



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

Andrew M. Cuomo
Governor

Kristin M. Proud
Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	13-LCM-12
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	September 20, 2013
Subject:	2014-2015 Biennial Temporary Assistance and Supplemental Nutrition Assistance Program (SNAP) Employment Plan
Contact Person(s):	OTDA Employment Services Advisor or Employment and Advancement Bureau at (518) 486-6106
Attachments:	Attachment A: Temporary Assistance and SNAP Employment Plan Instructions Attachment B: Temporary Assistance and SNAP Employment Plan Template
Attachment Available On – Line:	

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to instruct each social services district (district) to develop and submit for review and approval its Biennial 2014-2015 Temporary Assistance and SNAP Employment Plan to the Office of Temporary and Disability Assistance (OTDA) no later than November 15, 2013. Planning instructions are attached to support completion of the biennial Plan (see Attachment A). The Temporary Assistance and SNAP Employment Plan template (see Attachment B) is available through SharePoint and may be accessed through <http://sharepoint.otda.state.nyenet/projects/testep>

II. Background

Section 333 of the New York State Social Services Law requires that every two years each district submit for approval to OTDA a plan that describes the district's employment services program. The Plan must include a description of the provision of education, work, training, and support services for all public assistance applicants and recipients along with other information required by OTDA.

State regulations at 18 NYCRR 385 set forth the requirements of public assistance and SNAP employment programs, including the administration of local employment plans.

III. Program Implications

The biennial Plan outlines local policy governing employment programs operated to provide employment services for Family Assistance (FA), Safety Net Assistance (SN), and Supplemental Nutrition Assistance Program (SNAP) recipients as well as optional services for individuals eligible for Temporary Assistance for Needy Families (TANF) services with incomes up to 200% of the federal poverty level. The Plan includes the district's policy and/or procedure for the approval of training programs, disability determinations and work accommodation procedures, available support services and conciliation procedures. The activity definition and other sections are consistent with the requirements included in 08 ADM-07, Implementation of Final TANF Rule.

A few sections of the Plan have been expanded to include more detailed information regarding local district procedures or amended to provide increased flexibility. Local districts are asked to make special note of the following sections:

- Section 3.3 includes a new section for districts to indicate if the district is conducting mental health screening and assessment in addition to the general screening for a disability. Districts are asked to indicate if a mental health screening is administered, and if so, identify the mental health screening tool used. Districts are also asked to describe the district's policy and procedures for screening and referral for a mental health evaluation.
- Section 4.1 describes the district's efforts to assist a person in obtaining transportation to get to and from a work activity site. Districts are asked to describe transportation assistance provided, including the mileage reimbursement rate, if applicable, including the method used to establish the reimbursement rate.

Districts must submit their Plan for a 30-day public comment period and to OTDA as a draft no later than November 15, 2013. Districts are asked to submit Plans using Microsoft SharePoint. Training on the use of SharePoint is available via a web-based training (WBT) or through the district's Employment Services Advisor (ESA). If requested, districts may submit Plans in an alternative manner and OTDA will load the document to SharePoint.

A SharePoint site is a Website that provides a central storage and collaboration space for documents, information and ideas. SharePoint enables staff to share information and work together. SharePoint consists of document libraries and allows team members to upload documents in a manner to enable each member of a team to have access. In this instance, the team members will be the local district Employment Coordinator, the OTDA Employment Services Advisor, and other staff as needed.

Districts may access the Plan template through the designated SharePoint Library located on the main Center for Employment and Economic Supports website at <http://sharepoint.otda.state.nyenet/projects/teststep>. The name of the SharePoint library is Employment Plans. The Plan template is available by selecting "New", "Employment Plan Template", within the Employment Plan Library.

The local district Employment Coordinator will be assigned permissions to access the library and staff can work on the Plan outside the SharePoint system if desired and upload the Plan to the site when ready for OTDA review. Employment Coordinators should notify their Employment Services Advisor once the Plan is submitted for OTDA review.

Districts will receive a letter indicating any changes identified by OTDA that must be made prior to Plan approval. Districts must incorporate any OTDA required changes along with any changes necessary as a result of the public comment process and resubmit the final Plan for approval by the due date included in the comment letter. A hard copy of the final Plan including the Commissioner's signature should be submitted, including any applicable attachments, for approval to the address below:

Barbara C. Guinn
Director, Employment and Advancement Services
Office of Temporary and Disability Assistance
40 N. Pearl Street, 11th floor
Albany, NY 12243

The Plan along with all applicable attachments may also be e-mailed to
[Barbara C.Guinn@otda.state.ny.us](mailto:Barbara.C.Guinn@otda.state.ny.us)

Each district will be given written notification of Plan approval. Copies of all approved Plans will be provided to the Office of Administrative Fair Hearings to support hearing decisions and will also be made available for public review on the OTDA website.

Issued By

Name: Phyllis Morris
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports