. Orientation can be held in-person, either in a group setting, individually, or a combination of both. It can also be held virtually, over the phone, or by sending orientation material to the client by mail. Please include the orientation procedure for exempt individuals and non-exempt individuals, if different:

HRA completes the required orientation remotely, in-person, and utilizing individual and group settings. The responsibilities are divided among FIA workers, CAS, and contracted providers at different locations.

## 2.2 Temporary Assistance (TA) Employment Assessment

- a. How does the district conduct assessments as required by 18 NYCRR 385.6(a) and 385.7(a) (reply yes or no to the options as they apply)?

### District Assessment Procedures

Yes or No:	How the district conducts assessments
No	The district enters assessments directly into WTWCMS
No	The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTWCMS.
Yes	<p>The district conducts assessments using a local equivalent tool, and later enters information into WTWCMS. If applicable, the local equivalent contains additional elements beyond what is required:</p> <p>HRA utilizes a 3-tier process for assessment. Tier 1 includes voluntary questions that will be answered at the PC Banks in the Benefits Access Center. The Tier 1 Assessment includes tools to identify individuals who may need reasonable accommodations to comply with program requirements. Currently, a portion of the Tier 1 assessment containing the Sexual Orientation Gender Identity (SOGI) questions is available. Tier 2 involves HRA Benefits Access Centers providing an initial assessment of clients, which ensures that potential barriers to engagement are assessed and that individuals are connected to appropriate services. This assessment ensures that individuals are connected to appropriate services. Those with specific needs are referred to services offered through HRA such as: domestic violence services; substance use treatment services; HIV/AIDS services, training/education programs (referred to HRA's Education Services); and the Wellness Comprehensive Assessment Rehabilitation and Employment (WeCARE) program (which addresses medical, physical and/or mental health limitations to employment). Clients not referred to these services/programs will be referred to</p>

Yes or No:	How the district conducts assessments
	<p>either YouthPathways or CareerCompass where they will receive a Tier 3 (in-depth) assessment in addition to other services. Tier 3 assessments include questions related to: work history and skills; military experience; education, credentials, and training history; career goals; readiness to work; work environment preferences; financial counseling; safety; housing stability; criminal history; Administration for Children Services (ACS) involvement; and community resources. Additional assessment elements beyond what is required in the LDSS 4980 (New York State Assessment) include:</p> <ul style="list-style-type: none"> <li>• An initial screening and referral for assessment, when warranted, for barriers to employment, such as an alcohol/substance use problem, disability or domestic violence.</li> <li>• Personal/family background (e.g., length of stay on public assistance).</li> <li>• The client's preferences for employment activities, including education and training.</li> <li>• A voluntary disability screening as well as questions regarding potential reasonable accommodation needs in order to better serve clients with barriers to participation and/or employment.</li> <li>• The district is developing new behavioral science-based assessment models in partnership with Mathematica, who receives funding for this work through HHS Office of Family Assistance.</li> </ul>

- b. Described below is the district procedure for the completion of an employment assessment, including when initial assessments are conducted and whether an assessment is conducted in-person, virtually by phone, or a combination of both:

#### Employment Assessment / Employability Plan Process

The Employability Plan (EP) is the roadmap for the completion of the Employment Assessment (EA), which is updated periodically, at least annually for all adults, except exempt adults in households without dependent children. While the assessment is not required for exempt adults in households without dependent children, HRA encourages such individuals to complete the assessment so that they have access to necessary referrals and services to help them on their path towards self-sufficiency. (See sample of a computerized assessment/employability plan attached as Appendix C.) The EP is accessed through NYCWAY by BOS/Workers and through the WEB-based NYCWAY by out-stationed workers and Career Services program providers. The EP is initiated by the BOS/Worker (using Tier 2 assessment questions) and completed by the out-stationed workers and the providers (using Tier 3 assessment questions at CareerCompass and YouthPathways). Providers also complete an Individual Service plan (ISP) with clients to lay out the services that will help them reach their goals. Completion of the EP and ISP must happen within certain timeframes in order for the providers to claim a milestone payment/credit. The EP is used to gather information on personal and family background, educational background and interests, job experience, job skills and job preferences, and to make further referrals.

There are other factors involved in the employment assessment process and in the selection of providers, work and training activities. Families with multiple barriers are given an

assessment that is more comprehensive. In addressing the needs of families with multiple barriers, primary questionnaires are used to identify potential barriers to employment, such as special assessment issues, alcohol/drug issues, disability, medical/mental health issues, domestic violence issues, Limited English Proficiency (LEP), needed at home claimed, other personal issues, and felony convictions. If barriers or challenges are claimed, referrals are made to a specialized unit that assesses the impact of the alleged barrier and any implications it may have for the applicant/participant's ability to be engaged. Individuals who claim physical or mental health barriers to employment are referred to WeCARE and assessed for physical and mental health issues as described in Section 9. If a domestic violence issue exists, referral is made to the Domestic Violence Liaison. Finally, a language proficiency assessment is used to record the individual's self-described ability to read, write and speak in his/her primary and secondary languages, since the inability to read, write or speak a primary language may affect the client's ability to learn English.

Questions posed in the EA/EP process identify individuals who have not attained a high school diploma (or the equivalent) and inquire of their interest in participating in educational activities to improve literacy or prepare them to attain a high school diploma or equivalent. The training assessment questionnaire records all grades completed, all educational and training programs completed, diplomas and degrees attained, along with the identified educational/training interests/preferences and employment goals.

HRA has put in place a pop-up in the EA/EP that prompts Career Services program providers to discuss literacy options for clients when the system shows that the client response is that s/he does not have a HS diploma or equivalent. The pop-up includes a question that providers have to answer as to whether the client is interested in literacy options. The client's responses will be captured with a code that is posted in NYCWAY. Career Services providers are required to actively offer and encourage literacy services to undercare and applicant clients who have a TABE reading score below 9.0. For clients that score at or above 9.0 on the TABE reading portion, Career Services providers encourage enrollment into an HSE service track. This offering is made during the intake and assessment period.

Information on any children associated with the case is used to evaluate whether or not childcare services are needed.

Information on personal circumstances, such as the individual's veteran status, employment history and licenses/certificates is also used in the assessment. The EP captures the individual's work experience and preferences, as well as his/her education/training history and interests to match engagement activities with the individual's skill levels, experience, interests, preferences and goals.

HRA helps to ensure that participants have the EP completed within 90 days of case opening by including it as part of the application process. Individuals who apply for cash assistance have an EP developed as part of their initial application interview. This process is completed for all adults, except for exempt adults in households without dependent children. Following completion of the EP, individuals are referred to appropriate employment/education/training activities or to activities designed to address barriers to participation which they have raised.

Clients who are vulnerable or have special needs, such as: survivors of Domestic Violence (DV), young adults, persons with disabilities or mental or physical barriers, immigrants,

homeless individuals and households, persons with substance use disorder issues, people who are LEP, those lacking necessary literacy skills, individuals with criminal records, those age 50 through 59 facing challenges returning to the workforce such as mastering new technology skills, and lesbian, gay, bisexual, transgender and gender non-conforming New Yorkers are of central concern and focus.

- c. Which district administrative unit or contractor is responsible for conducting assessments?

FIA workers, CAS, and CareerCompass and YouthPathways Providers. The HRA Education Services Unit is responsible for reviewing most full-time training/education requests.

- d. Described below are the minimum qualifications of the employees conducting the assessment (refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)):

Assessments are performed by FIA workers, CAS, and contracted providers, who have experience in career services and assessments as well as medical expertise, if appropriate. FIA and CAS workers performing assessments have college degrees and/or appropriate qualifying experience. Contracted provider staff are qualified in accordance with HRA contractual requirements.

- e. Are applicants in households with dependent children required to participate in completion of an employment assessment?

Yes

- f. Are applicants in households without dependent children required to participate in completion of an employment assessment?

Yes

- g. Are exempt adults in households without dependent children required to participate in completion of an employment assessment?

No

- h. How often and under what circumstances is the employment assessment updated?

All clients are reassessed by the assessment provider the latter of every three months or upon completion of an educational or skill-based training program. If there are any changes noted, their assessment will then be updated.

### **2.3 TA Employment Planning (Reference 18 NYCRR 385.6 and 385.7)**

- a. How does the district develop individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a) (reply yes or no to the options as they apply)?

#### **District Employment Plan Procedures**

Yes or No:	How the district develops employment plans
No	The district enters employment plans directly into WTWCMS.

Yes or No:	How the district develops employment plans
No	The district uses the LDSS-4987 (New York State Employment Plan) and later enters information into WTCMS.
Yes	<p>The district develops individual employment plans using a local equivalent tool. If applicable, the local equivalent contains the following additional elements beyond what is required:</p> <p>The Employability Plan takes into account recommendations made in the participant's assessment. To the extent possible, the EP reflects the preferences of the participant for a work activity, including training or education, in a manner that is consistent with the results of the assessment and the need of the social services district to meet federal and State work activity participation requirements, and, if such preferences cannot be accommodated, the EP specifies the reasons why they cannot be accommodated. The EP takes into account barriers to employment which have been identified by the assessment. HRA has a number of employment programs designed to target services to participants with high barriers to employment (e.g., work limitations, substance use disorders, disability). In addition, the EP is designed to meet the district's obligation to ensure that all TANF funded Family Assistance adult recipients who are able to do so, will be engaged in work within 24 months of receiving federally funded assistance.</p> <p>Clients can access services through CareerCompass and YouthPathways and work with these providers to use the results from Tier 3 assessments to co- create an Individual Service Plan (ISP) that includes the activities that will help clients reach their individual goals. Such activities could include:</p> <ul style="list-style-type: none"> <li>• For youth (under age 25): further engagement with YouthPathways in financial counseling, job preparation assistance, job placement, education or training; referral to alternative engagement (education/training opportunities with other organizations); referral to borough-based Career Advance (HRA-contracted providers who offer job placement, retention, and advancement; training / education); concurrent internship community activity, or community service; or referral to Job Training Programs with partnering agencies (Department of Sanitation, Department of Citywide Administrative Services and the Department of Parks and Recreation); and</li> <li>• For adults (age 25 and older): referral to Alternative Engagement (AE)- education/training opportunities with other organizations; referral to borough-based Career Advance (HRA-contracted providers who offer job placement, retention, and advancement; training / education); concurrent internship community activities or community service; or referral to Job Training Programs with partnering agencies.</li> </ul>

b. Who develops the employment plan (reply yes or no to the options as the apply)?

**District Employment Plan Development**

Yes or No:	Who develops the districts employment plans
Yes	The same administrative unit or contractor that conducts employment assessments also develops employment plans.

Yes or No:	Who develops the districts employment plans
No	A different administrative unit or contractor develops employment plans and the contractor's qualifications include:

- c. Described below is the district procedure for the completion of an individual's employment plan:

For individuals who are employable or exempt, an EA/EP is completed either at the Benefits Access Center or the assessment provider, assessing/determining the client's employability. We also inform the client of voluntary employment opportunities at this time. Copies of employment plans are provided to clients when created or updated.

- d. How often and under what circumstances is the employment plan updated?

The EP will be amended as circumstances and/or relevant work activity changes occur, no less frequently than annually.

### 3. Engagement

#### 3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f))

- a. Federal requirements state that parents or caretakers must be engaged in work as soon as the district determines they are ready, but no later than within 24 months of receiving federally funded assistance. The district’s definition of “Engaged in Work” is:

Compliance with assessment, employment planning, all activities included in the individual’s Employment/Self-Sufficiency plan, including any need to attend treatment/rehabilitation programs, or any of the work activities listed in Section 4.1. Also included is pursuit of other forms of income such as SSI and SSDI.

- b. Described below is additional information regarding the district’s “Engaged in Work” requirements:

N/A

### **3.2 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency**

- a. Described below is how the district accommodates non-English speaking participants' access to employment activities and services:

The participant population at HRA includes people with a diverse range of native languages. Some of these individuals are unable to communicate in English. In order to ensure that this group of individuals has equal access to services and benefits and to help them understand their rights and responsibilities, a number of accommodations have been made for this population. These include:

- Making an effort to assign bilingual workers, where possible;
- Providing on-site language support when needed at all HRA locations;
- Providing a language identification card and other language access tools to all Benefit Access and SNAP Center staff;
- Translating client facing forms into eleven languages;
- Providing a professional telephone interpretation service that is available at WeCARE, Career Services, all Benefits Access Center and NCA SNAP Offices;
- Requiring all Career Services providers with which HRA contracts to provide interpretation services and to make every effort to assign bilingual staff where possible; and
- Providing access to Career Services providers and other partnerships designed to meet the needs of participants who have told HRA that they prefer to communicate in a language other than English. [See Section 5.1(a).] For those individuals with English as a second language, this program is intended to improve participants' English and employability.

### **3.3 Strategies/Procedures for Increasing Program Attendance**

- a. Described below are the district policies and/or procedures used to reduce the number of times participants fail to participate in work activities. This includes absences with good cause:

HRA's current policies and procedures for reducing the amount of time participants fail to participate in work activities, are as follows:

- WeCARE providers provide outreach services to maximize compliance for their clients who are required to attend and cooperate with scheduled appointments and activities. Outreach is one of several services provided by the WeCARE providers to address barriers, minimize obstacles and encourage participation.

- For clients with work limitations and workplace accommodation needs, HRA has reformed work participation requirements. This entails the increased use of appropriate and approved education/training and allowing full-time non-post-secondary education/training engagement, including full-time HSE and ESL/LEP engagement when appropriate, as permitted by federal law and consistent with the individual's documented work limitation. Hourly work participation requirements are determined to be 35, 30, 25, or 20 hours per week, based on clients' limitations. Internships, community activities, community service and subsidized jobs are utilized for those who need job readiness strengthening. See Section 4.3.
- When a work exemption or reasonable accommodation is given, the worker will check the NYCWAY Activity History to determine whether the recipient has a pending adverse action or whether an adverse action was taken close in time to the granted exemption/accommodation. If the adverse action was due to the individual's inability to comply due to his/her health limitation, for which a subsequent work exemption was granted, good cause will be granted retroactively.
- To increase program participation, reduce unnecessary sanctions and case closing for non-compliance, HRA allows up to five days of excused absences for illness without documentation, of which no more than two days may be reported monthly toward federal participation rate requirements. Recognizing that not all illness results in documentation, HRA has a process in which up to five absences per calendar year will be excused without formal documentation, which is consistent with New York City's paid sick leave law. The excused absences are restricted to sick leave and participants still need to contact the provider as soon as possible prior to the provider's submission of the participant's weekly timesheet (generally, the close of business of the Monday following that workweek) to explain the absence. The undocumented excused absences will be granted by the Career Services provider or other site coordinator. The count will not be renewed if the case is closed anytime during the calendar year. Unused absences expire at the end of the calendar year. The rule provides guidance to Career Services providers to allow participants to use undocumented sick leave. Providers still have discretion to allow other types of undocumented leave with good cause.
- Pre-Notice of Intent Case Review Process for WeCARE Clients
 

In addition to the outreach the WeCARE vendors conduct, HRA is also performing Pre-Notice of Intent case reviews and outreach for missed WeCARE appointments.
- Grace period are provided for participants who fail to report to the initial appointment at the Career Services program provider. This allows clients the opportunity to resolve issues with the vendor before being terminated from an assignment and helps to promote engagement with work activities.
- HRA has implemented an internal system check that prevents HRA from scheduling appointments that conflict with other known HRA work activities and/or HRA appointments.
- HRA has implemented a system of automated appointment reminders and the ability for clients to reschedule eligibility-related appointments.

- HRA contracted providers are required to have off-hours appointments available at night and on weekends to serve our working clients.
- HRA implemented a system to share employment openings, including those at City agencies and civil service listings with participants to ensure they are aware of public service job.

### 3.4 Strategies/Procedures for Engaging Sanctioned TA Participants

- a. The following are strategies used to engage sanctioned participants. If a district uses one of the options, a description will be provided (reply yes or no to the options as they apply and provide a description for “yes” responses):

#### Strategies and Procedures for Engaging Sanctioned TA Participants

Yes or No:	Strategies and Procedures for Engaging Sanctioned TA Participants
No	Described here are the strategies the district uses to attempt to engage sanctioned participants as soon as they are sanctioned:
No	Described below are the strategies the district uses to attempt to engage sanctioned participants when the durational period of the sanction is completed:
Yes	<p>Described below are the strategies the district uses to attempt to engage sanctioned participants during different times in the sanction period:</p> <p>DSS/HRA seeks to (re-)engage sanctioned participants as soon as they are noncompliant and/or sanctioned through its Reengagement processes. Upon an instance or instances of noncompliance with the client’s work requirements, DSS/HRA affirmatively seeks to reconnect the client with his or her work activity, whether at pre-Conciliation, during Conciliation, and/or post-Sanction, as detailed in DSS/HRA’s Policy Directive PD #19-04-EMP Conciliation / Reengagement Process and Sanctions for Failing to Comply, dated May 1, 2019. DSS/HRA offers the client an opportunity to agree to reengage with his or her work requirements to resume his or her Cash Assistance benefits.</p> <p>Upon a finding that a client’s infraction lacked good cause and the failure to comply was willful, the participant may still avoid a sanction through reengagement. DSS/HRA will notify the client that in order to avoid a pro-rata reduction of benefits (a sanction) the participant must have had a good cause reason for not-complying, and/or demonstrate that the failure to comply was not willful, and also informs the client that in absence of good cause and despite willfulness, the participant may still avoid a sanction by reengaging with an agency assigned work activity (for at least 5 business days) or by demonstrating that they are exempt from CA work requirements. DSS/HRA communicates this through the “Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Reengagement and Conciliation Notice” (LDSS-5087).</p> <p>Even if DSS/HRA finds that a participant lacked good cause to excuse their failure or refusal to comply with their work requirements and that the noncompliance was willful, the noncompliant participant is given an opportunity to avoid an employment sanction through the reengagement process. The reengagement process allows the participant to prevent a reduction in benefits by demonstrating their agreement to</p>

Yes or No:	Strategies and Procedures for Engaging Sanctioned TA Participants
	<p>comply with CA and SNAP work requirements. After agreeing to reengage, clients are issued an “Appointment to Demonstrate Compliance with Your Work, Education, and Training Requirements to Stop or End Your Sanction” (FIA-1187b) notice to prevent the sanction from being imposed, and allow the participant to cure the prospective sanction by complying with the assigned work requirements.</p> <p>Additionally, once sanctioned, the OTDA CNS sanction notice informs participants they may terminate their Cash Assistance sanction by reengaging with their work requirements; and, DSS/HRA ensures the sanction is lifted within 5 business days of the participant successfully completing demonstrated compliance. Moreover, for individuals that have been sanctioned for 30 days or more, OTDA will send out a reminder notice informing the CA head-of-household that the sanctioned individual may end their sanction by complying with employment requirements or by documenting that they are now exempt. Lastly, in an attempt to have as many participants successfully reengage as possible, DSS/HRA will mail a “Option to End a Temporary Assistance Sanction – NYC” (LDSS-4231) notice to all individuals remaining (and sanctioned/discontinued single-person CA households) that remain sanctioned after 60 days.</p>

### 3.5 Strategies for Reducing the Need for TA

- a. Described below are the district’s strategies for reducing the need for TA:

Diversion services are intended to provide short-term assistance to enable an applicant to avoid having to become a recipient of ongoing Temporary Assistance. With the objective of promoting independence and self-sufficiency, the district explores, with persons seeking Temporary Assistance, available alternatives, mostly by looking at the person's access to available programs and community resources. The district also provides, in accordance with applicable law and regulations, emergency assistance, including one-shot deals, to meet a nonrecurring need that may make ongoing Temporary Assistance unnecessary. For example, the district may issue grants to pay rental or utility arrears. The district will continue to look to the development of other diversion strategies and services designed to foster and promote the independence and self-sufficiency of individuals and families.

## 4. Work Activities

### 4.1 Allowable Work Activities

- a. Below is a list of activities available to individuals receiving Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), and Supplemental Nutrition Assistance Program (SNAP) benefits. In the chart below, the case type is listed next to each activity available to it in the district.

## Allowable Work Activities by Case Type

Activity and Definition	Case Type
<p><b>Unsubsidized Employment</b> – Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self-employment and/or paid internships.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Work Experience</b> – Unpaid work performed at a public or not-for-profit organization to enable a participant who has not obtained unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire training, knowledge, work habits, and work references necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provided training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Job Search</b> – The act of seeking or obtaining employment or preparing to seek or obtain employment and will include: looking for suitable job openings in a group or individual setting; making contact with potential employers; learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing; preparing and applying for, and/or interviewing for jobs and related activities.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Vocational Education</b> – Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training up to a four-year degree. Vocational education does not generally include basic or remedial education or English as a Second Language (ESL) but may include work focused general education and language instruction that is a regular or integral part of a vocational education program. Social services districts are responsible for ensuring that any such remedial education or ESL is a regular part of the program for participants with similar skill sets as the TANF/SNA MOE client, is determined necessary by the program provider, and is limited in hours to less than one half of program participation. Vocational education programs include the completion of activities that provide individuals the knowledge and skills to perform a specific trade, occupation or vocation. Vocational education must be provided by an education or training organization.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Secondary School</b> – Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalence (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a HSE diploma as determined necessary by the educational institution. Secondary School or HSE programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.</p>	<p>FA SNAFAM SNA SNAP</p>

Activity and Definition	Case Type
<p><b>Job Skills Training</b> – Training or education in job skills to improve a participant’s employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed, such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post-secondary education courses leading to a bachelor’s or other advanced degree, or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction, or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client’s assessment that such instruction is needed to improve the participant’s employability.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Education Training</b> – Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant’s employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include Adult Basic Education (ABE), ESL instruction and education leading to a high school equivalency diploma as determined as necessary to improve the participant’s job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Job Readiness Training (JRT) Activities</b> – Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual’s employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Subsidized Private Sector Employment</b> – Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>	<p>FA SNAFAM SNA SNAP</p>

Activity and Definition	Case Type
<p><b>Subsidized Public Sector Employment</b> – Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Community Service</b> – A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Provision of Childcare for Individual Participating in Community Service</b> – Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.</p>	<p>FA SNAFAM SNA</p>
<p><b>SNAP E&amp;T Supervised Job Search</b> – The act of seeking or obtaining employment through a job search that is directly supervised and may include: case management services, career exploration, interview preparation, job application assistance, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, job leads, and direct job referrals.</p>	<p>N/A</p>
<p><b>On-the-Job-Training (OJT)</b> – Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.</p>	<p>FA SNAFAM SNA SNAP</p>
<p><b>Other</b> – Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.</p>	<p>FA SNAFAM SNA SNAP</p>

## 4.2 Job Development

- a. Does the district conduct or access job development services to expand job opportunities for TA and SNAP participants?

How does the district participate in job development activities (reply yes or no to the options as they apply)?

Yes

### How the District Participates in Job Development Activities

Yes or No:	How the district participates in job development activities
Yes	<p>District staff contacts employers to solicit jobs for TA and/or SNAP participants. Describe how this is done, including number of staff, frequency of contact, etc.:</p> <p>Business Link is HRA's in-house employment service for public assistance recipients and other clients. HRA's Business Link Job and Account Developers develop job opportunities by building relationships with NYC employers through cold calling, street canvassing and networking (e.g., attending job fairs and industry events). Business Link develops positions in a variety of industries that have high-growth potential. For job candidates, NYC Business Link provides free job placement to TA and SNAP recipients, as well as those with housing needs and others who receive financial assistance in New York City. When a job opportunity is identified, Business Link recruits qualified candidates by mail, email, text and phone by advertising positions in various industries that candidates can select. Business Link also invites candidates to come to the Business Link office to review current job opportunities, which is a voluntary process. Candidates can then attend pre-screening orientation sessions. Qualified candidates are screened for the position and referred to the employer for an interview. Interviews can occur at the employer's place of business, in-person at HRA facilities or remotely. For employers, Business Link offers wage-subsidy reimbursement to all employers interested in hiring TA recipients. Business Link provides a full complement of services to businesses, including on-site opportunities with employers in facilitating pre-screening, interviewing, customized recruitment and testing. HRA conducts job fairs throughout the year to connect qualified candidates to available positions throughout the five boroughs of New York City. HRA staff and providers play a major role in recruiting employers with available positions and screening applicants prior to the event. HRA has focused Job Fairs that are sector specific, for example, health care, security and retail.</p>
Yes	<p>District contacts or has an agreement with another agency to contact employers and solicit jobs for TA and/or SNAP participants. Described here is how this is done, including number of staff, frequency of contacts, etc.:</p> <p>HRA contracts with several specialized employment and training organizations that serve Temporary Assistance (TA) participants at over 50 training sites across the City. These organizations offer participants a variety of services; however, their primary responsibility is to contact employers and solicit jobs for Temporary Assistance participants. The utilization of contract providers to solicit jobs from employers and assist Temporary Assistance participants with job placements has been a central part of HRA's existing employment plan and engagement process. In addition to matching participants with job openings, the providers conduct skills assessments, prepare employment plans, engage participants between 12-35</p>

Yes or No:	How the district participates in job development activities
	hours per week, as appropriate, and provide a variety of post-employment services.

### 4.3 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)

- a. Described below is how the district identifies appropriate education program providers for services of Adult Basic Education (ABE), High School Equivalency (HSE) diploma preparation, and English Language Instruction that are available to clients whose assessment indicates such services would be an appropriate work activity assignment. Please ensure to include providers the district partners with for the provision of ABE, HSE, and English language instruction in Table 1 or Table 2 under section 1.2 of this Plan.

HRA/Education Services must approve an education and training provider. When a client self-enrolls in an education or training program and then informs the Benefits Access Center or other current engagement of his/her enrollment in such program, the client is given a referral to Education Services. The education or training provider must complete the HRA 154 (FIA School Training and Enrollment Letter) and, once submitted, the provider is evaluated by the Attendance Verification Unit.

The Attendance Verification Unit evaluates education or training providers, including vocational education and job skills training programs, using the following criteria:

- NY State Department of Education approval;
- Current license;
- Contract;
- Accreditation and/or operating certificate; and
- Ensuring there are no cautions against the organization.

The Career Services providers currently provide services for Cash Assistance participants with low literacy or who lack a high school diploma or the equivalent. An employment-focused, contextualized literacy services program is offered, in lieu of other CA program models. “Low literacy” is defined as scoring below 9th grade on the Test of Adult Basic Education (TABE).

The TABE test is currently given to all non-exempt recipients who wish to attend education/training programs. However, HRA no longer requires a TABE test for clients who can provide a copy of documentation of a HSE, HSD, or other higher education degree (Bachelor’s, Master’s, PHD).

Typically, those participants who are interested in enrolling in educational activities attend literacy classes with a contextualized/co-teaching component that teaches English as a Second Language, literacy, and numeracy in modules based on employer and industry needs. Instructional content is based on job market and employer-defined critical thinking and problem-solving skills that participants need to successfully transition into employment.

Depending on the client’s circumstances, such as if the recipient is already enrolled in an HSE program or it has been determined that the recipient will be able to achieve a high school equivalency in a reasonably short period of time, TA participants eligible for literacy

services are offered stand-alone HSE classes for up to 35 hours per week by an employment program provider or subcontractor, if such classes clearly fit into the participant's Employability Plan.

Any non-exempt recipient who possesses less than a 9th grade literacy level is encouraged to enroll in educational activities, such as a basic literacy program or high school equivalency. Non-exempt recipients who have not attained a high school diploma or the equivalent are offered the opportunity to enroll in educational programs designed to improve literacy and/or prepare them to attain a high school diploma or its equivalent.

For those recipients in high school or a HSE program, HRA allows full-time HSE engagement for all adults under age 25, identifies external partners (e.g., NY SERV, DOE, DYCD and others), and increases HSE enrollment. For those under age 25, HRA allows full-time attendance at high school, a High School Equivalency (HSE) program, English as a Second Language (ESL) program, and basic or remedial education without additional work activities. In addition, HRA allows this population to attend vocationally-related post-secondary education as a core activity.

For those recipients currently in education and training programs, HRA allows full-time vocationally related education/training engagement, as permitted by federal and state law, including but not limited to post-secondary education, such as community, two-year and four-year colleges, trade school, and business school. Participants who wish to continue full-time in post-secondary education must be in good academic standing with their academic institution and are no longer required to engage in 20 hours of concurrent work activity. However, districts may assign a concurrent work activity if the client's assessment and employment plan support such an assignment and the work activity does not interfere with the client's education.

In accordance with federal and State law, for CA recipients attending post-secondary education programs, HRA includes, in addition to actual hours of participation (including supervised homework), up to one hour of unsupervised homework/study time for each hour of class time, provided that the total number of hours of homework/study time does not exceed the documented hours expected by the educational provider. Also in accordance with federal and State law, HRA will count the hours a student spends on supervised and unsupervised homework and/or study time as part of the student's vocational education and/or job skills training to satisfy his/her employment requirement. It is also important to note that HRA allows Online education and training, which also includes up to one hour of unsupervised homework/study time for each hour of class time, provided that the total number of hours of homework/study time does not exceed the documented online education and training hours expected by the educational program. Additionally, HRA will increase supports for CA recipients enrolled in college.

- b. Described below is how the district identifies appropriate program providers of Vocational Education and Job Skills Training programs that are available to clients whose assessment indicates such services would be an appropriate work activity assignment. Please ensure to include the current providers the district partners with for the provision of Vocational Education and Job Skills Training in Table 1 or Table 2 under section 1.2 of this Plan.

Vocational Education/Job Skills Training Programs: HRA maintains a list of eligible training providers from which clients can choose. The Attendance Verification Unit evaluates education or training providers, including vocational education and job skills training programs, using the following criteria:

- NY State Department of Education approval;
- Current license;
- Contract
- Accreditation and/or operating certificate; and
- Ensuring there are no cautions against the organization.

HRA allows participation in a subset of vocational education, post-secondary education, including but not limited to community, two-year and four-year colleges, and business, technical, trade or vocational schools. Participants who are in good academic standing with their academic institution, will be permitted to continue to attend full-time in accordance with their employment plan and are no longer assigned 20 hours of concurrent activity. Nonetheless, HRA may assign a concurrent work activity if the client's assessment and individual employment plan support such an assignment and the work activity does not interfere with the clients' education.

See subsection 4.3(a) and subsection 4.3(e) regarding how such education and training programs are provided and subsection 4.4(b) for the district's policy for approving, as a work activity, certain work study, internship, or other work placements that are part of a non-graduate student's curriculum.

- c. Described below are the district's process and guidelines workers follow to ensure that individuals who have not attained a basic literacy level and/or have not attained a high school diploma are offered the opportunity to participate in an educational activity. This includes individuals who are 18 and older and individuals aged 16 or 17 who are not attending secondary school or its equivalent.

The training assessment questionnaire in the EA/EP records all grades completed, all educational and training programs completed, diplomas and degrees attained, along with the identified educational/training interest/preferences and employment goals. The automated EP instructs workers to refer clients to Career Services providers at which they have literacy options. The providers administer the TABE test to all non-exempt clients to identify those who have not attained basic literacy. The providers provide services for Cash Assistance participants with low literacy and/or who lack a high school diploma or the equivalent. An employment-focused, contextualized literacy services program is offered, in lieu of other CA program models, and participants with low literacy are encouraged to accept the assignment. See Section 4.3(a).

Participants who lack a high school diploma or the equivalent who want to receive high school equivalency (HSE) instruction are referred to an HRA-approved program. Those clients who possess less than a 9th grade literacy level are encouraged to enroll in educational activities, such as a basic literacy program or high school equivalency. Clients who have not attained a high school diploma or the equivalent are offered the opportunity to enroll in an educational program designed to improve literacy and/or prepare them to attain a high school diploma or its equivalent.

- d. Described below are the district's process and policy, including the guidelines workers follow, when determining whether participation in educational activities is approved for individuals who have not attained a high school diploma who are interested in participating in an educational activity. Include in this section instances when the district would deny participation in educational activities.

HRA would deny participation in educational activities for a participant who has not attained a high school diploma when that individual does not possess the minimum qualifications to succeed in their preferred educational activity, as well as when, based upon an individual assessment and employability plan, a determination is made that educational and vocational educational activities are not appropriate or if such individual has failed to make satisfactory progress in educational activities. For example, an individual who does not have a high school diploma or the equivalent and has repeatedly enrolled in basic literacy or high school equivalency programs and then does not attend, failed, or did not make sufficient progress.

- e. Described below is the district's process and policy for determining whether a participant is approved/assigned to participate in job skills or vocational education activities.

**Initial Eligibility:** In general, education/training activities must be consistent with the individualized assessment for the participant and set forth in the participant's EP to indicate that such activity would help them achieve their employment goals and likely lead to the attainment of a degree or certification, to the extent that such approval does not jeopardize the State's ability to comply with federal work participation rates. However, participants enrolled in post-secondary education, who are in good academic standing with their academic institution, will be permitted to continue to attend full-time in accordance with their employment plan without the assignment of a concurrent work activity. Nonetheless, districts may assign a concurrent work activity if the client's assessment and individual employment plan support such an assignment and the work activity does not interfere with the client's education. Unless a specific barrier or work limitation exists, participants are expected to engage in approved education/training and employment, internship, community activities, community service, or work-study activities that comprise a simulated work week of 35 hours for families with children aged six and older, 35 hours for households without children, and 20 hours for families with children under the age of six.

A participant enrolled in an education or training program is assigned or reassigned to a work activity only after an assessment or reassessment is conducted and an EP is developed or updated. Participants are assigned to HRA-approved education and training programs in accordance with the individual's interests and preferences to the extent possible consistent with the individual's assessment the need of the district to meet federal and state work activity participation requirements, and program availability. The participant must meet the entrance requirements for the chosen program.

For a participant attending any form of non-graduate education or training, including but not limited to vocational educational training, basic education, non-vocational two- and four-year college degree programs, and vocational rehabilitation programs, HRA accommodates the class hours of that participant by making reasonable efforts to schedule any work activities consistent with the requirements of SSL Secs. 335-b(2) and 336-c(4) and the provisions of this Plan. Provided the participant otherwise meets the requirements for participation in an education or training program, a participant seeking to enroll in an approved education or training program that is consistent with his/her assessment and that operates on a semester system, is permitted to participate at the start of a semester, pursuant to the policies stated

in this Plan, subject to reassessment at the beginning of the next semester to determine that the program is still consistent with his/her assessment.

In accordance with this Section 4.3, HRA is not required to approve participation or to provide supportive services for any education or training that the participant seeks to participate in during the time that he or she is under sanction for non-compliance with work activity requirements or prior to the assignment being approved by HRA. References in this Section 4.3 to education/training include basic education unless otherwise noted.

**Basic Education Programs:** In general, recipients are assigned to an appropriate basic education, literacy, ESL program or HSE program if they lack basic literacy/language skills in accordance with State statutory and regulatory requirements and HRA enrollment policies. See subsection 4.3(a). HRA encourages those who are employed who do not have a high school diploma to get one concurrently with work. District policy regarding teen attendance in school is set forth in Section 4.3(g).

**Education/Training Programs (other than Basic Education):** Enrollment in vocational education/training programs (other than basic education) is approved as a work activity where the client's assessment and employment plan indicate that such activity would help them achieve their employment goals and likely lead to the attainment of a degree or certification, to the extent that such approval does not jeopardize the State's ability to comply with federal work participation rates. Participants enrolled in such educational programs, who are in good academic standing with their academic institution will be permitted to continue to attend full-time without the assignment of a concurrent work activity. HRA no longer assigns 20 hours of concurrent work activity for clients engaged in post-secondary education to continue. However, HRA may assign a concurrent work activity if the client's individualized assessment and employment plan support such an assignment and the work activity does not interfere with the client's education.

See section 4.4(b) for the district's policy for approving as a work activity certain work study, internship, community activities, community service, or other work placements that are part of a non-graduate student's curriculum.

The Education Services Unit is responsible for ensuring that education/training programs requested by participants are consistent with the participant's employability plan and that the participant meets the entrance requirements for the chosen program. Education Services approves or denies training and hardship schedule requests and ensures that approved training programs are on the HRA List of Available Educational and Training Program and that all assessed participants are engaged in appropriate activities for the required number of hours.

WeCARE providers make these determinations for WeCARE participants.

**Individual Training Account (ITA) Vouchers:** In accordance with a participant's employment plan and subject to available funding, employment vendors may provide some participants with ITA vouchers that may be used to access training services from New York State eligible providers, including services that may be available during hours after the participant has fulfilled his or her work activity obligations. ITA vouchers can be used only with providers on the New York State Eligible List of Training providers and at those courses and prices in the NYC Training Guide. See Section 4.3(a).

Continuing Requirements: After assignment to an education/training program, consistent with federal and State law, the participant must comply with all work activity obligations under his or her employability plan, adhere to general FIA requirements, and maintain satisfactory attendance and academic progress, meaning a cumulative C average, or its equivalent, as determined by the educational program, and progress in the education/training program, as determined in accordance with HRA enrollment policies.

- f. Described below are the standards by which education and training providers are evaluated.

Compliance with federal and State temporary assistance law and regulation as well as this Plan.

- Licensing or approval by the NYS Education Department or other public agency.
- Achievement of satisfactory employment placement and retention rates.
- Regular and timely submission of documentation of enrollment, attendance and satisfactory progress of participants, in a form satisfactory to FIA.
- Student loan default rate does not exceed 30% or higher for more than two years.
- Standards set forth in the terms of their respective contracts.

- g. Described below is the district's procedure for advising participants of approved training.

Approved education/training programs are listed on the HRA List of Available Educational and Training Programs. This list is available to FIA workers and Career Services providers whose responsibilities include conducting employability assessments and developing employability plans and is also posted on HRA's webpage. At the time of assessment or prior to assignment, participants expressing an interest in, or a preference for participation in education/training, so long as an assignment to education/training is consistent with the individual's assessment, are given access to a searchable List of Available Educational and Training Programs. They are also provided with assistance, if necessary, in using the list to locate an approved education/training program. If a preferred provider is not on the List of Available Educational and Training Programs, the participant is given information as to how education/training programs are approved by HRA. ITA vouchers can be used only with providers on the New York State Eligible List of Training Providers.

- h. Described below is the district's procedure for notifying participants they are approved for training or enrollment in a work activity.

Participants are notified of enrollment in a work activity by the FIA worker, HRA Education Services or the Career Services provider depending on which program the participant may have been assigned. Participants receive a specific notice of approval or denial of a request to participate in education/training at the time of assessment, in accordance with HRA enrollment procedures. Participants are also notified of approval or denial of supportive services, including but not limited to childcare, transportation, and other necessary supportive services requested by a participant, and of the discontinuance of any such supportive services. A training program is not approved for the participant without the presentation of verification of enrollment in a form required by HRA. Such verification is required at least annually.

- i. Described below is how the district will monitor the high school attendance for 16-18 year-olds in order for them to retain their TA exempt status.

For public school students, the district does an enrollment match with the NYC Department of Education. For students in private school, an attendance verification letter is requested from the school. Teens between the ages of 16 and 18 may be excused from school attendance requirements if the decision not to require school attendance is based upon an individual assessment that indicates that further attendance is unlikely to result in attainment of a high school diploma or its equivalent and that the individual participates in another educational activity or in job skills training appropriate to and designed for youths.

- j. Described below is the district's procedure for ensuring that an individual's health related limitations are accommodated when assigning the individual to a work activity.

Please refer to the procedures described in Section 9 for referral to Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) providers. In addition, any client not referred to WeCARE who has work limitations that have been identified is assigned to a work site/activity that addresses or accommodates those limitations, and the worksite supervisor is notified in writing of an individual's limitations.

#### **4.4 Post-Secondary Education Approval and Enrollment Policies**

- a. Described below is the highest level of post-secondary level education that the district will approve as a work activity, up to a four-year college program (please ensure to include the current providers the districts partners with for the provision of post-secondary education programs in Table 1 or Table 2 under Section 1.2 of this plan):

The district will approve as a work activity, a four-year college program. For recipients with a high school diploma or the equivalent, HRA allows full-time post-secondary training and/or education consistent with federal and State law, including attendance at four-year colleges, if applicable and if in accordance with the client's individualized Employment Assessment and Employment Plan which indicate that such activity would help them achieve their employment goals and likely lead to the attainment of a degree or certification, to the extent that such approval does not jeopardize the State's ability to comply with federal work participation rates. Thereafter, post-secondary students who are in good academic standing with their academic institution, will be permitted to continue attending full-time if they demonstrate they are progressing satisfactorily, maintaining a cumulative C-average or above. HRA no longer assigns 20 hours of concurrent work activity for clients engaged in post-secondary education to continue. However, HRA may assign a concurrent work activity if the client's assessment and employment plan support such an assignment and the work activity does not interfere with the client's education.

- b. In accordance with 18 NYCRR 385.9(b), regardless of whether the college program is approved for the participant as an employment work activity, the district will approve as a work activity a work-study, internship, externship or other work placement that is part of a non-graduate student's curriculum unless one or more of the following conditions applies as described below (reply yes or no to options as they apply):

**Conditions For Disapproval of Work Activities For Individuals Enrolled in College**

Yes or No:	Conditions for disapproval of work activity
Yes	It has been determined that the student voluntarily quit their job or reduced earnings to qualify for initial or increased TA.
Yes	A job or on-the-job training position that is comparable to the work-study, internship, externship or other work placement cannot reasonably be expected to exist in the private, public or not-for-profit sector.
Yes	The student is not maintaining a cumulative C average (or the equivalent). The district may disregard this provision if the student documents an undue hardship.
Yes	The institution or student fails to monitor and report information regarding the student's attendance and performance as required.
Yes	The student fails to progress toward the completion of a course of study without good cause, as determined by the district.
Yes	The student has previously enrolled in work-study, internship, or other work placement and failed to complete the work placement without good cause as determined by the district.
No	Additional reasons as stated here:

**5. Work Requirements**

**5.1 Meeting TA Work Requirements**

- a. Described below is how the district plans to meet federal and State TA participation rate requirements. Included in this description is the weekly hours standard participation requirements for individuals in the different case and household types, along with the typical time period it takes for nonexempt individuals to be engaged in activities for both newly opened cases and individuals whose status changed from exempt to nonexempt. (Information regarding engaging exempt individuals is entered in Section 9).

Building career pathways out of poverty by maximizing education, training, and career opportunities. Activities are focused on moving individuals towards becoming employed. HRA assists individuals who cannot work because of a disability lasting one year or more, and otherwise eligible for a federally-funded benefit and assists them in receiving Supplemental Security Income (SSI) disability benefits. HRA utilizes a balanced approach that seeks ways to combine work activities with education and training and provides targeted services geared towards achieving self-sufficiency.

In general, all activities must have a "core" engagement component of at least 20 hours weekly, unless, for work experience or community activities, the Temporary Assistance grant plus SNAP benefits does not support

this number of hours or the person is limited in the ability to do this many hours. A temporary assistance recipient with dependent children who is participating in work experience or community activities for the number of hours derived by dividing the household's temporary assistance and SNAP allotment by the higher of the federal or State minimum wage will be deemed as meeting the 20-hour core work requirement, even when the result of such calculation is fewer than 20 hours.

HRA has customized hours of required work-related activities so participants succeed and move off the Cash Assistance (CA) caseload. A one-size-fits-all approach of 35 hours of required work activities for all employable CA applicants and recipients did not recognize the different circumstances of each individual and family. While full-time employment remains the goal, HRA recognizes that engagement policies should be tailored to each individual family. HRA has customized the number of hours of required engagement to provide more flexibility, eliminating the one-size-fits-all approach. HRA achieves the engagement requirement at 35 hours, per week for families with children over the age of six, except where continuing challenges are demonstrated and to avoid punitive sanctions, the lower limit permitted by law is allowed. HRA allows an adjustment to 30 hours, as permitted by federal and state law, when families face necessary ongoing obligations, such as housing search for those in shelters, attending mandated Administration for Children's Services (ACS) parenting classes, caring for a disabled child attending school for whom after school care is difficult or impossible to find, or taking a parent who does not live with the family for regular dialysis or other continuing medical treatment. For those clients who self-enroll through HRA's educational services, whose combination of self-initiated work activities are at least 30 hours but not equal to 35 hours, additional hours of work activities will not be assigned.

Non-exempt applicants/participants whose youngest child in the household is under age six will be assigned to a 20-hour weekly engagement schedule in accordance with state regulations. Childcare for very young children is often more difficult to find and more expensive. The reduced requirement will assist parents of young children, who have often unforeseen child-related demands on their time, to remain engaged and avoid unnecessary sanctions which affect the financial stability of the family. This enables more clients to satisfy their required work hours to prevent sanctions and provide them with more time for other family responsibilities. A parent with a child who meets the above criteria who can secure child care to work longer hours is encouraged to do so.

HRA maintains the typical participation expectation for non-exempt Safety Net singles and childless couples at 35 hours of weekly engagement.

HRA has hired staff to oversee agency strategies related to special population clients including a Director of LGBTQI Affairs as well as a Director for Disability Affairs. For clients with unique or varying level of need, HRA closely reviews each case, monitors each assessor and assessment, and identifies the best and most appropriate services for each and every client and family. HRA provides a core of services, including customized career services, designed to move clients with special needs towards greater self-sufficiency by providing adequate and appropriate support. This group includes chronic substance users, who are referred to treatment centers suited to their needs; survivors of domestic violence, who are assisted in safety planning when unable to remain in their homes and communities due to threat of further violence; individuals with temporary and permanent mental and physical disabilities, who receive reasonable accommodations when necessary, appropriate medical care and rehabilitative services and are trained for work when appropriate; and criminal-justice involved clients. HRA's Career Advance programs are able to provide

services tailored for: criminal justice involved clients, clients identifying as LGBTQ, clients identifying as transgender and gender non-conforming, clients with LEP and immigrants, and older adults. Clients may opt to receive job placement, job-readiness, training/education, and retention/advancement services with these providers. HRA partners with community-based organizations or sister agencies to offer English language instruction to immigrants to overcome language barriers to employment. HRA seeks to ensure that transgender, gender nonconforming individuals and nonbinary individuals are provided special assistance to prevent the creation of a discriminatory or unwelcoming environment and seeks to ensure they are referred to employers who do not discriminate against this population and are welcoming and inclusive. HRA's vision is to meet clients where they are, in accordance with their needs.

HRA engages people when they apply for Temporary Assistance. If barriers exist, those barriers are addressed as described above and, after they are addressed, the person is referred.

New York City utilizes contracted providers with particular expertise to implement comprehensive assessment and service coordination, career exploration, job-readiness services, job placement and retention, education/training, and career advancement services.

#### Education, Training, and Career-Related Services

- HRA has expanded access to education and training in order to improve the employment prospects of Cash Assistance recipients.
- HRA Allows Recipients under age 25 to Participate in Full-Time Basic Education
- HRA encourages all 18- and 19-year old Cash Assistance recipients who can remain in full-time high school to do so. Youth under age 20 who do not have a high school diploma or its equivalent and who are enrolled full-time and regularly attend high school, a High School Equivalency (HSE) program, vocational or technical school, English as a Second Language (ESL), and basic or remedial education are excused from additional work activities.
- For young adult Cash Assistance recipients aged 20 through 24 with no high school diploma or equivalent (HSE), HRA allows full-time high school enrollment, full-time preparation to obtain a high school equivalency credential, or full-time sector-based contextualized literacy training for those with low literacy levels (if in accordance with the client's Employment Assessment), or as long as they meet established goals and sufficient progress is made toward obtaining a credential. If sufficient progress in either an HSE, ESL or post-secondary program is not attained, HRA reevaluates the appropriateness of the client's training or educational program.
- In order to provide clients the education necessary to start building a career as early as possible, HRA has developed a deeper partnership with the New York City Department of Education (DOE). This partnership provides clients with access to more services and programs with established partnerships including the New York City Department of Youth and Community Development (DYCD). Additionally, HRA has identified additional external partners for HSE and increased HSE enrollment through the career services providers. This helps to prepare youth and young adult clients for work assignments and eventual self-sufficiency.

### Engagement in vocationally related post-secondary education and training

- As part of HRA's strategy to ensure youth have access to education and opportunity, HRA is allowing full-time engagement in vocationally related post-secondary education and training programs. Post-secondary education includes community, 2-year and 4-year colleges, and business, technical, trade or vocational schools. HRA no longer assigns 20 hours of concurrent work activity for clients engaged in post-secondary education to continue. However, HRA may assign a concurrent work activity if the client's assessment and employment plan support such an assignment and the work activity does not interfere with the client's education.
- Post-secondary school students who are in good academic standing with their academic institution, will be permitted to continue attending full-time.

### Participation in Any Internship or Similar Activity

- Any internship or similar activity will be reviewed on its own merits and against approved work activity definitions in Section 4.4 (b), regardless of any link to an academic component.

