

DEPARTMENT OF SOCIAL SERVICES

40 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001

MARY JO BANE
Commissioner



(518) 474-9475

LOCAL COMMISSIONERS MEMORANDUM

Transmittal No: 92 LCM-114

Date: July 30, 1992

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Enhanced Education and Training Services Funds Under the Job Opportunities and Basic Skills Training (JOBS) Program

ATTACHMENTS: Attachment A - Application Instructions for Enhanced Education and Training Services Funds - available on-line
Attachment B - JOBS Enhanced Education and Training Activity Enrollments and Expenditures with Instructions and Reimbursement Worksheets - available on-line
Attachment C - Claiming Instructions - not available on-line
Attachment D - Final Report - available on-line

The Department is pleased to announce the availability of competitive award funding under the Job Opportunities and Basic Skills Training (JOBS) program for Enhanced Education and Training Services. Local social services districts (LSSD's) may submit a request for funding for the purpose of improving employability and educational levels of public assistance recipients, which would lead to employment and a decreased dependency on assistance programs.

These initiatives should be of a bold, innovative nature and extend beyond current educational and training components. The program should target employability services for "Hard-to-Serve" clients. LDSS' wishing to be considered for funding must complete an application package as described in Attachment A and submit it to the Department no later than August 28, 1992.

Each application must include a job placement segment which will assist individuals served through this initiative in finding employment. These placement services may be funded through this initiative or through other sources (e.g. JOBS).

A total of \$450,000 of Enhanced Education and Training Services funds will be made available to local districts at an enhanced reimbursement rate of 75% of the non-federal share.

Date July 30, 1992

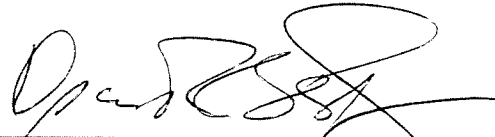
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Proposals will be reviewed and rated by the department and award announcements will be made during the month of September 1992. Approved applications will become part of the local district JOBS plan.

Questions concerning the attached guidelines or the completion of the application package should be directed to Richard Hider, Bureau of Employment Programs at 1-800-342-4100, extension 4-8753.

Questions concerning claiming/fiscal matters should be directed to Roland Levie, Upstate Bureau of Local Financial Operations at 1-800-342-4100, extension 4-7549, or Marvin Gold, Metropolitan Office Bureau of Financial Operations at (212) 804-1108.



Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance

Applications Instructions for Enhanced education
and Training Services Funds Under the
Job Opportunities and Basic Skills Training (JOBS) Program

Table of Contents

Attachment A.

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- II. Funding and Fiscal Claiming
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- IV. Projects Currently Funded Under Enhance Education and Training Services (91-92)

Attachment B. JOBS Enhanced Education and Training Activity Enrollment and Expenditures with Instructions and Worksheets

Attachment C. Claiming Instructions

Attachment D. Final Report

I. APPLICATION REQUIREMENTS

The key purpose of this project is to fund useful initiatives designed to improve employability and educational levels of public assistance recipients. Therefore, each proposal should specifically describe the process for planning and implementation of the project in cooperation with local education or job training agencies.

A letter of support from the relevant provider agencies specifying the terms of the cooperative activity must accompany each application. Linkages with other agencies to expand resources and to obtain access to additional job placement support services will be viewed favorably. Letters of commitment from these agencies to participate in the project should be included in the application.

Each application should include:

1. a clear description of the target population including the criteria for identifying the hard-to-serve, an estimate of their incidence in the public assistance population, and a description of how this project will meet the needs of this population in your area;
2. the activities to be provided (including support services), and the sequence in which they will be provided, as well as the methods of service delivery;
3. numerical goals for enrollments, completion of project components, use of support services and job placements by category of assistance (i.e. the number of HR's and ADC's in each);
4. a description of the interagency coordination, as discussed above, together with letters of support;
5. a budget, in the format shown in Attachment B, showing a breakdown and a total of proposed project expenditures; and
6. a statement of the sources and amounts of any funds that will be available to augment the grant funds.

Applications must be submitted no later than August 28, 1992. They should be mailed to:

Richard Hider
Bureau of Employment Programs
New York State Department of Social Services
40 North Pearl Street, 7B
Albany, New York 12243

Local districts can apply for the Enhanced Education and Training funding only through this application process. Funding awards will be announced during the month of September 1992.

