

+-----+
| LOCAL COMMISSIONERS MEMORANDUM |
+-----+

Transmittal No: 93 LCM-110

Date: August 23, 1993

Division: Office of Employment
Programs

TO: Local District Commissioners

SUBJECT: Education for Gainful Employment (EDGE) III

ATTACHMENTS: Attachment A - EDGE III Allocations
Attachment B - Guidelines for Federal JOBS Reimbursement Rates
Attachment C - Impact of 50% Expenditures on the Maximum EDGE III Allocation
Attachment D - LSSD EDGE III Summary
Attachment E - Agreement Between LSSD and Each EDGE Provider for the Operation of EDGE III
Attachment F - EDGE Job Placement Plan
Attachment G - Planned Expenditure of EDGE III Funds by Agency

I. INTRODUCTION

The New York State Department of Social Services (the Department) and the New York State Education Department (SED) announce the availability of the next cycle of Education for Gainful Employment (EDGE) funding, to provide up to \$22 Million for education, training and placement services to support your continuing implementation of the JOBS Program. EDGE III will cover the period October 1, 1993 through September 30, 1994.

Each Social Services District (SSD) is to plan its own EDGE III program in cooperation with provider agencies in the community. The JOBS regulations require that administrative control of the program rest with the social services agency. Therefore, the SSD should take the lead in this planning process to ensure that local programming is responsive to the needs of clients of the local district. The complete EDGE III application should be submitted by the SSD to the

Department and SED. Two copies of the EDGE III application should be received by the Department no later than September 8, 1993 and mailed to:

Elaine Inman
EDGE Coordinator
New York State Department of Social Services
Office of Employment Programs
40 North Pearl Street, 7B
Albany, New York 12243-0001

If SSDs have any questions about developing their EDGE III application, they should contact Elaine Inman at 1-800-342-4100, extension 3-8744, or (518) 473-8744. If local educational agencies or other providers have questions on EDGE, they should contact Gary Krzeminski in the State Education Department at (518) 474-8920.

II. OVERVIEW - KEY FEATURES OF EDGE III

A. EDGE III maintains some of the features of EDGE II, including:

1. EDGE III Plan development and submission by LSSD.
2. Funding sources: Title IV-F (Federal); WEP - Welfare Education Preparation (State); EPE - Employment Preparation Education (State); and the funding mechanism from SED to local providers.
3. EDGE fiscal and program reporting by provider agencies to SED.
4. Target populations, goal of 20-hour per week, client tracking and attendance-keeping and satisfactory progress.

B. Several new and important features of EDGE III which distinguish it from prior cycles, include:

1. Focus on entry to employment (EE) as the goal.
2. Greater use of employment-oriented training components.
3. Development of worksite/classroom training combinations.
4. Community Work Experience Program (CWEP) and ADC Work Supplementation (ADC TEAP - Training and Employment Assistance Program) have been added.
5. Elimination of Post Secondary Education as a funded component.
6. EDGE child care allocations will not be available for EDGE III.
7. Inclusion of a written coordination plan for the job development function.

8. A written cooperative agreement between a SSD and each EDGE III provider agency.
9. 15% hold back of funds with final payment linked to agency performance and timeliness of submission of required reports.

III. EDGE III PROGRAM DESIGN

Flexibility to design a local EDGE III Plan which meets the needs of the participants and the community is an important feature of the EDGE planning process. However, we must guide the development of EDGE in this third cycle in several directions.

The experiences of the initial years of EDGE and JOBS programming suggests that a re-focusing of the Department, SED, SSD and provider agency efforts is in order. Specific areas requiring attention in the EDGE III plan include: more effective coordination of services among agencies to reduce program overlap (e.g., duplication of assessment related activities); assurance that employment placement services will be made available to all EDGE/JOBS participants; strengthened case management services across agencies; and improved accountability for client attendance and satisfactory progress. Finally, it is imperative that participants, both staff and management clearly understand that the purpose of participation in EDGE/JOBS is to obtain and keep a job.

EDGE III will promote a greater focus on employment as the goal. Each county will have a target of the number of entries to employment (EEs) to achieve. As in the second phase of EDGE II, the EE target will be based on a per capita expense of \$6,000 per EE. Since this target is based on the total county allocation, each EDGE provider agency should be responsible to achieve a portion of the EE target. As part of the EDGE III Application, the SSD is to submit a Job Placement Coordination Plan which describes how the job placement function will be coordinated among the EDGE provider agencies. In order to demonstrate a commitment to and to focus on the importance of job placement and job entry as the goal of EDGE III, 15% of each agency's EDGE III allocation will be withheld until job entry targets have been achieved. Instructions on how this outcome based approach will work and its effect on the fiscal process are included in Section IV.C.