### Increase Supports for Cash Assistance Recipients Enrolled in College

- For Cash Assistance recipients enrolled in college, CUNY EDGE (Educate. Develop. Graduate. Empower) is dedicated to helping CUNY students who are receiving public assistance, achieve academic excellence, graduate on time, and find employment. The program focuses on college retention, graduation and employment and is set up to better assist, track, and serve HRA clients. CUNY EDGE serves as the administrative oversight for HRA clients who are enrolled in twenty CUNY and other CUNY support programs such as: Accelerated Study Associate Program (ASAP), Percy Ellis Sutton Search for Education Elevation and Knowledge (SEEK), and College Discovery (CD). CUNY EDGE manages the HRA Fellowship program, provides academic advisement, personal and professional development, work opportunities, career development and work readiness. The paid fellowship, community activity, community service, and internships offered to Cash Assistance recipients enrolled in college are tailored to their field of study and satisfy their state and federal work requirements. Moreover, in accordance with federal and State law, for Cash Assistance recipients attending two- and four-year college programs, HRA includes, in addition to actual hours of participation (including supervised homework), up to one hour of unsupervised homework/study time for each hour of class time, provided that the total number of hours of homework/study time does not exceed the documented hours expected by the educational program. It is also important to note that HRA allows online education in approved programs and training, which also includes up to one hour of unsupervised homework/study time for each hour of class time, provided that the total number of hours of homework/study time does not exceed the documented online education and training hours expected by the educational program. HRA has established a partnership with CUNY to support those who are enrolled.

## Employment Strategy for Youth

- Using a youth development framework, YouthPathways supports successful transition to adulthood for youth in NYC, strongly emphasizing and increasing access to education and training. YouthPathways uses an approach to career services that is individualized, career pathways-informed, demand-driven, and sector-focused.
- Thorough assessment provides a holistic understanding of the circumstances for each referred client – their strengths, capabilities and knowledge – so that any services to be provided and/or access to labor market opportunities are reasonably anchored in the client’s shared vision for success.
- Through service planning, some individuals keep their primary engagement with YouthPathways. For other clients, in line with individual goals and abilities, YouthPathways providers leverage other existing, high-quality services.
- An array of wraparound services, including, but not limited to, service coordination (using primary person approach, as appropriate), work supports, and financial counseling. Providers offer opportunities for building social capital and interpersonal skills through programming that is geared specifically to youth and focuses on their assets and resilience.
- Bridge instruction, which pairs educational instruction with a workforce and career focus.
- Strong job placement and retention/advancement services (provided for up to one year after job placement). For all youth, HRA has hired a Youth and Young Adult Coordinator and created an Office of Youth Engagement to manage youth services and develop and maintain partnerships and relationships with community providers. HRA recognizes that young adults receiving Cash Assistance have certain strengths and face different challenges than their older counterparts. As such, a comprehensive approach to young adult programming is used.
- Finally, for youth aging out of foster care, HRA collaborates closely with Administration for Children’s Services to coordinate benefits access for these youth.

## Customized Employment Strategy for Shelter Residents

- HRA uses customized employment strategies for shelter residents. Since shelter residents include many client groups covered in other areas (youth, education/training, family engagement requirements, etc.), these strategies include the assurance that those options/provisions are appropriately implemented for these shelter residents. HRA has implemented Career Advance contracts to serve shelter residents who also receive Cash Assistance. These services are appropriately tailored to the needs of shelter clients.
- Allow Recipients with Limited English Proficiency (LEP) to Participate in Full-Time English as a Second Language (ESL) Coursework
- For Cash Assistance recipients with LEP, HRA allows them to participate in full-time English as a Second Language (ESL) coursework and allows them to be tested for literacy in their own language.

- As part of HRA’s strategy to more positively engage LEP clients and ensure their future success, Cash Assistance recipients in need of ESL classes are allowed full-time engagement in these activities. In addition, HRA will test LEP recipients to determine their literacy in their own language, since that may affect their ability to learn English, and find an appropriate ESL class for them. This testing will be done via the TABE for English, the SABE for Spanish, and the use of interpreters and interpreter services for any other required languages. HRA allows them the opportunity to participate in ESL coursework full-time (5 days a week), as long as sufficient progress is being made. HRA offers ESL and specialized services to LEP and immigrant clients through both Career Advance providers and community partners.

**Provide Better Support for Domestic Violence Survivors**

- Many DV survivors seek assistance but do not report their status and thus miss out on receiving assistance that could be vital in helping them rebuild their lives and be safe. For Domestic Violence (DV) survivors, HRA will continue to provide information, resources and support to effectively meet survivors’ needs. During the eligibility determination process Domestic Violence Liaisons will assess clients who identify as domestic violence survivors as part of the Family Violence Option waiver process. All DV survivors determined to be at risk will receive a full waiver to help ensure safety and achieve stability. However, DV survivors who want to participate in career services programs are permitted to opt into work. HRA will also be offering survivors an opportunity to enroll in effective programs like the Sanctuary for Families Economic Empowerment Program (EEP) to develop the survivor’s skills to work and earn a living wage to promote self-sufficiency. HRA will identify these programs and offer survivors an opportunity to participate in them.

b. Estimate the number of individuals expected to receive employment services for:

**Number of Individuals Who Receive Employment Services**

<b>Household Type</b>	<b>Number Served</b>
Households with Dependent Children Average Monthly	30,000
Households without Dependent Children Average Monthly	30,000

c. Described below is how the district uses work participation management reports available through COGNOS or other reports and activities to monitor district progress toward meeting work participation requirements and ensuring full engagement by adults in work or work preparation activities:

Using the New York City monthly engagement report, participation rates are computed for the categories of TANF, Safety Net (other than Safety Net Converted) and Safety Net Converted cases. The TANF rate is only an estimate, as the formal rate is determined by a monthly sample of cases drawn by the State and completed by the City. The City uses these monthly reports to monitor activities, to ensure that all clients are participating in the number of hours required by their case type, and to target resources appropriately. Providers are ranked on each indicator, which creates clarity around each vendor’s performance relative

to the system and promotes competition for better performance among vendors. In addition, technical assistance is given when a provider is not performing in a specific area. If a provider is not meeting the Agency’s goals, then a corrective action is requested and then monitored to ensure the performance improves.

- d. Does the district assign TA applicants to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Use the “Additional Information” column in the chart below to describe how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

Yes

**Applicant Job Search**

Applicant Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	N/A	N/A	<p>The current HRA Job Search process is as follows: HRA generally assigns TA applicants to Career Services providers prior to eligibility determination, during which time (approximately four to six weeks) the applicant is assigned to job search activities as determined by and assigned by the Career Services provider. Applicants are expected to participate remotely or in-person and fully for any hours to which they are assigned.</p> <p>The job search includes such activities as workshops on resume writing, interviewing techniques and job search strategies. In addition, the provider may run short-term training programs designed to prepare the individual for employment in a specific field. Actual applicant assignments may vary due to work limitations or case circumstances.</p> <p>All job search activities are supervised by contracted providers who maintain records of the specific activities and employer contacts. Providers are currently paid on a performance basis for the completion of the EPs and for job placement and job retention milestones. They are required to complete each assigned applicant's/participant's EP by reviewing his/her work history, his/her current work preferences, recording if that person has achieved any professional licenses or certificates, and asking other questions that result in a thorough and individualized client assessment.</p> <p>Self-Directed Job Search for Job-Ready Cash Assistance Applicants/Recipients</p> <p>HRA has implemented the option for Independent Job Search (IJS) for applicants and recipients, not to exceed four consecutive weeks or six weeks annually. To provide more options to meet the needs of CareerCompass and YouthPathways clients,</p>

Applicant Job Search	Min. Contacts	Min. Hours	Additional Information
			<p>Independent Job Search is now an option for all eligible clients. This applies to those in Applicant as well as Undercare status. For clients that have recent work experience, can look for a job independently and do not request hands-on assistance, IJS may be a good fit. It allows self-starters the flexibility to further their career on their own schedule while still making available to them all the resources of CareerCompass and YouthPathways programs.</p> <p>Providers track client progress during weekly, in-person check-ins with the client, but there will no longer be the same requirement for the client to be engaged in-person or remotely in structured activities for 20-35 hours every week. At any time during client check-ins, providers may determine that client is no longer appropriate for IJS by canceling the IJS assignment in the ISP. At the end of the four weeks, if the client is not successful in finding a job on their own, the client must be given an appropriate concurrent assignment to meet the CareerCompass or YouthPathways assessment requirements.</p> <p>In addition to job search, applicants are assessed for their job readiness, job preferences, job history and educational background, and their employability plans are updated accordingly. Applicants who have self-enrolled in educational activities, may be assigned as volunteers to their education activity as a concurrent activity to their assigned job search, if this is in accordance with their individualized client assessment and will be afforded appropriate supportive services. Typically, 35 hours weekly, except HH with child under age six which is 20 hours.</p>
SNA Individuals	N/A	N/A	<p>The current HRA Job Search process is as follows: HRA generally assigns TA applicants to Career Services providers prior to eligibility determination, during which time (approximately four to six weeks) the applicant is assigned to job search activities as determined by and assigned by the Career Services provider. Applicants are expected to participate remotely or in-person and fully for any hours to which they are assigned.</p> <p>The job search includes such activities as workshops on resume writing, interviewing techniques and job search strategies. In addition, the provider may run short-term training programs designed to prepare the individual for employment in a specific field. Actual applicant assignments may vary due to work limitations or case circumstances.</p> <p>All job search activities are supervised by contracted providers who maintain records of the specific activities</p>

Applicant Job Search	Min. Contacts	Min. Hours	Additional Information
			<p>and employer contacts. Providers are currently paid on a performance basis for the completion of the EPs and for job placement and job retention milestones. They are required to complete each assigned applicant's/participant's EP by reviewing his/her work history, his/her current work preferences, recording if that person has achieved any professional licenses or certificates, and asking other questions that result in a thorough and individualized client assessment.</p> <p>Self-Directed Job Search for Job-Ready Cash Assistance Applicants/Recipients</p> <p>HRA has implemented the option for Independent Job Search (IJS) for applicants and recipients, not to exceed four consecutive weeks or six weeks annually. To provide more options to meet the needs of CareerCompass and YouthPathways clients, Independent Job Search is now an option for all eligible clients. This applies to those in Applicant as well as Undercare status. For clients that have recent work experience, can look for a job independently and do not request hands-on assistance, IJS may be a good fit. It allows self-starters the flexibility to further their career on their own schedule while still making available to them all the resources of CareerCompass and YouthPathways programs.</p> <p>Providers track client progress during weekly, in-person check-ins with the client, but there will no longer be the same requirement for the client to be engaged in-person or remotely in structured activities for 20-35 hours every week. At any time during client check-ins, providers may determine that client is no longer appropriate for IJS by canceling the IJS assignment in the ISP. At the end of the four weeks, if the client is not successful in finding a job on their own, the client must be given an appropriate concurrent assignment to meet the CareerCompass or YouthPathways assessment requirements.</p> <p>In addition to job search, applicants are assessed for their job readiness, job preferences, job history and educational background, and their employability plans are updated accordingly. Applicants who have self-enrolled in educational activities, may be assigned as volunteers to their education activity as a concurrent activity to their assigned job search, if this is in accordance with their individualized client assessment and will be afforded appropriate supportive services. Typically, 35 hours weekly.</p>

- e. Does the district assign TA recipients to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Include a description of how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected using the “Additional Information” column.

Yes

**TA Recipient Job Search**

Recipient Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	N/A	N/A	<p>Once applicants are determined to be TA eligible, they are generally assigned to a core activity for 20 hours a week. (If that core activity is community activity, the number of hours is limited to their monthly SNAP and TA grants, combined, divided by the higher of the federal or State minimum wage) The balance of their weekly hours are job search activities performed at the Career Services provider. Recipients are expected to participate fully for any hours to which they are assigned.</p> <p>Job search is generally a required component for non-exempt recipients assigned to work activities. Job search activities are provided by a contracted provider who works with the recipient to find a job. In some cases, the individual may be involved in full time job search. In others, the provider may be working with individuals who are engaged in other activities, either with that provider or with another, to find a job. Examples of these additional activities include training or education, unsubsidized or subsidized employment, internship, and community activities. The hours of job search will vary depending on the individual's progress in meeting assessment and training goals.</p> <p>Self-Directed Job Search for Job-Ready Cash Assistance Applicants and Recipients</p> <p>HRA implements the option for Independent Job Search (IJS) for applicants and recipients, not to exceed four weeks. To provide more options to meet the needs of CareerCompass and YouthPathways clients, Independent Job Search is now an option for all eligible clients. This applies to those in Applicant as well as Undercare status. For clients that have recent work experience, can look for a job independently and do not request hands-on assistance, IJS may be a good fit. It allows self-starters the flexibility to further their career on their own schedule while still making available to them all the resources of CareerCompass and YouthPathways programs.</p> <p>Providers track client progress during weekly, in-person</p>

Recipient Job Search	Min. Contacts	Min. Hours	Additional Information
			<p>check-ins with the client, but there will no longer be the same requirement for the client to be engaged in-person or remotely in structured activities for 20-35 hours every week. At any time during client check-ins, providers may determine that client is no longer appropriate for IJS by canceling the IJS assignment in the ISP. At the end of the four weeks, if the client is not successful in finding a job on their own, the client is given an appropriate concurrent assignment to meet the CareerCompass or YouthPathways assessment requirements.</p> <p>All non-self-directed job search activities are supervised by contracted providers who maintain records of the specific activities and employer contacts.</p> <p>Providers receive payment/credit on a performance basis for:</p> <ul style="list-style-type: none"> <li>- Employment 30-day placement and retention milestones paid per job seeker;</li> <li>- Aggregate assessment and service plan rates; and,</li> <li>- Aggregate performance milestones</li> </ul> <p>Number of hours dependent on number of hours required in their core activity and the total number of required hours based on case situation.</p>
SNA Individuals	N/A	N/A	<p>Once applicants are determined to be TA eligible, they are generally assigned to a core activity for 20 hours a week. (If that core activity is community activity, the number of hours is limited to their monthly SNAP and TA grants, combined, divided by the higher of the federal or State minimum wage) The balance of their weekly hours are job search activities performed at the Career Services provider. Recipients are expected to participate fully for any hours to which they are assigned.</p> <p>Job search is generally a required component for non-exempt recipients assigned to work activities. Job search activities are provided by a contracted provider who works with the recipient to find a job. In some cases, the individual may be involved in full time job search. In others, the provider may be working with individuals who are engaged in other activities, either with that provider or with another, to find a job. Examples of these additional activities include training or education, unsubsidized or subsidized employment, internship, and community activities. The hours of job search will vary depending on the individual's progress in meeting assessment and training goals.</p> <p>Self-Directed Job Search for Job-Ready Cash Assistance Applicants and Recipients</p>

Recipient Job Search	Min. Contacts	Min. Hours	Additional Information
			<p>HRA implements the option for Independent Job Search (IJS) for applicants and recipients, not to exceed four weeks. To provide more options to meet the needs of CareerCompass and YouthPathways clients, Independent Job Search is now an option for all eligible clients. This applies to those in Applicant as well as Undercare status. For clients that have recent work experience, can look for a job independently and do not request hands-on assistance, IJS may be a good fit. It allows self-starters the flexibility to further their career on their own schedule while still making available to them all the resources of CareerCompass and YouthPathways programs.</p> <p>Providers track client progress during weekly, in-person check-ins with the client, but there will no longer be the same requirement for the client to be engaged in-person or remotely in structured activities for 20-35 hours every week. At any time during client check-ins, providers may determine that client is no longer appropriate for IJS by canceling the IJS assignment in the ISP. At the end of the four weeks, if the client is not successful in finding a job on their own, the client is given an appropriate concurrent assignment to meet the CareerCompass or YouthPathways assessment requirements.</p> <p>All non-self-directed job search activities are supervised by contracted providers who maintain records of the specific activities and employer contacts.</p> <p>Providers receive payment/credit on a performance basis for:</p> <ul style="list-style-type: none"> <li>• Employment 30-day placement and retention milestones paid per job seeker;</li> <li>• Aggregate assessment and service plan rates; and,</li> <li>• Aggregate performance milestones Number of hours dependent on number of hours required in their core activity and the total number of required hours based on case situation.</li> </ul>

- f. Described below is the district's process and policy used for determining whether participation in self-employment is approved as part of an individual's required work activities, including the guidelines workers follow. If the district always approves self-employment as part of an individual's required work activities, please note this policy below:

HRA generally approves self-employment as a work activity, but the Agency reserves the right to deny self-employment as an activity if it determines that it will not lead to self-sufficiency within a reasonable amount of time.

## 5.2 Informing SNAP Applicants and Recipients of Work Requirements

The district informs SNAP households where at least one member is subject to a work requirement of the applicable work rules at certification, recertification, and when a previously exempt household member or new household member becomes subject to work requirements. Notification is provided verbally and in writing.

- a. Described below is how SNAP applicants and recipients are informed in writing of SNAP work requirements (reply yes or no to options as they apply).

### Written Information Provided to SNAP Applicants and Recipients

Yes or No:	How written information is provided to SNAP applicants and recipients
No	Eligibility staff use the LDSS-5193 <i>Important Information about SNAP Work Rules (General, Mandatory E&amp;T, and ABAWD)</i> and the LDSS-5193A <i>Important Information about SNAP Work Rules (General and Mandatory E&amp;T)</i> as appropriate.
Yes	Eligibility staff use a local equivalent consolidated work requirements notice to inform SNAP applicant and recipient households of their work requirements. Please attach a copy of the district's OTDA approved local equivalent.

- b. Described below is the process eligibility staff follow to provide a comprehensive oral explanation to SNAP households of work requirements, including General SNAP Work Rules, Mandatory SNAP E&T, and ABAWD Rules which pertain to non-exempt individuals in the household.

Within the Paperless Office System, eligibility staff are prompted to read both a general SNAP Work Rules/Mandatory SNAP E&T, and an ABAWD script to non-exempt individuals. The staff must also acknowledge that they have read the scripts within the system. Upon acknowledgement that script has been read, a systemic case note is entered and recorded in the case record.

- c. Described below is how the district documents in the case record how the written information about SNAP work requirements was provided to the household (reply yes or no to options as they apply).

### How the District Documents the Written Requirement in the Case Record

Yes or No:	How written information is provided to SNAP applicants and recipients
No	The district retains copies of all LDSS-5193/LDSS-5193A in the case record.
Yes	The district retains copies of local equivalent notices provided to the household in the case record.

- d. Described below is the district's process for documenting in the case record how the oral explanation of SNAP work requirements was provided to the household (reply yes or no to options as they apply).

**How the District Documents the Oral Requirement in the Case Record**

Yes or No:	How oral information is provided to SNAP applicants and recipients
No	Eligibility staff complete the LDSS-4826C and retain a copy in the case record.
No	Eligibility staff use a locally developed oral explanation tool and retain a copy in the case record.
Yes	Eligibility staff document the case record through case notes/comments.

**5.3 Meeting SNAP Work Requirements**

- a. Described below is the extent to which the district requires NTA SNAP recipients to participate in SNAP E&T work activities. (Please note: Case management services must be provided to all participants enrolled in SNAP E&T activity):

Currently, we are not mandating NTA SNAP recipients to participate in SNAP E&T work activities. However, all NTA SNAP recipients are informed, through a notice and a directory of the availability, upon request, of employment-focused education and training services, including job placement services, through the SNAP E&T Venture Program. HRA additionally provides information to NTA SNAP recipients regarding job placement assistance services available through the local Workforce 1 Career Centers.

- b. If the district is offering Supervised Job Search as an E&T activity component, describe below how the job search activity will be supervised and tracked, including the frequency of monitoring the participant's job search efforts.

Not applicable. DSS HRS does not require NTA SNAP recipients to participate in SNAP E&T activities.

- c. If the district is not mandating SNAP E&T work activity assignments, please describe below how NTA SNAP work registrants are informed of the services available, upon request, for assistance with job search activities. (Please note: At a minimum, districts are required to offer job search assistance to NTA SNAP applicants and recipients):

All NTA SNAP recipients are informed, through a notice and a directory, of the availability, upon request, of employment-focused education and training services, including job placement services, through the SNAP E&T Venture Program. HRA additionally provides information to NTA SNAP recipients regarding job placement assistance services available through the local Workforce 1 Career Centers.

## 5.4 Advising Households of Employment and Training Services

At the time of recertification, non-exempt SNAP recipients who are members of certain TA/SNAP and NTA/SNAP households must be advised of the availability of employment and training services within the district and/or region. This requirement applies non-exempt recipients in households containing at least one adult, with no elderly or disabled individuals, and with no earned income at their last certification or required report.

- a. Described below is who the district provides information about employment and training services to (reply yes or no to the options as they apply):

### Who the District Provides Employment and Training Services Information to

Yes or No:	Who the district provides employment and training services information to:
No	Required population only
Yes	Other groups described here:  Fully employable without limitations Able Body Adult without Dependents (ABAWD) All SNAP recipients and applicants who are interested and available to work. All HRA recipients and applicants who report a medical or mental health barrier to employment, who, are able to work with limitations.

- b. Described below is the method the district uses to advise SNAP recipients of available employment and training services at recertification (reply yes or no to the options as they apply):

### How the District Provides Employment and Training Services Information

Yes or No:	How the district provides employment and training services information
Yes	Materials and information provided in print form
No	Materials and information provided on a website. Described here is how individuals are made aware the information is available on the website:
No	Material and information provided via email.

## 5.5 Provider Determinations

- a. Not every activity assignment/referral to training might be the right fit for every participant. As such, districts are required per federal regulations at 7 CFR 273.7(c)(18) to have procedures in place for when a provider/contractor determines an individual is not a good fit for a particular activity or program they are referred or assigned to. This is called the provider determination process. Described below is the district's process for provider determination, including the process for screening individuals prior to referral to a provider, how to communicate information related to provider determinations with the district, how workers communicate information related to provider determinations with the client, and documenting provider determinations.

HRA's Tier 2 Assessment involves HRA Benefits Access Centers providing an initial assessment of clients, which ensures that potential barriers to engagement are assessed and that individuals are connected to appropriate services. All provider referrals are tracked through HRA systems.

Providers/Contractors conduct individual comprehensive assessments of all clients referred by HRA. For TA clients, at a minimum assessment would include the completion of HRA's revised Employment Plan, which includes both locator and survey of the Test of Adult Basic Education ("TABE") or TABE in Español or alternative.

HRA encourages providers/contractors to offer additional questions, interest and aptitude tests, and other indicators that would help present a holistic picture of each client as well as capture information about clients that would align with specific sectors, employers, and/or industry partnerships. All additional questions must be presented to and approved by HRA prior to being offered.

Providers or Contractors have mechanisms for developing service plans that ensure clients are offered the appropriate type and level of services, based on HRA engagement requirements. Providers or Contractors refer clients only to the programs and services that have been approved by HRA. Providers or Contractors may refer clients to additional resources but first must obtain HRA prior approval.

Providers or Contractors inform clients of the expectations for each of the services from the Service Plan/Individualized Vocational Assessment Plan (IVAP), including the location, expected activities, possible start date, and any actions that are needed to be completed in advance of service start as well as the pathway beyond the immediate service. Additionally, providers/contractors inform clients of the prerequisites for participating in services from the Service Plan/IVAP, establishing a timeline for client completion of the activities and a point of contact to which the client should communicate the completion of activities.

Providers have 10 days from the date of a provider determination to notify the district that a participant is not a good fit for a program or an activity component. The notification must include the reason(s) for the provider determination and may include the provider's input to the district on the most appropriate next steps for the individual with a provider determination. If the district is unable to obtain the reason(s) for the provider determination from the SNAP E&T provider, the district must continue to act on the provider determination without the reason(s).

The district notifies a mandatory or voluntary SNAP E&T participant of a provider determination within 10 calendar days of receiving the notification from the provider.

As part of Service Plan/IVAP Follow-Up and Reassessment, providers/contractors use the client's most recent service plan to offer follow-up services to ensure service plans remain relevant and are updated to reflect individual progress and address necessary changes as needed. This may occur through periodic check-ins, and for some clients more formalized reassessment (including TABE testing to determine educational gains) may be required. Providers or Contractors use specific follow-up and reassessment protocols if a change in goals is needed as well as provide consistent support to address barriers to goal completion.

- b. Described below is the district process for informing providers of their authority and responsibility to determine if an individual is not a good fit for a particular activity or program.

HRA utilizes the following methods to inform providers of their authority and responsibility to determine if an individual is not a good fit for a particular activity or program:

- Provider or Contractor Scope of Services outlining the way in which providers/contractors must operate while engaging and providing services to HRA clients.
- Career Services Manual providing a broad overview of all services and provider/contractor guidance.

- c. Described below is the district process for provider oversight to ensure that provider determinations are not unfair or used to discriminate against protected classes.

- Providers or Contractors must comply with all Federal, State and Local Laws and Regulations and HRA directives/bulletins regarding engagement requirements for all clients. Additionally, providers/contractors are required to submit Operating Plans annually for review and approval by HRA, which clearly outlines and informs HRA of their intent with HRA clients.

## **6. Quality Assurance/Work Verification**

### **6.1 Quality Assurance Process - Random Case Sampling**

Consistent with New York State's approved Work Verification Plan (WVP), and in accordance with the requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan to ensure that the data reported, from which their work participation rates are derived, are accurate. The plan must include the district's procedure for monitoring reported scheduled and actual attendance in paid employment and unpaid work activities and the controls in place to ensure that reported exemption statuses resulting in federal exclusions from the work participation rate calculation are accurately made, work eligible individuals are correctly identified, hours of attendance reported are accurate and documented, data entry is accurate and that the district and its providers adhere to the approved work activity definitions and the determination of countable excused absences and holiday reporting within federal limits. Each district must maintain the documentation to verify what is being reported to NYS OTDA.

Each district must describe how it will conduct periodic self audits to determine that system entries are consistent with documentation in case files. The district must also explain how it will choose the sample size, select sample cases and establish the review period (no less frequently than semi-annually). The plan must indicate the district will maintain documentation on all pertinent findings produced through its self audit process and that case records for all reviewed cases will be available for State and other auditors in their review of the local work verification system for the standard 6 year period associated with such reviews.

The district will sample cases from each month within the (6 month) semi-annual period. The October to March review will be due by May 20th. The April to September review will be due by November 20th. The results of these audits will enable the district to identify policies, processes or cases that may need corrective action.

After each self audit is completed, the district must submit a summary of findings to OTDA A&QI at [AQI.WV.SelfAudits@otda.ny.gov](mailto:AQI.WV.SelfAudits@otda.ny.gov) for State review including specific information on each of the errors identified. In addition, when monitoring reveals substantial problems, the district must describe the corrective action it will take.

The Quality Assurance (QA) plan must include the following elements:

- Ensure that documentation of wages and actual hours of employment is verified and accurately projected/reported and present in the case file, is actual and is projected correctly;
  - Ensure that the documentation for actual hours, supervision/attendance, excused absences, and holidays in other activities is present in the case file;
  - Assess whether participation in the work activities reported for work eligible individuals meets the approved federal definition for the activity;
  - Assess that the data entered into either WTWCMS, the Self-Sufficiency, Employment, Assessment and Management System (SEAMS) or other automated systems used for reporting work activities is accurate, including actual hours, excused absences and holidays; and is based on documentation in the case record; and
  - Ensure that documentation necessary to determine an individual to be exempt due to being the parent caretaker of a disabled household member (TA Employability Code 38 or 48), and/or parent or caretaker relative of a child in the household under 12 months of age, (TA Employability Code 31), is present in the case file and that individuals meet the exempt status based on the required documentation.
- a. Below is the number of random sample cases of participation in paid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

75

- b. Below is the number of random sample cases of participation in unpaid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

50

- c. Below is the number of random sample cases in which a case member is reported as an TA Employability Code 38 – “Parent needed in the home full time to care for an incapacitated/disabled household member” or TA Employability Code 48 – “Needed in the home to care for an incapacitated child full time – time limit exemption”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

25

- d. Below is the number of random sample cases in which a case member is reported as an TA Employability Code 31 – “Parent or caretaker relative of a child under 12 months of age”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

25

The district will review district worker or approved provider/vendor collected documentation and data entry of the above listed elements. The district will assess and verify that participation in the reported work activities listed above meet the State approved definition for the activity.

## 6.2 Use of Outside Providers/Vendors

- a. Does the district utilize outside providers/vendors to collect documentation and enter data directly into WTWCMS?

Yes

- b. If Yes, does the district’s provider/vendor documentation collection, data entry and management of WTWCMS follow the same process that would be used by the district worker?

No

- c. If No, describe below the process used:

HRA does not use WTWCMS but rather SEAMS and other HRA Data systems. HRA workers and the providers follow the same process for maintaining the supporting documentation for participation in paid employment and make it readily available for review by OTDA A&QC upon request.

For unpaid work activities, HRA's providers will maintain the supporting documentation for unpaid work activities and make it readily available for HRA to submit to OTDA

A&QC for review upon request. This process includes entering a participant's time into the district's attendance systems. This process is the same process that HRA workers would follow to enter attendance and document unpaid work activities.

In addition, HRA workers will also retain documentation related to the caretaker of a child under 12 months of age or caretaker of a disabled household member and made available upon request.

HRA will validate attendance reporting by monitoring visits to providers and viewing

attendance records for program participation. HRA will visit Career Services program providers and other providers on a semi-annual basis to assess the accuracy of attendance reporting.

## 7. Supportive Services

### 7.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District

- a. The district must provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide the following expenses, which the district deems necessary for the individual to participate in orientation, assessment, employment planning, approved work activities and activities to restore self-sufficiency:

Participants in approved work activities will receive an allowance for the cost of necessary public transportation. The district will not provide transportation if it is otherwise available from an alternative source.

Provision is made for clothing for those participants in job search activities under certain circumstances, such as for clients experiencing homelessness, a recent fire in the client's apartment, or for persons who are residing in a shelter and lack appropriate clothing.

Job Training Program (JTP) agencies, and/or contractors are responsible for providing necessary safety equipment or job-related clothing for all participants. Training or education-related licensing and uniform or durable goods fees will be provided for, within approved limits. In addition, New York City may provide other supportive services, in accordance with applicable laws and regulations and subject to available funding, that it deems appropriate and necessary to enable a client to obtain or retain employment. Expenses are authorized based on FIA policy guidelines. Such expenses will be reviewed and approved on a case-by-case basis, subject to the supervisory approval requirements set forth in PD #13-14-ELI, Revised Levels of Approval for Cash Assistance.

- b. Indicated below are the services the district will use to assist those participants who need transportation to and from an approved work activity site, including any applicable mileage reimbursement rate, and the method used by the district to arrive at that reimbursement rate. OTDA policy establishes a mileage reimbursement rate of no less than the IRS established rate for medical/moving purposes. In all instances, should the actual cost of transportation needed to participate in an assigned work activity exceed the reimbursement rate determined by the district, the district will reimburse for the actual costs based on reasonable documentation submitted by the work activity participant (reply yes or no to the options as they apply).

#### Transportation Services Provided to Clients

Yes or No:	Transportation Assistance Provided
Yes	Bus pass/token
No	Gas card/voucher

Yes or No:	Transportation Assistance Provided
No	Mileage reimbursement at the IRS Business rate (effective 1/1/2023 is 65 cents per mile)
No	Mile reimbursement at the IRS Medical/Moving rate (effective 1/1/2023 is 22 cents per mile)
No	<p>Other mileage rate (the methodology used to establish reimbursement rate is described here):</p> <p>In New York City, individuals required to participate in mandated activities that require the use of transportation are provided with either a preloaded MetroCard or a supportive service allowance which is added to their monthly CA grant and accessible on their Common Benefit Issuance Card (CBIC) in order to purchase a MetroCard. Individuals are also given public transportation directions to the work activity site, and if documented as necessary, an adequate allowance or reimbursement for alternative transportation. All work activity sites are accessible by public transportation.</p>

- c. OTDA policy establishes a distance not to exceed two miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. Describe below the distance an individual may be required to walk, each way, to a work activity or to access public transportation:

In New York City, individuals required to participate in mandated activities that require the use of transportation are provided with either a preloaded MetroCard or a supportive service allowance which is added to their monthly CA grant and accessible on their Common Benefit Issuance Card (CBIC) in order to purchase a MetroCard. Individuals are also given public transportation directions to the work activity site, and if documented as necessary, an adequate allowance or reimbursement for alternative transportation. All work activity sites are accessible by public transportation.

- d. Described below are the services the district will provide to assist individuals at risk of needing TA to improve their opportunities for employment or to maintain their employment:

In order to assist individuals and families (especially those with children and youth in the household) at risk of needing Temporary Assistance to improve their opportunities for employment or to maintain their employment and to enable individuals and families on Temporary Assistance to achieve a successful transition from welfare to work, New York City may make available (and, in appropriate cases, assign as part of the employment plan), to the extent resources permit, services and activities that may include, but shall not be limited to:

- Services and assistance including job search, job placement and employment services, intended to enable the applicant to avoid having to become a recipient of ongoing Temporary Assistance.
- Services and activities designed to help employed participants on Temporary Assistance and/or those who have left Temporary Assistance, retain employment, increase their job skills, and advance in their careers.

- Educational and job readiness activities, including basic math and literacy skills, financial counseling, life skills and workplace expectations training designed to help individuals and families reduce, end, or prevent dependence on Temporary Assistance and/or SNAP.
- Child support services for custodial parents to allow them to collect the child support they are owed.
- Employment and training services and activities for eligible non-custodial parents who are or are in the process of becoming subject to a child support order for the support of a minor child in receipt of Temporary Assistance or whose custodial parent is in receipt of Temporary Assistance, or who meet other requirements for such services, in order to facilitate the entry by the non-custodial parent into the labor market and increase his or her capacity to make consistent child support payments.
- The provision of or referral to appropriate supportive services including domestic violence services, housing assistance, and legal services.
- Services and activities intended to prevent and reduce the incidence of school dropouts in light of the importance of education to welfare prevention.
- Programs designed to provide or facilitate education/training and employment opportunities for youth (including those who are aging out of the foster care system or leaving the juvenile or criminal justice system).
- Alcohol and other substance use disorder services not covered by Medicaid, including evaluation, assessment, detoxification and/or treatment programs, and including programs that incorporate work activities as part of the treatment process.
- Counseling and physical, mental and/or vocational rehabilitation services intended to help the individual and/or the family achieve any of the goals of the TANF program.
- Services and activities related to obtaining shelter or safety in a domestic abuse situation or other activities needed to stabilize a family, including housing subsidies to enable domestic violence survivors to avoid having to enter a shelter or to expedite their discharge.
- Services and activities needed to relocate and/or stabilize families who are eligible for homeless services, including rent and mortgage subsidies, financial or other assistance with respect to the purchase of a home or apartment, and case management services.
- Transportation, enhanced nutrition benefits, and housing assistance for eligible clients with AIDS or HIV-related illness.

- Services and activities that incorporate health, nurturing and education as key program elements to address adolescent pregnancy prevention, adolescent parent self-sufficiency, pregnancy counseling and adolescent resource parenting.
- Education, counseling and training programs on the problem of statutory rape so that teenage pregnancy prevention programs may be expanded in scope to include young and adult men.
- Services and activities intended to promote the health, nurturing and education of new or young mothers and their children.
- Programs for hospital-based paternity establishment the purpose of which is to coordinate and consolidate efforts to procure child support from non-custodial parents and to promote co-responsibility for the child.
- Services and activities designed to help individuals who are presently incarcerated and who have substance use disorders, mental health and/or other problems participate in work activities and become self-sufficient when released, and services and activities similarly intended to help individuals on probation or parole become self-sufficient members of the workforce.
- Supportive services for individuals to participate in OTDA's SNAP E&T Venture programs throughout New York City
- Case management services which may include, but not be limited to:
  - Establishing employment goals.
  - Resolving problems pertaining to childcare, transportation, cash and non-cash assistance.
  - Assisting participants with mental and physical barriers to self-sufficiency in addressing such barriers, monitoring progress, and, where appropriate, in successfully completing rehabilitation plans.
  - Monitoring participants' progress towards achieving employment goals.
  - Identifying other services participants may require and assisting them in accessing those services as appropriate.
  - Working closely with participants' career services vendors.
  - Assisting participants experiencing problems with the services provided through their career services vendors.
  - Coordinating services including joint case management for participants served by other service providers, such as child welfare, domestic violence, probation, parole, etc.
  - Determining and modifying, as appropriate, participants' need for cash and non-cash benefits.
  - Addressing issues of non-compliance.
  - Assisting adults with applications for SSI or SSDI and appeals of denials.

All services and activities are subject to the establishment of district-approved policies, procedures, eligibility criteria, and available funding.

## 7.2 Post-Employment/Transitional Supportive Services

- a. Described below are the supports and strategies the district will provide to support job retention:

HRA's employment vendors provide participants with job retention case management services for a number of months following job placement. Employment program vendors generally provide such services for up to one year. Many vendors also have the option of providing several months of free transportation (up to three months) to improve job retention and to help ease the transition from welfare to work. HRA generally seeks to include in its employment vendor contracts incentives for successful job retention efforts.

- b. Described below are the support services (for up to 90 days after case closing) the district will provide to individuals whose TA cases have closed due to employment:

It is an HRA priority to help those who move off Temporary Assistance on account of employment to continue to succeed by supporting their efforts to stay employed and offering them services to allow them to improve their skills and get better jobs. Job retention and job upgrade services are vital to the success of HRA's efforts to help individuals and families achieve self-sufficiency.

If a Temporary Assistance case is closed due to employment-related reasons, family members will automatically receive 12 months of Medicaid coverage from the time the case is closed provided the family continues to have a dependent child and meets other eligibility requirements. In addition, the district provides a Medicaid Plan of Self Support that enables childless Safety Net Assistance (SNA) participants with special needs, who become ineligible for continued Temporary Assistance because their income from employment is sufficient to meet their needs, to continue ongoing medical, mental health or substance use disorder treatment. Medical assistance can continue for up to one year after an SNA special needs case is closed due to employment earnings.

If a Temporary Assistance case with children is closed due to employment-related reasons, the family will automatically continue to receive SNAP benefits for up to five months at no less than the SNAP benefit amount received prior to case closing. Families and individuals on Temporary Assistance cases without children closed due to employment-related reasons will be eligible for SNAP benefits in accordance with normal budgeting and eligibility rules.

As indicated above, employment vendors provide participants with job retention case management services for a number of months following job placement. Employment program vendors generally provide such services for up to one year. Many vendors also have the option of providing several months of free transportation (up to three months) to improve job retention and to help ease the transition from welfare to work. HRA generally seeks to include in its employment vendor contracts incentives for successful job retention efforts. In addition, clients who transition off cash assistance to SNAP may be eligible for training vouchers to upgrade their skills and get better jobs.

If an individual's Temporary Assistance case closes because s/he is employed, the client

may be eligible for the payment of childcare expenses (transitional child care) within allowable limits for up to twelve months from the date of the case closing. The client is eligible if s/he has been on assistance for the minimum required length of time, meets the income guidelines for family size, and needs childcare in order to work. Depending on income, the client will be obligated to pay a portion of the childcare expense.

Participants may be eligible for a variety of other benefits that help in the transition from Temporary Assistance to self-sufficiency. Such benefits and services include Children’s Medicaid, Child Health Plus, Medicaid, the Essential Plan, and other subsidized health insurance plans available on the New York State health insurance exchange, Home Energy Assistance Program (HEAP), LifeLine Telephone Service, Earned Income Tax Credit (EIC), Child Tax Credit, Child and Dependent Care Credit, and many more. HRA provides information concerning the availability of transitional services at various times during the Temporary Assistance process including at the time of orientation, upon application or recertification, and when an individual leaves cash assistance.

### 7.3 Extended Support Services

- a. Described below are the support services the district will provide for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines. These services can be provided as long as funding is available (FFFS, etc.):

HRA Career Services providers may refer individuals in appropriate cases to New York City's Small Business Services' Workforce1 Career Centers, which provide employment and training services to customers seeking employment or to upgrade their skills. Reference is made to the district's Flexible Fund for Family Services (FFFS) plan for a variety of services designed to promote self-sufficiency and to help participants obtain and retain employment or to upgrade their skills, or to avoid Temporary Assistance entirely. Subject to program requirements and funding, these services are available to families on Temporary Assistance or families eligible for services under the poverty eligibility guidelines established by the State or if otherwise eligible. Reference is also made to the list in Section 7.1(d) of services and activities in which the district may engage in order to assist individuals and families at risk of needing ongoing Temporary Assistance and to enable individuals and families on Temporary Assistance to achieve a successful transition from welfare to work and to retain employment.

## 8. Conciliation, Sanction and Dispute Resolution Procedures

### 8.1 Conciliation

- a. The district's conciliation process for TA applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(a). Indicate below how conciliations are conducted (reply yes or no to the options as they apply).

#### How the District Conducts Conciliation for TA Applicants and Recipients

Yes or No	How conciliation is conducted
Yes	In person

Yes or No	How conciliation is conducted
Yes	By phone
Yes	By mail

The districts process for conduction TA conciliations is described below:

Under the amendments to the Social Services Law (SSL) made by Chapter 562 of the Laws of 2015, which amend the SSL to add sections 341-a and 342-a, and amendments to 18 NYCRR §385.11, which establish re-engagement/conciliation and sanction procedures for NYC, including changes to the CA sanction periods when a CA applicant or recipient in NYC refuses or fails to comply with a CA work requirement, NYC no longer has durational sanctions for Cash Assistance. Instead, an individual will be able to have a CA sanction lifted either by demonstrating compliance with agency work rules for at least 5 business days as required by OTDA or by demonstrating that s/he is exempt from CA work requirements.

Based on these changes to New York State law and regulations, a case review process has been implemented to begin the conciliation and reengagement requirements for any person that HRA initially identifies as having not complied with any employment-related appointment or assignment. The new process also allows individuals who have not complied and do not have good cause, to reengage in employment-related activities in order to avoid a sanction.

After HRA initially determines that an employment-related infraction may have occurred, the case review process has been designed as a way to investigate whether there was indeed good cause for failure to comply.

If a CA participant has failed or refused to comply with work requirements, voluntarily quit a job, or reduced their earnings, HRA must determine several factors before issuing a conciliation/reengagement notice. Some of these factors include, but are not limited to, whether there was an existing exemption from work requirements, supportive services (i.e., child care, carfare, etc.) were in place if needed, any reasonable accommodations, either approved or provided provisionally, were honored, and/or whether the appointment notice was in the appropriate language based on the participant's preference as indicated in OTDA's Welfare management System (WMS).

If all of the above factors are verified, HRA must send a notice to the participant offering an opportunity to present a good cause reason or show a lack of willfulness for failing to comply, as well as offer an opportunity to reengage in order to avoid a sanction. The notice must also indicate that even if the participant does not have good cause and despite willfulness, the participant may still avoid a sanction through reengagement. In this instance, reengage means that the participant must comply with an assigned work activity for at least five business days as required by OTDA.

If the participant does not respond to conciliation, or there was a finding of willfulness and no good cause and the participant did not successfully reengage, the participant will be subject to a non-durational CA sanction.

If the participant is also subject to SNAP work requirements, consistent with State regulations at 18 NYCRR § 385.12, a durational SNAP sanction will also be imposed with the following durations:

- 1st instance – 1 month and thereafter until compliance
- 2nd instance – 3 months and thereafter until compliance
- 3rd and any subsequent instances – 6 months and thereafter until compliance

An individual will be able to have the CA sanction lifted either by complying with agency work rules for at least 5 business days as required by OTDA or by demonstrating that they are exempt from CA work requirements.

An individual with a SNAP sanction on a CA case may request to be reinstated for SNAP after the duration of the SNAP sanction period has expired and the individual is now in compliance with SNAP work requirements. An individual who can demonstrate that they are no longer subject to SNAP work requirements may do so at any time, and the sanction may be lifted, even if the duration period has not expired.

If child care, carfare and reasonable accommodations (RAs) (that would impact compliance) were not honored or in place when they should have been, or the participant was in an exempt status, DSS HRA staff must excuse the participant and indicate that the infraction should not go forward. If all RAs and supportive services were in place, then the conciliation process should proceed.

Once an outcome of the conciliation/reengagement process is reached, the participant will either be engaged, deemed exempt from work requirements, or proceed through the sanction process where a timely notice will be issued to the participant informing them of the agency's intent to impose a pro-rata sanction (or discontinuance for cases with a household size of one).

#### Conciliation/Reengagement Notice

HRA will send individuals who are not in compliance with their work requirement the notice "Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Reengagement and Conciliation Notice" (LDSS-5087). This notice includes the following required information:

- the specific instance or instances of willful refusal or failure to comply without good cause including where or with which vendor the infraction occurred
- affirmative statement indicating that HRA reviewed the case prior to sending this notice to make sure at the time of alleged non-compliance, s/he was not exempt from work requirements and that appropriate supportive services, such as child care and transportation supports as known to the agency, were in place. Additionally, the notice indicates that HRA verified that any known reasonable accommodations were in place and properly honored at the time of the infraction.

- information on how the participant may avoid a pro-rata reduction in benefits:
  - establish good cause/lack of willfulness
  - re-engage in work activities
  - demonstrate a reason they should be exempt from agency work requirements

This notice also contains a scheduled appointment date even though the participant may respond at any time during the conciliation period (10 days). The contact information will depend on where or with which vendor the infraction occurred. For participants who infract with Career Services Providers, the conciliation appointment will be with the HRA Representative at either CareerCompass or YouthPathways.

If the infraction occurred either with Education Services or with attendance in a training or education program, the conciliation appointment will be with Education Services.

For all other infractions, the conciliation appointment will be scheduled with the Benefits Access Center/FHA.

### Conciliation Process

Upon determining and verifying that a participant failed or refused to comply with their employment requirements, that individual must be offered a conciliation to provide reasons for the non-compliance. Participants are provided a 10-day period in which to contact the agency and conduct their conciliation.

Conciliation staff will be responsible for mediating any dispute between what the agency has indicated as an infraction or deficiency in engagement hours and/or review any claims for good cause and non-willful infractions with the participant. Staff must complete the conciliation when the participant responds. If the individual responds to their conciliation notice, as long as the 10-day conciliation period has not ended, staff must conduct the conciliation even if it is prior to the conciliation appointment date.

For individuals who fail to respond to conciliation within the 10-day period, HRA will review the circumstances of the case to see if the participant has reengaged, become employed, or is now exempt (including recent claims of exemption). If any of those are found, HRA will resolve the infraction and no notice of intent will be issued. If none of those are found, the sanction process will start with the issuance of a notice of intent to reduce or discontinue benefits. Note: For certain cases involving WeCARE Vocational Rehabilitation Services (VRS) an additional pre- NOI review consisting of an outreach attempt and thorough file review will be conducted by designated staff.

### Determining Good Cause

If the participant responds to conciliation within the conciliation period, conciliation staff must review the participant's reasons and/or statements, and review any documentation provided, to determine if there was a good cause reason for the infraction. Note: Documentation submitted in support of a reasonable accommodation may be used as a basis for a good cause determination.

Once good cause is granted, conciliation staff must reengage the participant, through the Employment Plan (EP). Individuals who have an infraction with WeCARE must be referred back to WeCARE.

If during the conciliation the participant makes a claim of a new employment exemption, the conciliation worker must grant good cause and then complete a new assessment through the EP. Referrals and documentation requirements are unique based on the claimed exemption and current policy for each exemption should be applied. The individuals will be temporarily exempt pending the outcome of the individual's claim of a barrier. No sanctions will be imposed for these individuals.

If the conciliation is because the participant either voluntarily quit a job or reduced their earnings, staff must use different criteria for determining good cause. These include, but are not limited to:

- Illness
- Discrimination by an employer
- Sexual Harassment
- The job offer was not made in good faith
- The job involves illegal activity
- The work site is subject to a strike or lockout at the time of the offer

#### Determining Willfulness

If it is determined that the participant does not have a good cause reason, including any related to RAs, and does not make a claim for a new exemption, staff must still determine if the infraction was willful.

Willfulness, for the purposes of imposing an employment sanction, is determined on a case-by-case basis by considering whether the participant intentionally, knowingly, or deliberately refused or failed to comply with CA and SNAP employment requirements. Any steps that the participant took to address issues within their control which prevented compliance with the employment requirement may establish that the participant's failure to comply was not willful and must be explored in each instance of non-compliance.

Individuals who are determined not to have good cause and whose infraction is deemed to be willful must be offered the opportunity to reengage in order to avoid a CA and a SNAP sanction. If the individual successfully reengages, there will be no negative case actions taken against the CA or SNAP.

#### Reengagement Process

After conciliation staff review and determine that a participant lacked good cause to excuse their failure or refusal to comply with their work requirements and that the non-compliance was willful, conciliation staff must then offer the non-compliant participant an opportunity to avoid an employment sanction through the reengagement process. The reengagement

process allows the participant to prevent a reduction in benefits by demonstrating their agreement to comply with CA and SNAP work requirements.

If the individual does not successfully reengage after being offered the opportunity to do so, they will be subject to both a CA and SNAP sanction if subject to SNAP work requirements or a CA sanction only if not subject to SNAP work requirements.

**Failure to Reengage / Refusal of Offer to Reengage**

If the participant fails to demonstrate compliance with the assignment after agreeing to comply, A Notice of Intent (NOI) process will be initiated. The NOI will contain information, in plain language, informing the participant of the agency’s proposed negative case action and alerting them that there is a 10-day period in which they may request a conference to contest the findings of no good cause and willfulness as well as failure to reengage. The NOI will also provide the individual their rights related to Fair Hearings.

- b. Who makes the TA good cause/willfulness determination (reply yes or no to the options as they apply)?

**How the District Makes the Good Cause/Willfulness Determination for TA Applicants and Recipients**

Yes or No	Who makes the TA good cause/willfulness determination?
No	The client’s employment worker
Yes	A supervisor in the district
No	A separate entity (described here):

- c. The district’s conciliation process for SNAP applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(d). Indicate below how conciliations are conducted (reply yes or not to the options as they apply).