II. FUNDING AND FISCAL CLAIMING

1. Projects will be funded for one year.
2. For planning purposes, local districts should realize that to the extent that the project services JOBS ADC recipients, claims against your enhanced amount will be smaller.
3. Funds under this program will be provided to local districts at an enhanced reimbursement rate of 75% of the non-federal share.
4. Approved projects may request funding advances for up to the total sum awarded. Districts must be aware that since funds for this project have been appropriated on a State fiscal year basis claims for expenditures incurred by this project must be received no later than August 30, 1993.
5. See Attachment C for detailed claiming instructions.

III. REPORTING

All program activities must be entered on the Employment Subsystem. A manual report which summarizes the project outcomes will also be required, and is included as Attachment D.

IV. PROJECTS CURRENTLY FUNDED UNDER ENHANCED EDUCATION AND TRAINING SERVICES

Projects currently operating under enhanced education and training services may submit proposals for continued funding, but must submit with the application the following:

- o A interim or final report on the 91-92 project.
- o If the 91-92 grant award was not fully expended, a justification for such underexpenditure.

DISTRICT _____ CONTACT PERSON _____ PHONE # _____

JOBS ENHANCED EDUCATION AND TRAINING ACTIVITY ENROLLMENTS
AND EXPENDITURES

April 1, 1992 to March 31, 1993

Column 1	Column 2	Column 3	Column 4	Column 5
ACTIVITY	ADC ENROLLMENTS	ADC ACTIVITY EXPENDITURES	HR ENROLLMENTS	HR ACTIVITY EXPENDITURES
1. ASSESSMENT/EP				
2. CASE MANAGEMENT				
3. EDUCATION				
4. POST SECONDARY				
5. JOB SKILLS TRAINING				
6. JOB READINESS TRAINING				
7. JOB SEARCH				
8. WORK EXPERIENCE				
9. JOB DEVELOPMENT/PLACEMENT				
A. TOTAL ADC EXPENDITURES		A.\$		
B. TOTAL HR EXPENDITURES				B.\$
C. GRAND TOTAL BUDGET (A. + B. = C)			C.\$	

How many participants does the district expect will enter employment? _____

Estimated number of individuals to be served _____

- INSTRUCTIONS:** JOBS Enhanced Education & Training Activity
Enrollment and Expenditures
- COLUMN 1:** List of JOBS activities.
- COLUMN 2:** Enter the number of ADC recipients who are planned to enroll in the activity from Column 1.
- COLUMN 3:** Enter the total cost of the operation of the activity for ADC recipients only.
- COLUMN 4:** Enter the number of HR recipients who are planned to enroll in the activity from Column 1.
- COLUMN 5:** Enter the total cost of the operation of the activity for HR recipient only.
- A:** Enter the total cost of all activities for ADC recipients only.
- B:** Enter the total cost of all activities for HR recipients only.
- C:** Enter the grand total cost of A & B or total cost of entire program.

JOBS ENHANCED EDUCATION & TRAINING SERVICES
REIMBURSEMENT WORKSHEETS

ADC ACTIVITIES EXPENDITURES

FEDERAL REIMBURSEMENT: 60% x COST OF TOTAL

ADC ACTIVITIES EXPENDITURES = FEDERAL SHARE

60% x A. \$ (TOTAL ADC ACTIVITIES EXPENDITURES) =

\$ (FEDERAL SHARE)

STATE REIMBURSEMENT: 30% X (TOTAL ADC ACTIVITIES EXPENDITURES) =

STATE SHARE

30% x A. \$ (TOTAL ADC ACTIVITIES EXPENDITURES) =

D. \$ (STATE SHARE: ENHANCED REIMBURSEMENT RATE
AT 75% OF NON FEDERAL SHARE)

LOCAL SHARE: 10% x (TOTAL ADC ACTIVITIES EXPENDITURES) = LOCAL SHARE

10% x A. \$ (TOTAL ADC ACTIVITIES EXPENDITURES) =

\$ (LOCAL SHARE)

HR ACTIVITIES EXPENDITURES

FEDERAL REIMBURSEMENT - No Federal Reimbursement

STATE REIMBURSEMENT: 75% X TOTAL HR ACTIVITIES EXPENDITURES) =

STATE SHARE

75% X B. \$ (TOTAL HR ACTIVITIES EXPENDITURES) =

E. \$ (STATE SHARE)

LOCAL SHARE: 25% X TOTAL HR ACTIVITIES EXPENDITURES = LOCAL SHARE

25% X (TOTAL HR ACTIVITIES EXPENDITURES) =

(LOCAL SHARE)