In order to broaden the mix of services and to include more employment-oriented activities funded by EDGE, two JOBS components have been added as EDGE activities. These are: Community Work Experience Program (CWEP) and Work Supplementation for ADC recipients (ADC Training and Employment Assistance Program - TEAP). SSDs should provide guidelines for operating CWEP and Work Supplementation programs to EDGE providers who are selected to operate them. The guidelines are found in the JOBS ADM (90 ADM-27).

SSDs and provider agencies should design an EDGE III plan which demonstrates greater participation in those JOBS components which readily promote job entry, such as job readiness training, job club, job skills training, CWEP and Work Supplementation. Please note that educational instruction must be included in the mix of services, since mastery of basic skills is an important asset in job acquisition, job retention and career mobility. Efforts should be made to develop programs which include a combination of activities, for example, experience combined with education, education combined with job club, or job skills training with work experience. The new focus will foster an early connection with the labor market. The combined worksite and classroom training will facilitate scheduling of at least 20 hours per week of participation.

A review of the costs of the previous EDGE programs, coupled with the limited number of participants entering employment, dictates that we develop more cost effective approaches to preparing individuals for the workplace be developed. It is important, then, that participants gain the skills necessary to get a job in the local workforce, to succeed on the job, and to learn on the job for future career mobility. Classroom training may or may not be necessary for such preparation.

In order to design programs which will result in more entries to employment, it is important to involve the business community in the planning process. Employers can identify local labor market needs and entry level qualifications for new workers. In addition, efforts should be made to involve employers in the training itself. For example, providing sites for job shadowing activities or using employers presenters for Job Clubs would be helpful. Involving employers in the planning and operation of EDGE activities will enhance opportunities for job placement.

IV. THE EDGE III ALLOCATION

A. EDGE III Funding Sources:

Your district's EDGE III allocation is provided in Attachment A of this LCM. As in EDGE II, the EDGE III allocation is comprised of both Federal and State funds. JOBS provides the Federal Title IV-F funds. The State share is derived from two sources of State Education Department funds: a fixed State appropriation and a variable amount of EPE (Employment Preparation Education) State aid. As in EDGE II, the EDGE III allocation is contingent upon the ability of EPE-generating agencies to target a portion of EPE funds to EDGE III activities. Therefore, each county will again be assigned an EPE target.

The EDGE III allocations will only be available to the extent the Federal IV-F funds are available.

B. Flexibility in spending EDGE III funds:

As defined in federal JOBS regulations, the Title IV-F funds can comprise either 60% or 50% of an EDGE expenditure depending on the type of expenditure. A 60% level of federal reimbursement applies to costs of providing direct client services in EDGE components. A 50% level of federal reimbursement applies to costs indirectly related to providing these services. (A complete description of 60% and 50% reimbursable expenditures is included as Attachment B of this LCM.) EDGE expenditures may not include payments made to EDGE participants. The district's potential for a maximum EDGE III allocation can be achieved if all costs are eligible for the 60% rate of federal reimbursement. This would be attainable by devoting all EDGE III funds to direct EDGE program components. To the extent the agency elects to spend EDGE III funds on 50% reimbursable costs, the EDGE III allocation will be reduced. In order to insure adequate levels of direct program expenditure and to allow some flexibility as well, districts may allow as much as 8% of an agency's maximum allocation to be spent on 50% reimbursable costs. However, an 8% expenditure on such costs will reduce the total allocation by 2%. A chart which demonstrates the effect of spending a portion of the allocation on 50% expenditures is provided as Attachment C. A method of calculating the resulting allocation, as well as specific examples, is also provided.

C. 15% Hold-Back of EDGE III Allocation

A portion (15%) of each provider agency's EDGE III allocation will be withheld if the agency fails to achieve its target for entries to employment (EE). The Planned Expenditure of EDGE III Funds by Agency (Attachment G) should reflect each agency's planned budget for a 12 month program based on their assigned allocation. However, EDGE provider agencies will submit to SED an FS10 budget request for 85% of this assigned allocation, and an FS10A for the remaining 15%. In July 1994, each agency's reported entries to employment will be reviewed. In order to receive the remaining 15% of the assigned allocation, each agency would be required to have reached 100% of its Entry to Employment target by July 1, 1994. In addition, a review will be made to determine if agencies assigned an EPE target will be able to meet their target by September 30, 1994.

