NEW YORK STATE
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-171

Date: November 4, 1992

Division: Services and Community Development

TO: **Local District Commissioners**

SUBJECT: EDGE (Education for Gainful Employment) II Extension (EDGE II½)

ATTACHMENTS:
Attachment A - EDGE II Provider Agency Request for EDGE II½ Funds - available on-line
Attachment B - LSSD Summary Request for EDGE II½ Funds - available on-line
Attachment C - Planned Service Levels for EDGE II½ by Agency - available on-line
Attachment D - Planned Expenditures of EDGE II½ Funds by Agency - available on-line
Attachment E - Summary of Planned Service Levels for EDGE II½ by LSSD - available on-line
Attachment F - Summary of Planned Expenditure of EDGE II½ funds by LSSD - available on-line

The purpose of this memorandum is to request planning information which will be used to **extend current EDGE II projects** (EDGE II EXTENSION or EDGE II½) **through June 30, 1993.** EDGE III will begin on July 1, 1993.

EDGE II projects are currently operating over a range of time frames because some projects started as early as December, 1991, and others are just starting. This results in a wide range of completion/termination dates for EDGE II. All EDGE II projects are eligible to participate in EDGE II½. This memorandum will provide all of the required planning forms which will be used by Local Social Services Districts (LSSDs') and education providers who desire to participate in EDGE II½.

The New York State Department of Social Services (SDSS) and the State Education Department (SED) will make additional EDGE funding available, if necessary, to enable EDGE educational providers to extend their projects. Since these funds **are not** intended to create a new program, local districts and educational providers **will not** be required to develop a comprehensive application package for EDGE II ½ funds.

In order to minimize changes to county plans, it is desirable that LSSD's maintain the same basic mix of services that are stated within current plans. However, local districts must consult with each of their EDGE II providers who will participate in EDGE II½ to determine the level of funding that each provider will require to operate projects through June 30, 1993. EDGE II projects which did not begin until June 1992 or later, or which began earlier but at fewer than projected enrollment levels **may not need additional funds** to operate their projects through June 30th. Such providers should, however request a time extension from the Education Department to adjust their approved operating dates through June 30, 1993.

If additional funds are requested by an educational provider, all additional service levels to be provided must be identified. The provider's current FS-10 (budget) will need to be amended and the county EPE target will be adjusted. These providers must also be sure to request a time extension for their projects. This can be done simultaneously with the request for additional funds. However, if there is any delay in making the request for additional funds, the provider may request a time extension separately to ensure that their approved project operating period does not expire before receipt of the request for additional funds.

Local districts in conjunction with educational providers must estimate the total amount of funds needed. Each educational provider who requests additional funds must complete **Attachment A.** Local districts will complete Attachment B which reflects a district wide summary total of estimated funds educational providers will need. It is understood that Attachments A and B are simply estimates. Additional information will be required (**Attachments C, D, E, F**) before a final award can be made.

Attachment A and Attachment B for each EDGE II provider agency which will seek additional funding at any time between November 30 and June 30 must be submitted on or before **November 18, 1992 to:**

Elaine Inman
Bureau of Employment Programs
NYSDSS
40 N. Pearl Street
Albany, NY 12243

To expedite the review and approval process, LSSD's are encouraged to fax forms, in addition to mailing, to:

Elaine Inman
Fax # (518) 474-9347

For questions on EDGE II½, please contact Ms. Inman at 1-800-342-4100, extension 4-9101 or (518) 474-9101.

Furthermore, LSSD representatives are encouraged to attend an EDGE Model Programs Showcase on November 9-10, 1992 at the Gideon Putnam Hotel in Saratoga Springs, NY. A portion of the agenda on November 9 will feature information on EDGE II½ including a review of this LCM and opportunities for questions and answers on this topic.

It is important that the estimate of additional funding include all of a district's EDGE providers who seek additional funding, even though some may not need the funds immediately.

Local districts will submit **Attachments A and B** to SDSS for SDSS and SED approval. SDSS will notify each LSSD of its approved maximum funds for EDGE II½ and the amount of Employment Preparation Education (EPE) funds needed to act as matching funds. Upon notification of its funding level, each LSSD will be required to submit **Attachments C, D, E, and F.** In addition, a separate FS10-A (budget amendment) from each educational provider who is requesting additional funds for EDGE II½ must be submitted to SED.

Factors Affecting the Levels of EDGE II Extension Funding

The funding level of EDGE II½ funding available to each LSSD will be based on several important factors:

1. **Availability of Federal Funds**

   All requests for additional funding will be subject to the availability of federal JOBS funds. With a number of initiatives competing for the use of these funds, as well as LSSD's JOBS expenditures, the federal JOBS funds available for EDGE II½ will be limited. Please be advised that in some cases the amount of an award may be less than the amount requested. A "rule of thumb" for provider agencies in requesting additional funds for EDGE II½ is to request 1/12th of the original budget for each additional month of operation. Funding requests in excess of this "rule of thumb" will require justification.