**How the District Conducts Conciliation for SNAP Applicants and Recipients**

Yes or No	How conciliation is conducted
Yes	In person
Yes	By phone
Yes	By mail

The district’s process for conducting SNAP conciliations is described below:

The district’s conciliation process for SNAP applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(d). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below)

Under the amendments to the Social Services Law (SSL) made by Chapter 562 of the Laws of 2015, which amend the SSL to add sections 341-a and 342-a, and amendments to 18

NYCRR §385.11, which establish re-engagement/conciliation and sanction procedures for NYC, including changes to the CA sanction periods when a CA applicant or recipient in NYC refuses or fails to comply with a CA work requirement, NYC no longer has durational sanctions for Cash Assistance. Instead, an individual will be able to have a CA sanction lifted either by demonstrating compliance with agency work rules for at least 5 business days as required by OTDA or by demonstrating that s/he is exempt from CA work requirements.

Based on these changes to New York State law and regulations, a case review process has been implemented to begin the conciliation and reengagement requirements for any person that HRA initially identifies as having not complied with any employment-related appointment or assignment. The new process also allows individuals who have not complied and do not have good cause, to reengage in employment-related activities in order to avoid a sanction.

After HRA initially determines that an employment-related infraction may have occurred, the case review process has been designed as a way to investigate whether there was indeed good cause for failure to comply.

If a CA participant has failed or refused to comply with work requirements, voluntarily quit a job, or reduced their earnings, HRA must determine several factors before issuing a conciliation/reengagement notice. Some of these factors include, but are not limited to, whether there was an existing exemption from work requirements, supportive services (i.e., child care, carfare, etc.) were in place if needed, any reasonable accommodations, either approved or provided provisionally, were honored, and/or whether the appointment notice was in the appropriate language based on the participant's preference as indicated in OTDA's Welfare management System (WMS).

If all of the above factors are verified, HRA must send a notice to the participant offering an opportunity to present a good cause reason or show a lack of willfulness for failing to comply, as well as offer an opportunity to reengage in order to avoid a sanction. The notice must also indicate that even if the participant does not have good cause and despite willfulness, the participant may still avoid a sanction through reengagement. In this instance, reengage means that the participant must comply with an assigned work activity for at least five business days as required by OTDA.

If the participant does not respond to conciliation, or there was a finding of willfulness and no good cause and the participant did not successfully reengage, the participant will be subject to a non-durational CA sanction.

If the participant is also subject to SNAP work requirements, consistent with State regulations at 18 NYCRR § 385.12, a durational SNAP sanction will also be imposed with the following durations:

- 1st instance – 1 month and thereafter until compliance
- 2nd instance – 3 months and thereafter until compliance
- 3rd and any subsequent instances – 6 months and thereafter until compliance

An individual will be able to have the CA sanction lifted either by complying with agency work rules for at least 5 business days as required by OTDA or by demonstrating that they are exempt from CA work requirements.

An individual with a SNAP sanction on a CA case may request to be reinstated for SNAP

after the duration of the SNAP sanction period has expired and the individual is now in compliance with SNAP work requirements. An individual who can demonstrate that they are no longer subject to SNAP work requirements may do so at any time, and the sanction may be lifted, even if the duration period has not expired.

If child care, carfare and reasonable accommodations (RAs) (that would impact compliance) were not honored or in place when they should have been, or the participant was in an exempt status, DSS HRA staff must excuse the participant and indicate that the infraction should not go forward. If all RAs and supportive services were in place, then the conciliation process should proceed.

Once an outcome of the conciliation/reengagement process is reached, the participant will either be engaged, deemed exempt from work requirements, or proceed through the sanction process where a timely notice will be issued to the participant informing them of the agency's intent to impose a pro-rata sanction (or discontinuance for cases with a household size of one).

#### Conciliation/Reengagement Notice

HRA will send individuals who are not in compliance with their work requirement the notice "Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Reengagement and Conciliation Notice" (LDSS-5087). This notice includes the following required information:

- the specific instance or instances of willful refusal or failure to comply without good cause including where or with which vendor the infraction occurred
- affirmative statement indicating that HRA reviewed the case prior to sending this notice to make sure at the time of alleged non-compliance, s/he was not exempt from work requirements and that appropriate supportive services, such as child care and transportation supports as known to the agency, were in place. Additionally, the notice indicates that HRA verified that any known reasonable accommodations were in place and properly honored at the time of the infraction.
- information on how the participant may avoid a pro-rata reduction in benefits:
  - establish good cause/lack of willfulness
  - re-engage in work activities
  - demonstrate a reason they should be exempt from agency work requirements

This notice also contains a scheduled appointment date even though the participant may respond at any time during the conciliation period (10 days). The contact information will depend on where or with which vendor the infraction occurred. For participants who infract with Career Services Providers, the conciliation appointment will be with the HRA Representative at either CareerCompass or YouthPathways.

If the infraction occurred either with Education Services or with attendance in a training or education program, the conciliation appointment will be with Education Services.

For all other infractions, the conciliation appointment will be scheduled with the Benefits Access Center/FHA.

## Conciliation Process

Upon determining and verifying that a participant failed or refused to comply with their employment requirements, that individual must be offered a conciliation to provide reasons for the non-compliance. Participants are provided a 10-day period in which to contact the agency and conduct their conciliation.

Conciliation staff will be responsible for mediating any dispute between what the agency has indicated as an infraction or deficiency in engagement hours and/or review any claims for good cause and non-willful infractions with the participant. Staff must complete the conciliation when the participant responds. If the individual responds to their conciliation notice, as long as the 10-day conciliation period has not ended, staff must conduct the conciliation even if it is prior to the conciliation appointment date.

For individuals who fail to respond to conciliation within the 10-day period, HRA will review the circumstances of the case to see if the participant has reengaged, become employed, or is now exempt (including recent claims of exemption). If any of those are found, HRA will resolve the infraction and no notice of intent will be issued. If none of those are found, the sanction process will start with the issuance of a notice of intent to reduce or discontinue benefits. Note: For certain cases involving WeCARE Vocational Rehabilitation Services (VRS) an additional pre- NOI review consisting of an outreach attempt and thorough file review will be conducted by designated staff.

### Determining Good Cause

If the participant responds to conciliation within the conciliation period, conciliation staff must review the participant's reasons and/or statements, and review any documentation provided, to determine if there was a good cause reason for the infraction. Note: Documentation submitted in support of a reasonable accommodation may be used as a basis for a good cause determination.

Once good cause is granted, conciliation staff must reengage the participant, through the Employment Plan (EP). Individuals who have an infraction with WeCARE must be referred back to WeCARE.

If during the conciliation the participant makes a claim of a new employment exemption, the conciliation worker must grant good cause and then complete a new assessment through the EP. Referrals and documentation requirements are unique based on the claimed exemption and current policy for each exemption should be applied. The individuals will be temporarily exempt pending the outcome of the individual's claim of a barrier. No sanctions will be imposed for these individuals.

If the conciliation is because the participant either voluntarily quit a job or reduced their earnings, staff must use different criteria for determining good cause. These include, but are not limited to:

- Illness
- Discrimination by an employer
- Sexual Harassment
- The job offer was not made in good faith

- The job involves illegal activity
- The work site is subject to a strike or lockout at the time of the offer

#### Determining Willfulness

If it is determined that the participant does not have a good cause reason, including any related to RAs, and does not make a claim for a new exemption, staff must still determine if the infraction was willful.

Willfulness, for the purposes of imposing an employment sanction, is determined on a case-by-case basis by considering whether the participant intentionally, knowingly, or deliberately refused or failed to comply with CA and SNAP employment requirements. Any steps that the participant took to address issues within their control which prevented compliance with the employment requirement may establish that the participant's failure to comply was not willful and must be explored in each instance of non-compliance.

Individuals who are determined not to have good cause and whose infraction is deemed to be willful must be offered the opportunity to reengage in order to avoid a CA and a SNAP sanction. If the individual successfully reengages, there will be no negative case actions taken against the CA or SNAP.

#### Reengagement Process

After conciliation staff review and determine that a participant lacked good cause to excuse their failure or refusal to comply with their work requirements and that the non-compliance was willful, conciliation staff must then offer the non-compliant participant an opportunity to avoid an employment sanction through the reengagement process. The reengagement process allows the participant to prevent a reduction in benefits by demonstrating their agreement to comply with CA and SNAP work requirements.

If the individual does not successfully reengage after being offered the opportunity to do so, they will be subject to both a CA and SNAP sanction if subject to SNAP work requirements or a CA sanction only if not subject to SNAP work requirements.

#### Failure to Reengage / Refusal of Offer to Reengage

If the participant fails to demonstrate compliance with the assignment after agreeing to comply, A Notice of Intent (NOI) process will be initiated. The NOI will contain information, in plain language, informing the participant of the agency's proposed negative case action and alerting them that there is a 10-day period in which they may request a conference to contest the findings of no good cause and willfulness as well as failure to reengage. The NOI will also provide the individual their rights related to Fair Hearings.

- d. Who makes the SNAP E&T good cause/willfulness determination (reply yes or no to the options as they apply)?

**How the District Makes the Good Cause/Willfulness Determination for SNAP Applicants and Recipients**

Yes or No	Who makes the TA good cause/willfulness determination?
No	The client’s employment worker
Yes	A supervisor in the district
No	A separate entity (described here):

- e. Described below is the district’s procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction:

Recipients of SNAP-Only benefits:

HRA does not mandate Employment and Training (E&T) for SNAP-Only.

Recipients of CA and SNAP benefits:

When a recipient of CA and SNAP benefits who is subject to SNAP E & T requirements fails to comply with an activity assignment, the district determines whether the non-compliance was without good cause and was willful during the conciliation process.

If it is determined during the conciliation process that the non-compliance was with good cause or was not willful, the individual's CA and SNAP benefits will continue unchanged. Individuals subject to both CA and SNAP work requirements who willfully and without good cause fail to comply with a CA and SNAP work requirement, are informed during the conciliation that a sanction for both CA and SNAP can be avoided by agreeing to reengage in work activities. When an individual agrees to reengage, HRA will refer the individual to an agency-assigned work activity and the individual must demonstrate compliance for at least 5 business days to avoid the CA and/or SNAP sanction.

If the individual successfully reengages, there will be no negative case actions taken against the CA or SNAP benefits.

If the individual does not successfully reengage after being offered the opportunity to do so, they will be subject to both a non-durational CA and durational SNAP sanction, if subject to SNAP work requirements or a CA sanction only if not subject to SNAP work requirements.

**8.2 Sanction**

- a. Described below is the district’s procedure for determining compliance for those TA recipients who wish to end their employment sanction (18 NYCRR 385.12, 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

Sanctions

Once it is determined that the individual must be sanctioned, HRA will first do a systems

check to ensure that the individual has not become exempt, is not employed, nor is currently engaged in an activity. If any of these are found, then HRA will shut down the infraction process. Any future infractions would start the entire process over again.

#### Lifting a CA Sanction - Reengagement

CA sanctions are non-durational. Once a CA sanction is in place, an individual has the ability to have that sanction lifted at any time by complying with an agency assigned work activity for at least 5 business days as required by OTDA or complete a Clinical Reassessment in WeCARE to determine they are still able to participate in work-related activities.

#### Lifting a CA Sanction - Exemption

A sanction must also be lifted at the time an individual documents or cooperates with efforts to document that he/she is exempt from work requirements. This includes at the time a medical barrier is claimed and the individual is being referred to WeCARE. The sanction must be lifted within 5 business days of the individual documenting or cooperating with efforts to document that he/she is exempt from work requirements.

#### Lifting a CA Sanction - Agency Error

If an individual reports to a Benefits Access Center after a sanction has been imposed, and it is determined that the sanction was imposed in error (i.e., error in the pre-conciliation review, data entry error in time keeping system, etc.) staff must lift the sanction and restore all lost benefits.

- b. Describe below the district's procedure for determining compliance for those SNAP recipients who wish to end their employment sanction (18 NYCRR 385.12, 18 NYCRR 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

An individual with a SNAP sanction on a CA case may request to be reinstated for SNAP after the duration of the SNAP sanction period has expired and the individual is now in compliance with SNAP work requirements. An individual who can demonstrate that they are no longer subject to SNAP work requirements may do so at any time, and the sanction may be lifted, even if the duration period has not expired.

Consistent with State regulations at 18 NYCRR § 385.12, SNAP durational sanctions are as follows:

- 1st instance of non-compliance - 1 month and thereafter until compliance
- 2nd instance of non-compliance - 3 months and thereafter until compliance
- 3rd and any subsequent instances of non-compliance - 6 months and thereafter until compliance

#### Lifting a SNAP Sanction on a CA case:

SNAP sanctions remain durational and cannot be lifted until the end of the sanction period and after the participant has demonstrated compliance with an agency assigned activity as required by OTDA for at least 5 business days. If the individual is already in compliance with

their CA work requirements, no additional demonstrated compliance is needed.

SNAP sanctions may also be lifted during the durational period if the individual documents a new exemption from the SNAP work requirements. If an individual becomes exempt, the SNAP sanction should be lifted at that time.

### 8.3 Dispute Resolution

- a. The district’s procedure for individuals who wish to dispute their work activity assignments, including individuals who dispute the district’s response to their request for health-related accommodations must be conducted in accordance with 18 NYCRR 385.11(c). Indicate below who mediates the grievance (reply yes or no to the options as they apply).

**Grievance Mediation**

Yes or No	Who makes the TA good cause/willfulness determination?
Yes	An independent entity which has an agreement with the district.
Yes	Supervisory staff who are trained in mediation and who have no direct responsibility for the individual's case.
No	Designated supervisory staff who have no direct responsibility for the individual's case and who are not trained in mediation.

## 9. Disability Determinations, Documentation and Requirements of Exempt Individuals

### 9.1 Disability Determination Process and Tools

- a. The district’s process for determining an individual’s disabilities and/or work limitations must be in accordance with 18 NYCRR 385.2(d). Indicate below what the district’s process is for determining an individual’s disabilities and/or work limitations (reply yes or no to the options as they apply).

**Process for Determining Disabilities and/or Work Limitations**

Yes or No	How the district determines an individual’s disabilities and/or work limitation
No	District participates in the OTDA managed contract for independent medical evaluations.
No	District contracts directly with a physician to provide independent medical evaluations.
No	District accepts physician’s statement provided by participant.
No	District accepts physician’s statement provided by participant but refers for an independent evaluation when deemed necessary.
Yes	Other process:  If a client claims to be unable to participate in work activities due to medical and/or mental health barriers, the FIA worker at the Benefits Access Center will refer the

Yes or No	How the district determines an individual's disabilities and/or work limitation
	<p>client to the Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) program for an assessment.</p> <p>HRA has increased the portals of entry to the WeCARE program from the Benefits Access Center. HRA has eliminated Benefits Access Center's appointments whose only purpose was to refer the individual to WeCARE (e.g., clients returning from Fair Hearings with good cause.) Additionally, some clients may receive a direct referral to WeCARE based on case history (e.g., clients denied a homebound status request). WeCARE vendor staff review cases for history of SSI applications, as well as non-compliance histories, which could assist in identifying clients who may be SSI eligible and in need of Enhanced Case Management services.</p> <p>HRA has also enhanced its efforts in offering clients reasonable accommodations that may be needed to travel to and/or participate in HRA-related appointments/activities by including a disability insert or disability rights language with most notices. The disability insert explains the various reasonable accommodations available to clients and provides information on how to request such accommodations. Notices that do not contain the insert typically contain disability rights language that provides clients with information on how to ask HRA for help accessing HRA's benefits and services. Additionally, HRA completes a robust disability screen at application and recertification.</p> <p>WeCARE vendors are contracted to provide a comprehensive Clinical Assessment (CA). The client is encouraged to submit their community-based treatment provider documentation to the WeCARE vendor for consideration as part of the clinical assessment. The CA is conducted by a Qualified Health Professional (QHP) who is overseen by a physician. The physician reviews cases and helps to make work participation determinations. When indicated, the assessment may also include a medical evaluation by a physician or nurse practitioner, psychiatric assessment completed by a psychiatrist, psychologist or LCSW and/or a substance use assessment completed by a NYS Credentialed Alcoholism and Substance Abuse Counselor (CASAC). While preferred to be in person, Clinical Assessments and Psychiatric Assessments may also be completed over the telephone or with other virtual technology. Upon completion of the clinical assessment, a client's Functional Capacity Outcome (FCO) is determined. Possible outcomes include:</p> <p>Employable with no limitations to employment: these clients are referred back to their Benefits Access Center for engagement in work-activities.</p> <p>Employable with limitations that require Vocational Rehabilitation Services (VRS) and/or specialized job development and placement activities to provide relevant, needed supports in order to obtain employment.</p> <p>Temporarily Unemployable due to unstable medical and/or mental health conditions that require a Wellness Plan. . These plans will have a duration of 30, 60, 90 and 180 days based on the expected treatment and duration of the condition(s).</p> <p>Unable to work for 12 or more months and potentially eligible for federal disability/Social Security Income (SSI).</p> <p>Additionally, if a client develops a new or worsened medical and/or mental health condition that may affect employability after having had a clinical assessment previously, the client is referred back for a clinical reassessment. The</p>

Yes or No	How the district determines an individual's disabilities and/or work limitation
	<p>reassessment determines if changes to the client's clinical condition will result in a new FCO.</p> <p>For clients whose conditions that affect the FCO may be temporary and may have an expected duration, WeCARE will, as accurately as possible given the nature of the specific conditions in question, document whether the condition is expected to last 1-3 months, 4-6 months, or greater than 6 months. When a WeCARE client has a significant change in their condition that may affect the duration of a temporary clinical illness, whether the client is in the Wellness or other FCO tracks, WeCARE will make an attempt to obtain updated documentation from the treating community provider and conduct a Clinical Reassessment if indicated in order to assist in determining any potential change in duration for temporary conditions. If updated documentation is not available, the WeCARE Clinical Reassessment will be the documentation on which the determination is made. In addition, when clients are placed in the wellness track, WeCARE will request that treating providers complete our Treating Clinician Report (TCR) form at the beginning and at the conclusion of the wellness plan period in order to attempt to better determine duration of illness over time. WeCARE will add a question to the TCR asking the community-based provider the expected duration of the treatment 1-3 months, 4-6 months, or greater than 6 months and update the ES code to reflect this duration and client will be provided updated LDSS 4005 which will be provided to client if appointment is in person or mailed to the client if appointment is conducted remotely.</p> <p>All the above clinical assessment and reassessment activities can be conducted by telephone interviews or by other remote communication. All wellness and most SSI appointments can also be conducted by telephone or other virtual technology after the initial application is completed. Some VRS services, such as employment workshops and soft-skill trainings, are now offered remotely in addition to on-site VRS activities.</p>

- b. Described below is the district's procedure for notifying an individual of their exempt or non-exempt determination whenever an individual alleges to be unable to participate, or the individual otherwise participates in the employability disability review, including when an individual is notified that their status changes from exempt to non-exempt:

Once a functional capacity outcome is rendered by WeCARE, the Employability Status code is updated in SEAMS to reflect the client's determined employability status and the client is provided the appropriate notice based on that determination.

- c. Described below is how the district notifies an individual of their exempt or non-exempt determination (reply yes or not to the options as they apply):

**Process for Notifying an Individual of Their Exempt or Non-Exempt Status**

Yes or No	District's process for reviewing medical documentation
Yes	The district sends the LDSS-4005 or LDSS-4005a and retains a copy in the case record.
No	The district sends a local equivalent and retains a copy in the case record.

- d. Indicated below is the process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited and describe the process by which the determination is made (reply yes or no to the options as they apply).

**Process for Reviewing Medical Documentation**

Yes or No	District's process for reviewing medical documentation
No	District directs the contracted physician or individual's physician to determine status.
No	District review team reviews and determines status (described here):
No	Specialized disability/medical staff or unit reviews and determines status (described here):
Yes	<p>Other process:</p> <p>WeCARE vendors are contracted to provide a comprehensive Clinical Assessment (CA). The client is encouraged to submit their community-based treatment provider documentation to the WeCARE vendor for consideration as part of the clinical assessment. The CA is conducted by a Qualified Health Professional (QHP) who is overseen by a physician. The physician reviews cases and helps to make work participation determinations. When indicated, the assessment may also include a medical evaluation by a physician or nurse practitioner, psychiatric assessment completed by a psychiatrist, psychologist or LCSW and/or a substance use assessment completed by a NYS Credentialed Alcoholism and Substance Abuse Counselor (CASAC). While preferred to be in person, clinical assessments and psychiatric assessments may also be completed over the telephone or with other virtual technology. Upon completion of the Clinical Assessment, a client's Functional Capacity Outcome (FCO) is determined. Possible outcomes include:</p> <ul style="list-style-type: none"> <li>• Employable with no limitations to employment: these clients are referred back to their Benefits Access Center</li> <li>• Employable with limitations that require Vocational Rehabilitation Services (VRS) and/or specialized job development and placement activities to provide relevant, needed supports in order to obtain employment.</li> <li>• Temporarily Unemployable due to unstable medical and/or mental health conditions that require a Wellness Plan.</li> <li>• Unable to work for 12 or more months and potentially eligible for federal disability/Social Security Income (SSI).</li> </ul> <p>Additionally, if a client develops a new or worsened medical and/or mental health condition that may affect employability after having had a clinical assessment previously, the client is referred back for a Clinical Reassessment. The Reassessment determines if changes to the client's clinical condition will result in a new FCO.</p> <p>All the above clinical assessment and reassessment activities can be conducted by telephone interviews or by other remote communication. All Wellness and most SSI appointments can also be conducted by telephone or other virtual technology after the initial application is completed. Some VRS services, such as employment workshops and soft-skill trainings, are now offered remotely in addition to on-site VRS activities.</p>

## 9.2 Mental Health Screening and Assessment

- a. In addition to screening for a disability as part of the application or disability determination process, does the district administer a screening tool for TA participants to help determine whether a referral for a mental health evaluation is warranted?

No

- b. Describe the district’s policy for determining when a program participant is offered a mental health screen:

N/A

- c. What screening tools does the district use (reply yes or no to the options as they apply)?

### Screening Tools the District Uses

Yes or No	Screening Tools
N/A	LDSS 5009 - Mental Health Screening Tool
N/A	The computer assisted version of the Modified Mini Screening tool (MMS)
N/A	Other Screening tool (described here):

- d. If using the MMS, indicate below the district’s cutoff score (7, 8 or 9) for referral to a mental health evaluation.

N/A

- e. Describe below the procedure the district uses if the screening tool warrants a mental health evaluation referral:

N/A

## 9.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))

- a. An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist them in recovering from a mental or physical impairment, accept referral to and enrollment in a program of vocational rehabilitation, training, and/or other essential rehabilitation, and provide requested evidence that the individual is participating in the assigned program.

Described below is the district’s procedure for determining if an individual, who is unable to work due to mental or physical impairment, has the potential through treatment or other rehabilitative activities to improve the ability to work. This determination is different from the determination of the individual’s disability exemption as covered in Section 9.1 of this Plan. Indicate who makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities (e.g., medical practitioner, employment worker, TA worker, local review team, etc.). Also indicate the source and type of information used to make the determination (e.g., information from individual’s medical

practitioner, district contracted provider, specialist evaluation obtained as result of district referral, etc.).

If a client claims to be unable to participate in work activities due to medical and/or mental health barriers, the FIA worker at the Benefits Access Center will refer the client to the WeCARE program for an assessment.

If after the clinical assessment process described in Section 9.1, it is determined by WeCARE that the individual has an untreated or unstable medical and/or mental health condition that affects employability and requires treatment before a Functional Capacity Outcome (FCO) determination can be made, the individual is engaged in a wellness plan as described below for 90 days with further extensions possible, based on progress.

When clients are placed in the wellness track, WeCARE requests that treating providers complete the Treating Clinician Report (TCR) form both at the beginning and conclusion of the wellness plan duration. This approach aims to provide a more comprehensive understanding of the illness's duration over time. The TCR includes a question inquiring about the expected duration of treatment, These plans will have a duration of 30, 60, 90 and 180 days based on the expected treatment and duration of the condition(s).. Subsequently, WeCARE updates the ES (Employment Status) code to reflect this duration, and the client is mailed an updated LDSS 4005.. In order to determine any potential change in the duration of a temporary condition, the WeCARE vendors use the Clinical Reassessment report, if no other documentation is provided. Wellness follow-up appointments are all conducted telephonically unless the client prefers in-person.

A Wellness Plan is complete when the WeCARE vendor obtains a Treating Clinician Report (TCR) from the client's medical provider. The TCR will include information regarding the ability of the client to work. The vendor determines a new Functional Capacity Outcome for the client of either Vocational Rehabilitation Services (VRS), Social Security Income (SSI) or No Functional Limitations (NFL). If clients are moving onto VRS or NFL, they will receive a Non-Exempt Notice of Work Requirements LDSS-4005 (NOWR). If the FCO is SSI they will receive an Exempt NOWR. If the appointment is in person, they are given the documents directly by the vendor and if the appointment was virtual, they are mailed. The WeCARE vendor always reviews these decisions with the client and answers their questions.

If a client develops a new or worsened medical and/or mental health condition that may affect employability after having a prior clinical assessment, the client is referred back to WeCARE for a clinical reassessment. The reassessment determines if changes to the client's clinical condition will result in a new FCO. If the client is determined to need a wellness plan, the steps described below are carried out.

- b. Described below is the district's procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc.

Following the completion of the clinical assessment or reassessment, as described above in Section 9.1, a client may be determined to be temporarily unemployable due to untreated or unstable medical and/or mental health conditions that require a wellness plan.

At the initial wellness plan appointment, the WeCARE case manager a) reviews the results of the client's clinical assessment or reassessment and b) explains the wellness plan as well as the client's and vendor's roles and responsibilities in completing the Plan. Clients leave

the initial wellness plan appointment with a confirmed appointment with a medical provider to address untreated or unstable conditions. If a client does not have a medical provider, the case manager gives the client a choice of three providers. The vendor facilitates a timely treatment appointment. As previously indicated, wellness activities can be conducted virtually either using telephonic or other remote technology.

Described below is the district's procedure for tracking the participant's compliance with their treatment plan, including who in the district is responsible for monitoring compliance. Include elements such as monthly confirmation of attendance at rehabilitation or other factors to judge participation and progress, along with how often the treatment plan is updated.

The WeCARE case manager is responsible for monitoring the applicant's/participant's compliance with treatment and for reporting non-compliance to HRA, as follows:

Participants in a wellness plan are required to have a telephone, other virtual technology or face-to-face (if the client chooses) appointment once a month with a vendor for the duration of their wellness plan. Use of the telephone or other virtual technology for follow-up appointments allows clients with unstable clinical conditions to fulfill this requirement while reducing the number of face-to-face appointments and travel for these clients. During this appointment, compliance with treatment in the community and progress in stabilizing the medical and/or mental health conditions that are the focus of the wellness plan are reviewed with the client. Case managers also contact the client's clinical provider(s) to verify attendance at treatment appointments.

If a client does not comply with his/her wellness plan and attend required appointments with the vendor or with the treatment provider, the vendor provides escalating outreach to facilitate compliance before reporting non-compliance to HRA.

Immediately after the initial wellness plan appointment, WeCARE sends the treating provider a copy of the treating clinician report in addition to materials explaining WeCARE and the wellness plan. WeCARE asks community-based physicians to complete this report at the end of the Wellness Plan and provide other relevant clinical documents to assess clinical progress and employability. Wellness plans are completed when WeCARE can make a determination that the client can now work with no limitations, participate in work-limited vocational rehabilitation settings, or is unable to work for twelve (12) or more months and potentially eligible for federal disability benefits.

#### Vocational Rehabilitation Services

If a participant is referred for Vocational Rehabilitation Services (VRS) they begin by completing an Individualized Vocational Assessment Plan (IVAP). The IVAP uses educational, aptitude, and interest assessments to assist in developing short- and long-term vocational goals with buy-in from the client. The IVAP also provides the blueprint for VRS program services moving forward. Among the services offered are education and training programs, short- and long-term vocational training, soft-skills development, resume preparation, job interview preparation, vocational workshops of varying topics, voluntary community service assignment, employer hiring events, job development, competitive placement, and retention. Nearly all VRS services can be conducted traditionally on site or remotely, leveraging technology to patch the client into virtual services within VRS through their WeCARE vendor.

## Assisting Clients with SSI Applications and Appeals

HRA has strengthened services around obtaining federal disability benefits (SSDI/SSI) for those clients for whom it is appropriate while at the same time reduced HRA appointments for this vulnerable population. HRA understands that assisting clients in obtaining SSDI/SSDI improves the quality of the client's life while providing him/her with a better income source. HRA has done this in the following ways:

HRA has strengthened the assessments performed by WeCARE by implementing more comprehensive assessments to better identify clients who are potentially eligible for SSDI/SSI. Based on the results of the assessment and wellness plan completions, vendors are required to assess and identify those clients who may be eligible for federal disability benefits. WeCARE assists clients in filing SSI applications.

HRA has integrated the use of the Social Security Administration's (SSA) sequential evaluation tool into the clinical assessment to better identify clients who may be eligible for SSDI/SSI. This includes determining whether a client meets one of SSA's listings for disability, cannot perform past relevant work, cannot make an adjustment to another type of work, or meets one of SSA's medical/vocational chart rules that factor in the occupational capacity, age, education, and work history. HRA has modified the vocational rehabilitation assessment process to better assess identified subgroups that may qualify for federal disability benefits, and the use of the vocational assessment to focus on their limitations to strengthen an SSI application. This also includes utilizing the sequential evaluation process again when clients with certain conditions in VRS reach the age of 50 to determine if they now may be eligible for SSDI/SSI.

If the initial SSDI/SSI application is denied for medical reasons, HRA's Disability Services Program (DSP) assists the clients in filing for Reconsideration. If the Reconsideration also gets denied, DSP assists the clients with requesting an Administrative Law Judge (ALJ) hearing. From the point of filing for the Reconsideration through the entire ALJ hearing phase, DSP assists clients with the development of their cases by reaching out to treating sources and getting updated medical documentation and transmitting same to the Office Of Hearing Operations (OHO) of the SSA.

When clients accept, the DSP assigns and sends Authorized Representatives (AR) to attend ALJ hearings with them. The ARs assist clients with the presentation of the clients' cases and generally advocate on behalf of our vulnerable clients who may not be able to effectively marshal their own cases. Where necessary, DSP also helps with obtaining additional information as may be required by ALJs after the hearings.

In addition to the WeCARE clients, DSP also assists HIV/AIDS Services Administration and Senior clients with filing initial applications for federal benefits (including retirement benefits), reconsiderations and ALJ hearing requests. DSP, in the same manner described above, assists the HASA and Senior clients with case development and advocacy with the OHO.

DSP conducts periodic outreach to all its clients to ensure that clients continue to receive treatment and monitor any changes in their circumstances.

HRA also has contracts with two Legal Services vendors who can assist clients denied at the ALJ level to further appeal cases to the Appeals Council and possibly all the way to the Federal Court level, if considered to have merit.

#### Provide Client-Centered Services for those with Substance Use Disorders

HRA provides client-centered services to clients with substance use disorders (SUD) by having all clients that may have SUD assessed by NYS Credentialed Alcoholism and Substance Abuse Counselors (CASAC) to determine their individual need for treatment. If determined to have a SUD that impacts employability, the client is mandated to the modality and level of treatment that best meets their needs. HRA then monitors the client's progression in treatment and, ultimately, moves toward employability.

HRA also uses Harm Reduction services for clients with a history of non-compliance with intensive treatment. HRA recognizes that these clients, many of whom are homeless or at risk for homelessness, often cycle in and out of care and have histories of HRA imposed sanctions for failing to comply with mandates for substance use treatment. Harm Reduction is a New York State Office of Alcohol and Substance Abuse Services recognized person-centered treatment modality with the main goals of reducing negative health, social and legal behaviors and consequences associated with substance use. There is a spectrum of harm reduction strategies, ranging from safer substance use (e.g., syringe exchange programs) to abstinence.

This approach would not subject clients to a sanction for non-compliance with traditional abstinence-only based treatment, would afford them the opportunity to engage in treatment, begin to address their complex needs through Harm Reduction programs, allow for continuity of benefits during treatment, prevent said sanctions that are directly associated with homelessness, and further HRA's mission of assisting clients in leading independent lives. This approach is consistent with what other states do, as well as with New York State's Medicaid Redesign approach.

## **10. District Certification**

### **10.1 Certification**

As a condition of the receipt of federal and State funds the Local District Commissioner of New York City Department of Social Services submits this Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for TA and SNAP applicants and recipients for the period January 1, 2024 through December 31, 2025. Submission of this Plan certifies that the district has read and accepts the terms of this certification and hereby affirms that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations, and provisions of this Plan.

Commissioner