V. THE EDGE APPLICATION

Each application must include the following items:

- SSD EDGE III Summary (Attachment D)
- Agreement(s) between SSD and each EDGE III Provider (Attachment E)

- EDGE JOB Placement Plan (Attachment F)
- Planned Expenditure of EDGE III Funds (Attachment G)

A. SSD EDGE III Summary

The purpose of this submission is to provide a summary of your county's overall EDGE III program. It should reflect information from all EDGE III funded provider agencies. All questions need to be answered clearly and completely.

B. Agreement(s) for the Operation of EDGE III

This form is an example of a written agreement between the SSD and the EDGE III provider agencies. An agreement is required between the LSSD and each EDGE III provider. An alternative format may be used as long as all of the information is provided. The purpose of this form is to identify respective roles and expectations of both agencies in implementing EDGE III. Provider agencies must clearly understand what the various JOBS components mean. SSDs should work closely with the agencies to define the JOBS components when necessary.

C. Job Placement Coordination Plan

The purpose of this item is to describe how the Job Placement function will be coordinated among provider agencies for EDGE participants. The SSD may complete this form or may designate a representative to do so. However, the SSD must assure that job placement is being coordinated among the providers. Also included in this form is identification of placement (EE) targets by provider agency (#5).

D. Planned Expenditures of EDGE III Funds by Agency

This form is to be completed by each EDGE III provider agency in order to specify how EDGE III funds will be spent. (Please refer to Attachment B for an explanation of the various federal IV-F reimbursement rates.) The budget should project expenditures for a one year period.

As mentioned earlier, questions concerning this release may be directed to either Joe Capobianco or Elaine Inman at 1-800-342-3715 or (518)473-8377.

Jack Ryan
Assistant Commissioner
Office of Employment Programs

EDGE III ALLOCATIONS

EDGE III
COUNTY APPORTIONMENT OF FUNDS

	Column (A)	Column (B)	Column (C)	Column (D)	TOTAL GRANT PORTION (MAX) (COL B+C)	TOTAL EDGE ALLOCATION (MAX) (COL A+D)	EF TAR
	VARIABLE STATE SHARE (EPE TARGET)	FIXED STATE SHARE (WEP)	FEDERAL SHARE (MAX)				
Albany	\$ 67,633	\$ 15,684	\$124,976	\$ 140,660	\$ 208,293		
Allegany	\$ 30,332	\$ 7,034	\$ 56,050	\$ 63,084	\$ 93,416		
Broome	\$ 63,083	\$ 14,629	\$116,568	\$ 131,197	\$ 194,280		
Cattaraugus	\$ 26,070	\$ 6,045	\$ 48,172	\$ 54,218	\$ 80,287		
Cayuga	\$ 23,938	\$ 5,551	\$ 44,234	\$ 49,785	\$ 73,723		
Chautauqua	\$ 55,828	\$ 12,946	\$103,162	\$ 116,108	\$ 171,936		
Chemung	\$ 36,481	\$ 8,460	\$ 67,411	\$ 75,871	\$ 112,352		
Chenango	\$ 10,821	\$ 2,509	\$ 19,996	\$ 22,506	\$ 33,327		
Clinton	\$ 19,880	\$ 4,610	\$ 36,735	\$ 41,345	\$ 61,225		
Columbia	\$ 15,535	\$ 3,603	\$ 28,707	\$ 32,309	\$ 47,844		
Cortland	\$ 10,534	\$ 2,443	\$ 19,466	\$ 21,909	\$ 32,443		
Delaware	\$ 9,100	\$ 2,110	\$ 16,815	\$ 18,925	\$ 28,025		
Dutchess	\$ 45,868	\$ 10,637	\$ 84,756	\$ 95,393	\$ 141,260		
Erie	\$489,418	\$113,495	\$904,370	\$1,017,865	\$1,507,283		2
Essex	\$ 12,543	\$ 2,909	\$ 23,177	\$ 26,086	\$ 38,629		
Franklin	\$ 18,691	\$ 4,334	\$ 34,539	\$ 38,873	\$ 57,565		
Fulton	\$ 17,134	\$ 3,973	\$ 31,661	\$ 35,634	\$ 52,768		
Genesee	\$ 8,690	\$ 2,015	\$ 16,057	\$ 18,073	\$ 26,762		
Greene	\$ 9,387	\$ 2,177	\$ 17,345	\$ 19,522	\$ 28,909		
Hamilton	\$ 656	\$ 3,344	\$ 6,000	\$ 9,344	\$ 10,000		
Herkimer	\$ 12,379	\$ 2,871	\$ 22,874	\$ 25,745	\$ 38,124		
Jefferson	\$ 42,506	\$ 9,857	\$ 78,545	\$ 88,402	\$ 130,909		
Lewis	\$ 8,239	\$ 1,911	\$ 15,224	\$ 17,135	\$ 25,374		
Livingston	\$ 14,060	\$ 3,260	\$ 25,980	\$ 29,240	\$ 43,300		
Madison	\$ 8,485	\$ 1,968	\$ 15,679	\$ 17,646	\$ 26,131		
Monroe	\$295,864	\$ 68,610	\$546,712	\$ 615,322	\$ 911,187		1
Montgomery	\$ 10,493	\$ 2,433	\$ 19,390	\$ 21,824	\$ 32,317		
Nassau	\$100,671	\$ 23,345	\$186,024	\$ 209,370	\$ 310,041		
Niagara	\$ 82,881	\$ 19,220	\$153,152	\$ 172,372	\$ 255,253		
Oneida	\$ 87,636	\$ 20,323	\$161,938	\$ 182,261	\$ 269,897		
Onondaga	\$157,893	\$ 36,615	\$291,762	\$ 328,376	\$ 486,269		
Ontario	\$ 23,528	\$ 5,456	\$ 43,476	\$ 48,933	\$ 72,461		
Orange	\$ 46,359	\$ 10,751	\$ 85,665	\$ 96,416	\$ 142,775		
Orleans	\$ 9,100	\$ 2,110	\$ 16,815	\$ 18,925	\$ 28,025		
Oswego	\$ 39,473	\$ 9,154	\$ 72,940	\$ 82,094	\$ 121,567		
Otsego	\$ 8,854	\$ 2,053	\$ 16,360	\$ 18,414	\$ 27,267		
Putnam	\$ 4,181	\$ 1,820	\$ 9,001	\$ 10,821	\$ 15,002		
Rensselaer	\$ 46,196	\$ 10,713	\$ 85,362	\$ 96,075	\$ 142,270		
Rockland	\$ 26,479	\$ 6,141	\$ 48,930	\$ 55,070	\$ 81,550		
St. Lawrence	\$ 49,926	\$ 11,578	\$ 92,255	\$ 103,832	\$ 153,758		
Saratoga	\$ 14,305	\$ 3,317	\$ 26,434	\$ 29,752	\$ 44,057		
Schenectady	\$ 30,291	\$ 7,025	\$ 55,974	\$ 62,998	\$ 93,290		
Schoharie	\$ 7,173	\$ 1,663	\$ 13,255	\$ 14,918	\$ 22,092		
Schuyler	\$ 5,370	\$ 2,630	\$ 12,000	\$ 14,630	\$ 20,000		
Seneca	\$ 4,099	\$ 1,901	\$ 9,001	\$ 10,902	\$ 15,001		
Steuben	\$ 32,546	\$ 7,547	\$ 60,140	\$ 67,687	\$ 100,233		
Suffolk	\$240,774	\$ 55,835	\$444,914	\$ 500,748	\$ 741,523		1

GUIDELINES FOR FEDERAL JOBS REIMBURSEMENT RATES

As in JOBS, federal reimbursement for EDGE II expenditures will be available at either a 60% or 50% rate depending on the type of expenditures.

60% Reimbursement: Expenditures reimbursed at the 60% rate would include the personnel costs (salaries and fringe) of all full-time staff (not full-time equivalents) working exclusively on the EDGE Program, including administrative functions. Personnel costs of individuals working less than full-time may also be matched at the higher rate if they are directly performing any EDGE activities such as assessment, employability planning, case management, and education instruction, for example. The cost of training slots for job skills training is also a 60% cost. Also included in this category are all expenditures made for non-personnel items such as space, utilities, telephone equipment, materials and supplies, with the direct performance of EDGE activities. Staff travel costs may be included in this category if their purpose is to provide direct client services.

50% Reimbursement: Expenditures reimbursed at the 50% rate would include non-direct costs such as indirect charges and costs related to the general administration and management of EDGE not conducted on a full-time basis. Personnel costs of payroll personnel and other general administrative functions are examples of these non-direct costs. Staff development costs are included in this category, including the travel expenses associated with staff development activities.

The amount of EDGE III funds which may be spent on 50% reimbursable costs may not exceed 8% of the maximum EDGE III allocation.

EDGE funds may not be spent on payments made to ADC JOBS participants.

Impact of 50% Expenditures on the Maximum EDGE III Allocation

The chart below demonstrates the effect which budgeting a portion (no more than 8%) of the maximum EDGE III allocation on 50% reimbursable costs will have on the resulting EDGE III allocation.

Spending:

8% of the maximum EDGE III allocation on 50% costs will reduce the EDGE III Allocation by 2%

7% of the maximum EDGE III allocation on 50% costs will reduce the EDGE III allocation by 1.75%

6% of the maximum EDGE III allocation on 50% costs will reduce the EDGE III allocation by 1.5%

5% of the maximum EDGE III allocation on 50% costs will reduce the EDGE III allocation by 1.25%

4% of the maximum EDGE III allocation on 50% costs will reduce the EDGE III allocation by 1%

3% of the maximum EDGE III allocation on 50% costs will reduce the EDGE III allocation by .75%

2% of the maximum EDGE III allocation on 50% costs will reduce the EDGE III allocation by .5%

1% of the maximum EDGE III allocation on 50% costs will reduce the EDGE III allocation by .25%

Example 1: Maximum EDGE III Allocation: \$100,000

The provider budgets \$5,000 for 50% expenditures.

Then: $\frac{\$5,000}{\$100,000} = 5\%$ (less than 8%) which reduces the total by 1.25% (from chart)

So that: 1.25% of \$100,000 = \$1,250

New Allocation: \$100,000 - \$1,250 = \$98,750:

```
+-----+
| $5,000 - 50% |
| $93,750 - 60% |
+-----+
```

Example 2: Maximum EDGE III Allocation: \$50,000

The Provider budgets \$3,500 for 50% costs.

Then: $\frac{\$3,500}{\$50,000} = 7\%$ which reduces the total by 1.75% (from chart)

So that: 1.75% of \$50,000 = \$875

New Allocation: \$50,000 - \$875 = \$49,125 Total

```
+-----+
| $3,500 - 50% |
| $45,625 - 60% |
+-----+
```

Example 3: Maximum EDGE III Allocation: \$356,250

The Provider budgets \$22,750 for 50% costs.

Then: $\frac{\$22,750}{\$356,250} = 6.3\% \sim 6\%$, which reduces the total by 1.5% (from chart)

So that: 1.5% of \$356,250 = \$5,344

New Allocation: \$356,250 - \$5,344 = \$350,906 Total

```
+-----+
| $22,750 - 50% |
| $328,156 - 60% |
+-----+
```

Steps

1. Amount to be spent on 50% costs ÷ Maximum EDGE III = ____%
(no more than 8%)

2. Refer to chart: ___ % of Maximum EDGE III, reduces EDGE III by ___%
3. % of reduction x Maximum EDGE III = \$_____ amount of reduction
4. Maximum EDGE III - Amount of reduction = _____ Total EDGE III
5. Total EDGE III - Amount of 50% = Amount of 60%

LSSD EDGE III Summary
_____ County Department of Social Services

1. List your EDGE III provider agencies and the amount of your EDGE III allocation awarded to each:

<u>Provider Agency</u>	<u>EDGE III Allocation</u>		<u>Total</u>
	<u>Non-EPE Portion</u>	<u>EPE Portion</u>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	_____	_____

2. Please summarize below the activities to be EDGE-funded and the numbers of ADC JOBS participants to be enrolled.

<u>Activity</u>	<u>Number to be Enrolled</u>	<u>Total Expenditure by Activity</u>
Assessment/EP	_____	_____
Case Management	_____	_____
Education	_____	_____
Job Skills Training	_____	_____
Job Readiness Training	_____	_____
Job Development/Placement	_____	_____
Community Work Experience (CWEP)	_____	_____
ADC Work Supplementation (ADC TEAP)	_____	_____

3. Please specify the total number of individuals you plan to serve in EDGE-funded activities (unduplicated). _____
4. How many EDGE III participants will enter employment? _____

Agreement

Between

_____ County Department of Social Services

and

for the

Operation of EDGE III

Whereas, the Family Support Act of 1988 created the Job Opportunities and Basic Skills (JOBS) Training Program, and

Whereas, the intent of this legislation is to assure that recipients of benefits from the Aid to Families with Dependent Children (AFDC) program under Title IV-A of the Social Security Act participate in the kinds of training and education that will result in their employment, and

Whereas, the New York State Department of Social Services (the Department) and the New York State Education Department (SED) have entered into a major collaborative effort to provide the resources to support such training and education in New York State know as the Education for Gainful Employment (EDGE) Program,

Whereas, collaboration between the local social services districts (LSSDs) and the EDGE provider agencies is vital to the success of this program,

We, the undersigned, do hereby acknowledge the following concerning operation of EDGE III in _____ County.