2. **Expenditures of Edge II EPE Target**

   AN EDGE II PROVIDER AGENCY'S ENTIRE **EDGE** II EPE TARGET MUST BE GENERATED AND SPENT ON EDGE ACTIVITIES BEFORE ADDITIONAL FUNDING CAN BE AVAILABLE TO THAT PROVIDER AGENCY. This highlights the importance of the regular and timely submission of 3148A reports by provider agencies to SED. The 3148A is used to report EDGE expenditures, including EPE, to SED on a monthly basis. SED and SDSS must monitor these reports to ensure that the EPE target is expended before additional funds are made available.

   Furthermore, agencies needing additional time (beyond 12 months) to generate and spend their EDGE II EPE target will have a shorter period of time to generate the EPE needed to support EDGE II½ funds. Therefore, the total amount of EDGE Extension funds available to a LSSD may be limited depending on the time period available to and the ability of the EPE generating agencies to generate adequate EPE. In general the EPE target for EDGE II½ funds for each agency will approximate 1/12 of the EDGE II EPE target for each additional month of operation.

3. **Focus of EDGE II½ - Outcomes and Accountability**

   EDGE II made approximately $30 million dollars available statewide to increase the number of ADC/JOBS participants taking part in educational and job training activities. Participation levels in job training and

educational activities in EDGE II were high. In addition, to maintain these high participation levels in EDGE II½, the Education Department's on-going mission will be to provide technical assistance and support to EDGE providers for quality programs.

In reviewing EDGE data, SDSS and SED concur that the LDSS and provider agencies should continue their efforts to involve participants in quality programs which improve their employability. However, greater effort must be given to the development and maintenance of an overall district job placement strategy developed jointly with program providers. Proper attention **must** be placed on employment entries (EE's) since job placement leading to self sufficiency is the ultimate goal of the EDGE/JOBS Program.

Using an estimated cost per entry to employment of **$6,000,** LSSD's will be asked to achieve a specific employment entry goal based on the level of funds received. For example, the **total EDGE II½ funds requested by an LSSD ÷ $6,000 = required number of EE's.** This focus on EE's should result in applying an equitable portion of the EDGE funds to job placement efforts and to increased efforts in client tracking and follow-up. This focus is necessary if we are to meet the goal of job placements and receive continued funding. (Each entry to employment must be verified with the employer or the participant to be counted).

4. Reporting

SDSS and SED are accountable for the outcomes of the educational and job training programs funded by EDGE. To document the continued success of EDGE, we must rely on the data collected and maintained by each LSSD and program provider. We recognize that most LSSD's and educational provider agencies have developed program reporting procedures to collect information on enrollments, progress, attendance and completions. However, many local districts and provider agencies have not developed and maintained adequate job placement, and follow-up data systems. Continued funding for EDGE is not only dependent upon our ability to document participants' training success, but also their success in being placed in a job. Since this information is essential to ensure continued funding, we will tie EDGE III funding to the ability of LSSD's and provider agencies to meet or exceed the EE goal for EDGE II½. Therefore, it is the responsibility of each LSSD to work with all of its educational providers to ensure that an appropriate placement, tracking and follow-up system is developed and maintained in order to meet identified employment entry goals. SED will monitor such educational provider systems as part of their program review.

The job placement and follow-up system can be centralized for the whole district or it can be decentralized and operate within provider agencies. This must be a joint effort between each LSSD and its program providers. Program providers who participate in EDGE II½ and their respective LSSD's will be required to identify specific goals for employment entries. Special attention should be given to EDGE participants who drop out of a training program before completion of training. A person can enter employment anywhere in the continuum of EDGE training. Participants who drop out of training may do so because they were able to secure employment. These individuals should be counted

and reported as EE's. Every effort must be made to track and follow-up on participants in order to report all entries to employment at all stages of participation in training, including those who drop out.

It is recommended that educational providers and each LSSD develop a written agreement which identifies their respective responsibilities regarding job placement and the tracking and reporting of EE's. Also included might be the criteria for identifying participants as training ready and/or job placement ready.

5. **EDGE Child Care and EDGE II½**

As in EDGE II, a portion of the fixed state share for EDGE II½ will be set aside for EDGE child care. However, only those LSSD's which requested child care funds out of the EDGE II allocation may request child care funds out of EDGE II½. Again, these funds will be available to LSSD's for the child care costs of EDGE participants with no local share. Each participating LSSD is asked to estimate an amount of EDGE II½ funds to be used for EDGE child care. It may be necessary to limit the EDGE child care allocation based on size of the program and of EDGE II½ funding level.

Jack Ryan
Assistant Commissioner
Division of Services and
Community Development

ATTACHMENT A

EDGE II Provider Agency Request for Extension Funds

Local Social Services District _____

Contact Person _____

Phone # _____

Fax # _____

EDGE II Provider Agency _____

Contact Person _____

Phone # _____

Fax # _____

Current EDGE II Information Summary:

I. Current EDGE II Allocation (Total FS-10 Amount + EPE (if applicable)

_____

II. Current EPE Target of the EDGE II Allocation (if 0, enter 0)

_____

III. Current EDGE II Funding is Planned to cover the period _____ through _____.

EDGE II Extension (EDGE II½):

EDGE II½ Funds Requested to cover the period _____ through June 30, 1993

Total EDGE II½ Funding Being Requested (including EPE)

		Grant	EPE
To Cover 60% Costs:	$	_____	_____
To Cover 50% Costs:	+ $	_____	N/A
Total Funding Being Requested	$	_____	_____
Total Funding Requested (Grant & EPE)			

LSSD Summary Request for EDGE II½

Local Social Services District _____

Contact Person _____

Phone # _____

EDGE II Information Summary

Total Current EDGE II Allocation to Providers (State & Federal, including EPE)	_____
Total Current EPE Target of EDGE II Allocation	_____

EDGE II½ Funds to Providers

Total EDGE II½ Funding Requested (including EPE)	
To Cover 60% Costs:	$_____
To Cover 50% Costs:	+ $_____
*Total Funding Requested	$_____
Estimated EPE Target for EDGE II Extension (EPE portion of the total above)	$_____

Entry to Employment Goal: Total Funding Requested (*) ÷ $6000 = _____

EDGE II Funds Allocated for Child Care	_____
EDGE II½ Funds Requested for Child Care	_____

Planned Service Levels for EDGE II½ by Agency

Local Social Services District _____

Contact Person _____ Phone # _____

EDGE II Provider Agency _____

Contact Person _____ Phone # _____

Planned Service Levels

For the period _____ through June 30, 1992

Activity	Current Planned EDGE II Enrollment		Planned Enrollments for EDGE II Extension	
	Enrollments	EE's	Enrollments	EE's
Assessment/EP				
Case Management				
Education				
Job Skills Training				
Post Secondary Ed				
Job Readiness Training				
Job Development/Placement				
TOTAL	////////// //////////	Total	////////// //////////	Total

Approximately how many individuals will be served by the EDGE II Extension (EDGE II½)? _____

Planned Expenditure of EDGE II½ Funds by Agency

Provider: _____ Agency Code: _____

Program: _____ Project Number: _____

Agency's Projected EPE: _____

SECTION I - PROJECT EXPENDITURES BY FS-10 CATEGORIES

	FS-10 BUDGET CODES/ITEMS	60%	50%	EPE EXPENDITURES 60%
1	15 Professional Salaries			
2	16 Non-Professional Salaries			
3	40 Purchased Services			
4	45 Supplies & Materials			
5	46 Employee Travel			
6	80 Employee Benefits			
7	90 Indirect Costs			
8	49 BOCES Services			
9	30 Minor Remodeling			
10	20 Equipment			
11	TOTAL EXPENDITURES			

SECTION II - PROJECT EXPENDITURES BY ACTIVITY CATEGORIES

	SECTION II	60%	50%	EPE EXPENDITURES 60%
12	Assessment/EP			
13	Education (Basic/HS/ISLE)			
14	Postsecondary Education			
15	Job Skills Training			
16	Job Readiness Training			
17	Job Development/Placement			
18	Case Management			
19	TOTAL (Must equal line 11 above)			

TOTAL PLANNED EXPENDITURES: 60% + 50% + EPE = _____

SIGNATURE
TITLE
DATE SIGNED

Summary of Planned Service Levels for EDGE II½ by LSSD

Local Social Services District _____

Contact Person _____ Phone # _____

Planned Service Levels

Activity	Current Planned EDGE II Enrollment		Planned Enrollments for EDGE II Extension	
	Enrollments	EE's	Enrollments	EE's
Assessment/EP				
Case Management				
Education				
Job Skills Training				
Post Secondary Ed				
Job Readiness Training				
Job Development/Placement				
TOTAL	//////////		//////////	

Approximately how many individuals will be served by the EDGE II Extension (EDGE II½)? _____

Summary of Planned Expenditure of EDGE II½ Funds by LSSD
(Total of all EDGE II½ Providers)

Provider: _____ Agency Code: _____

Program: _____ Project Number: _____

Total Projected EPE: _____

TOTAL PLANNED EXPENDITURES: 60% + 50% + EPE = _____

SECTION I - PROJECT EXPENDITURES BY FS-10 CATEGORIES

	FS-10 BUDGET CODES/ITEMS	60%	50%
1	15 Professional Salaries		
2	16 Non-Professional Salaries		
3	40 Purchased Services		
4	45 Supplies & Materials		
5	46 Employee Travel		
6	80 Employee Benefits		
7	90 Indirect Costs		
8	49 BOCES Services		
9	30 Minor Remodeling		
10	20 Equipment		
11	TOTAL EXPENDITURES		

EPE EXPENDITURES

60%

SECTION II - PROJECT EXPENDITURES BY ACTIVITY CATEGORIES

	SECTION II	60%	50%
12	Assessment/EP		
13	Education (Basic/HS/ISLE)		
14	Postsecondary Education		
15	Job Skills Training		
16	Job Readiness Training		
17	Job Development/Placement		
18	Case Management		
19	TOTAL (Must equal line 11 above)		

EPE EXPENDITURES

60%

SIGNATURE
TITLE
DATE SIGNED