TOTAL PROGRAM BUDGET FOR PERIOD APRIL 1, 1992

TO MARCH 31, 1993, WITH TOTAL ENHANCED FUNDS (75% OF NON FEDERAL SHARE)

TO BE + = **

* Some of these expenditures, such as those not directly associated with providing JOBS activities for ADC may only qualify for 50% federal reimbursement

** ANY CLAIMS BEYOND THIS LEVEL OF ENHANCED REIMBURSEMENT (F.) WILL REVERT TO NORMAL CLAIMING RATES.

Claiming Instructions for the
Enhanced Education and Training Services Project

All expenditures incurred for the Enhanced Education Project will be claimed for reimbursement solely on the DSS-3922-Financial Summary for Special Projects. The expenditures should be reported in the first instance on the Schedule D-17 as F-17 functional costs. These costs will be identified in separate columns as ADC or HR expenditures based on number of clients served under each category. On the Schedule D-17, line 17, the Federal Share of the ADC client costs are reimbursed at 60% JOBS reimbursement. On line 19, the state share of ADC client costs are reimbursed at 75% of the non-federal share and HR client costs are reimbursed at 75% of the total expenditures for HR. The Federal and State Shares are transferred to the DSS-3922 Special Projects Claiming form.

In the Total column of the DSS-3922 Special Projects Claiming form report the total costs claimed for this special project during the month. The combined total of the Federal, State and Local shares should equal the amount in the Total Column. In the Federal Share Column of the DSS-3922, report the amount that is the 60% JOBS reimbursement for ADC client costs taken from Schedule D-17, line 17. In the State Share Column, report as one total, the state share of ADC client costs reimbursed at 75% of the non-federal share and the HR client costs reimbursed at 75% of the total expenditures for HR as taken from the Schedule D-17, line 19. In the Local Share Column, report as one total, the local share for ADC and HR taken from Schedule D-17, line 24.

The DSS-3922 and Schedule D-17 should be submitted to the Bureau of Local Financial Operations on a monthly basis. The ADC amounts are to be included in Part I on the employment report for JOBS, the DSS-3825 JOBS Expenditures. The HR amounts are included in Part II, line 14-Home Relief Employment Expenditures-on the employment report for JOBS.

The heading of the DSS-3922 and Schedule D-17 should contain the district name, the month and year in which the expenditures on the report were made and the project name (Enhanced Education Services).

The DSS-3922 and Schedule D-17 are to be submitted on a monthly basis for the duration of the project to:

NYS Department of Social Services
Bureau of Local Financial Operations
40 North Pearl Street-8C
Albany NY 12243

- EXAMPLE -

DSS-3274 (REV. 4/83)

**SCHEDULE D-17
DISTRIBUTION OF ALLOCATED COSTS TO OTHER REIMBURSABLE PROGRAMS**

DISTRICT	PROGRAM	MONTH	LEAVE BLANK			
			Area	Dist.	Mo.	Yr.
Any County	Enhanced Education	6/91				
ITEM	TOTAL	ADC	HR			
	(7)	(1)	(2)	(3)	(4)	(5)
1. Salaries assigned directly to function (Sum in Col. T same as Sch. D, Line 1, Col. 11)	200	100	100			
2. Salaries Allocated by Step-Down Procedure (Sum in Col. T same as Sch. D, Line 2, Col. 11) Bal. of Cols. from Step-Down Form						
3. Total Salaries (Line 1 + Line 2)	200	100	100			
4. Calculated Fringe Benefits (20% of Line 3) (Sum in Col. T same as Sch. D, Line 4, Col. 11) ↑	40	20	20			
5. Total Salaries and Fringes (Lines 3 + 4)	240	120	120			
6. No. Staff assigned directly to function						
7. No. Staff Allocated by Step-Down Procedure						
8. Total Staff assigned to function (Lines 6 + 7)						
9. Distribution % Overhead (Col. T, Line 8, into each col. on Line 8)	100%					
10. Salary Overhead Distributed (Sch. D, Col. 11 Lines 11 + 13 x each col. on Line 9)						
11. Total Salary Costs Distributed (Lines 5 + 10)	240	120	120			
12. Non-Salary costs assigned to Function (from DSS-923B)	20	10	10			
13. Non-Salary Overhead Distributed (Sch. D, Col. 11, Lines 16 + 18 x each col. of Line 9)						
14. Total Non-Salary Costs Distributed (Lines 12 + 13)						
15. Total Salary and Non-Salary Costs (Lines 11 + 14)	260	130	130			
16. WMS Salary and Non-Salary Costs (Sch. D, Col. 11, Line 19a)						
17. Federal Share	78	78	0			
18. Balance (Lines 15 minus 17)	182	52	130			
19. State Share	137	39	98			
20. A-87 Costs (Sch. D, Col. 11, Lines 22 + 23 x each Col. of Line 9)	50	30	20			
21. WMS A-87 Costs (Sch. D, Col 11, Line 23a)						
22. Federal Share of A-87 Costs	18	18	0			
23. Balance of A-87 Costs	32	12	20			
24. Local Share of Administrative Costs (Lines 15 + 16 + 20 + 21 minus the total of Lines 17, 19 and 22)	32	12	20			