-- All clients served by EDGE funds will be AFDC clients and will be enrolled in the JOBS Program and subject to JOBS Program requirements including assessment, employability plan development, satisfactory participation, satisfactory progress, conciliation and sanction.

-- A mechanism for exchanging client specific information on at least a monthly basis concerning satisfactory participation and satisfactory progress will be in place throughout EDGE III implementation.

-- Social services districts will approve/disapprove client training consistent with local policy for approval of training and based upon the goals identified in the client's employability plan.

-- Information concerning EDGE client enrollment and termination from JOBS programs will be provided by the _____ (agency name) to social services districts on a timely basis to permit the authorization or cancellation of supportive services.

-- Information concerning EDGE clients entering employment will be immediately conveyed to social services districts in order to permit a recalculation of a client's public assistance grant and continuing receipt of supportive services.

-- Meetings will be scheduled to identify necessary program procedures or administrative actions for the implementation of EDGE-funded programs.

Consistent with the _____ County JOBS plan and the needs of AFDC recipients in _____ County, the _____ will offer the following JOBS activities:

<u>JOBS Activities</u>	<u>Number of Clients to be Enrolled</u>	<u>Planned EDGE III Expenditures</u>		
		<u>50%</u>	<u>60%</u>	<u>Total</u>
1. Assessment	_____	_____	_____	_____
2. Case Management	_____	_____	_____	_____
3. Education	_____	_____	_____	_____
4. Job Skills Training	_____	_____	_____	_____
5. Job Readiness Training	_____	_____	_____	_____
6. Job Development/Placement	_____	_____	_____	_____
7. Community Work Experience Program (CWEP)	_____	_____	_____	_____
8. ADC Work Supplementation (ADC TEAP)	_____	_____	_____	_____
			Total	_____

+-----+
 | Planned Entries to Employment: _____ |
 +-----+
 (may be more than the target)

A total of _____ individuals will be served by the above activities.

The _____ County Department of Social Services agrees to refer an adequate number of AFDC JOBS participants to the EDGE provider agency to meet its planned service levels and to meet the EPE target (if applicable); the _____ Department of Social Services also agrees to provide necessary supportive services to participants in approved training.

The _____ Department of Social Services agrees to meet with the EDGE provider agency representative(s) on a regular basis to identify and resolve issues related to the successful implementation of this program.

In WITNESS whereof, the parties hereby agree to work together to implement EDGE III for the purpose of providing a unique adult learning and training experience leading to employment for AFDC recipients in _____ County and have hereunto signed this agreement on the day and year opposite their respective signatures.

By: _____

Date: _____

Title: _____

_____ County Department of Social Services

By: _____

Date: _____

Title: _____

_____ (EDGE Provider Agency)

EDGE Job Placement Plan

Please describe below how your county will coordinate the Job Placement function among your EDGE III providers by answering the following:

- 1) Are EDGE III funds used to pay for job developers? If so, please identify the number of staff involved in job development by agency and their respective job placement targets.

- 2) Which agency, if any, assumes the primary responsibility for job placement? (EDGE-funded or not)? If this role is divided geographically, describe how.

- 3) If job developers are funded by EDGE III funds in more than one agency, how will they coordinate their efforts to avoid duplication?

- 4) Will DOL staff funded through JOBS interact with EDGE providers to provide job placement services for EDGE participants? If so, how? If not, why not?

- 5) Finally, specify your district's EE target and how many of that target each provider agency will be given.

Total EE target _____

EE target for each provider agency:

<u>Agency</u>	<u>EE Target</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Planned Expenditure of EDGE III Funds by Agency

Provider: _____ Agency Code: _____

Program: _____ Project Number: _____

Agency's Projected EPE: _____

SECTION I - PROJECT EXPENDITURES BY FS-10 CATEGORIES

EPE I

	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			

SECTION II - PROJECT EXPENDITURES BY ACTIVITY CATEGORIES

EPE

	SECTION II	60%	50%	
12	Assessment/EP			
13	Education (Basic/HS/ISLE)			
14	Job Skills Training			
15	Job Readiness Training			
16	Job Development/Placement			
17	Case Management			
18	CWEP/TEAP			
19	TOTAL			

