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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-143

Date: October 18, 1993

Division: Office of Employment
Programs

TO: Local District Commissioners

SUBJECT: ADC-U Participation Under the Job Opportunities and Basic
Skills Training (JOBS) Program

ATTACHMENTS: None

The purpose of this memorandum is to provide guidance to social services districts regarding JOBS participation for the ADC-U caseload.

Effective October 1, 1993, states must obtain a 40% participation rate for the ADC-U employable population. Failure to attain the minimum rate will jeopardize the enhanced reimbursement available to districts under the JOBS legislation. Further, it may adversely impact the Department's ability to enter into Statewide agreements which provide local districts with access to additional JOBS resources through local providers of services.

Based on preliminary information from the U.S. Department of Health and Human Services (HHS), the following outlines the federal definition of JOBS participation for ADC-U clients.

Clients engaged in three activities count as participating for ADC-U: Work Supplementation (TEAP), the Community Work Experience Program (CWEP), and on the job training (OJT). Actual hours of participation must average at least 16 hours per week each month. An individual in a CWEP activity is participating if he/she is working the maximum number of hours determined by dividing the grant by the greater of the federal or State minimum wage or the prevailing rate of pay, even if the number of hours is less than 16. ADC-U clients who are participating in "countable" activities for ADC-U participation rate calculations are also counted as participating for purposes of the overall ADC participation rate calculation.

Districts may require both parents in ADC-U cases who are under 25, and who have not completed high school or an equivalent course of education to participate in high school or equivalency programs or another basic education program in lieu of the above activities. Such individuals, if making satisfactory progress, also count as participating. No minimum number of hours is required for this group.

Principal wage earners in families who have been receiving ADC-U for two months or less are not counted as required to participate if at least one parent engaged in intensive job search, which is defined as at least 20 hours per week, during this period.

Outlined below are some strategies which may be useful in maximizing ADC-U participation.

Districts are strongly encouraged to give priority to calling in ADC-U parents. To determine if the participation requirement has been met, monthly participation rates are averaged over the entire fiscal year. Therefore, districts must take immediate steps to increase participation by ADC-U parents.

It is recommended that whenever possible, both spouses be called in simultaneously, in order that the employment potential of both parents can be efficiently assessed. In addition, appointment letters should indicate that a medical statement must be brought to the appointment if either parent has a medical condition that precludes his or her participation in employment activities.

Workers should be attuned to the existence of physical or mental conditions which may result in a reduction in earning power or may limit a parent's ability to care for his or her children. If it can be verified that a parent has a physical or mental condition which is expected to last at least 30 days and which interferes with the normal functions of employment or child care, the case should be categorized ADC. ADC eligibility continues for three additional months after the disability ends. 89 INF-25 contains further information about incapacity as an ADC deprivation factor.

The Department is in the process of developing a monthly listing of ADC-U clients to assist districts in identifying required participants. Further information will be provided when final instructions are received from HHS.

Any questions regarding the ADC-U participation requirements should be directed to your local district Technical Advisor for Employment Programs at 1-800-342-3009.

Jack Ryan
Assistant Commissioner
Office of Employment Programs