- EXAMPLE -

DSS-3922 (Rev. 12/88)			COUNTY	Any County
FINANCIAL SUMMARY FOR SPECIAL PROJECTS			MONTH/YEAR	6/92
NEW YORK STATE		DEPARTMENT OF SOCIAL SERVICES		PROJECT NAME
				Enhanced Ed. Prog
OBJECT OF EXPENSE	FEDERAL SHARE	STATE SHARE	LOCAL SHARE	TOTAL EXPENDITURES
A. PERSONAL SERVICES				
1. Personnel	60	105	35	200
2. Fringe Benefits	12	21	7	40
3. Total (Lines 1 and 2)	72	126	42	240
B. NON-PERSONAL SERVICES				
4. Consultants				
5. Travel	6	11	3	20
6. Equipment				
7. Supplies				
8. Contractual Services				
9. Other Non-Salary Expenses				
10. TOTAL (Lines 4 through 9)	6	11	3	20
C. OTHER EXPENSES				
11. Allowances				
12.				
13.				
14. TOTAL (Lines 11 through 13)				
D. INDIRECT CHARGES	18	0	32	50
E. PROJECT TOTAL (A+B+C+D)	96	137	77	310
F. COMMENTS:				
CERTIFICATE OF ADMINISTRATIVE OFFICIAL			CERTIFICATE OF FISCAL OFFICER	
<p>The undersigned of the _____ (County or City) certifies that the expenditures (and value of goods and services supplied) for public assistance and care as shown above and in the supporting schedules and rolls which are a part hereof, are just, true and correct and have been authorized by him; that the recipients shown in schedules A represent an unduplicated count of ADC persons who received direct grants, or in whose behalf medical payments were made to vendors, (or in whose behalf cancellations or refunds have been credited) in the month covered by the roll or rolls summarized thereon; that the grantees to whom or in whose behalf the expenditures for public assistance and care shown above and in the schedules which are a part hereof were made, have been investigated and found in need of the assistance or care provided and that such expenditures were made under the provisions of the Social Services Law and the rules and regulations of the State Department of Social Services; that the expenditures (and value of goods and services supplied) for welfare administration as shown above, were necessary and required in the administration of public assistance and care pursuant to the Social Services Law and rules and regulations of the State Department of Social Services and that the amounts shown are correct and approved; that no part of the expenditures stated above and in the attached schedules have been claimed previously except as stated herein.</p>			<p>The undersigned of the _____ (County or City) certifies that he has made expenditures for public assistance and care and administration thereof in the amounts shown above and in the supporting schedules and rolls which are a part hereof, that such expenditures were made on the authority of the administrative official whose certificate appears herein; that the amounts stated above as Federal and State shares of expenditures are actually due and owing from the State of New York; that these amounts represent the claim of this _____ county or city for the month of _____, 19____; that the amounts stated herein are just, true and correct; that no part thereof has been paid; that such amounts are actually due and owing.</p>	
			(Signature of Fiscal Officer)	

JOBS ENHANCED EDUCATION AND TRAINING ACTIVITY ENROLLMENTS
AND EXPENDITURES

April 1, 1992 to March 31, 1993

FINAL REPORT

COUNTY: _____ PROJECT NAME: _____

General description of your JOBS Enhanced E&T Program (what activities, who was served, what agency(ies) were involved):

How many clients have been served, entered employment and are currently in training? (Please specify the numbers in each category, HR and ADC)

Identify any issues which have impacted the effectiveness of the program.

Comments concerning program effectiveness: