



# Office of Temporary and Disability Assistance

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	17-LCM-13
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Integrated Family Assistance Programs / Employment and Income Support Programs
<b>Date:</b>	October 10, 2017
<b>Subject:</b>	2018-2019 Biennial Temporary Assistance and Supplemental Nutrition Assistance Program (SNAP) Employment Plan
<b>Contact Person(s):</b>	Employment Services Advisor or Employment and Advancement Services at: (518) 486-6106
<b>Attachments:</b>	<a href="#">Attachment A: Guide for Completion of 2018-2019</a> <a href="#">Attachment B: Temporary Assistance and SNAP Employment Plan Template</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### 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 2018-2019 Temporary Assistance and Supplemental Nutrition Assistance Program (SNAP) Employment Plan (Plan), to the Office of Temporary and Disability Assistance (OTDA) no later than November 27, 2017. A guide to support completion of the Plan is included as Attachment A. The Temporary Assistance and SNAP Employment Plan template (see Attachment B) is available through SharePoint and may be accessed through the following link: <http://sharepoint.otda.state.nyenet/projects/ldss-emp-plan/SitePages/Home.aspx>.

#### 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 temporary assistance and SNAP employment programs, including the administration of local employment plans.

### III. Program Implications

The Biennial Plan outlines local policy governing programs operated to provide employment services for Temporary Assistance and SNAP applicants and recipients as well as optional non-assistance services for individuals eligible for Temporary Assistance for Needy Families (TANF) services with incomes up to 200% of the federal poverty level. The Plan covers many aspects of district employment services such as the district's policy and/or procedure for participant assessments and employment plans, approval of training programs, disability determinations and work accommodation procedures, available support services, work activities offered, program partners, work verification procedures and conciliation procedures. The activity definition and other sections are consistent with the requirements included in [08 ADM-07](#), Implementation of Final TANF Rule.

Districts are asked to make special note of the following:

- A new Section 2.4 Access to Services at Comprehensive Career Centers, has been added for the district to identify how it is providing access to its programs and services at the comprehensive Career Centers and coordinating with Career Center partners.
- A question has been added to Section 3.3 Assessment and Employment Planning, for the district to indicate whether it conducts assessments for exempt individuals in households without dependent children.
- A question has been added to Section 3.4 Participation Rates and Work Activities, for the district to describe its policy regarding approval of self-employment as part of an individual's required work activities.
- Section 5.2 Sanctions, has been revised for the district to describe separately its policies for ending a Temporary Assistance sanction and SNAP sanction.

Districts may access their Plan template through a designated Microsoft SharePoint site at: <http://sharepoint.otda.state.ny.net/projects/ldss-emp-plan/SitePages/Home.aspx>. The fillable Plan template has been added to the "2018-19" folder in each district's SharePoint library.

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 (ESA), and other staff as needed. Training on the use of SharePoint is available via a web-based training or through the district's ESA.

The district Employment Coordinator will be assigned permissions to access the library. Staff can work on the Plan outside the SharePoint system if desired and upload the draft Plan to the site when ready for OTDA review.

Districts must submit their Plan for a 30-day public comment period and to OTDA as a draft no later than November 27, 2017. Districts are asked to submit draft Plans using SharePoint. If requested, districts may submit Plans in an alternative manner to the district's ESA who will upload the document to SharePoint. Employment Coordinators should notify their ESA 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 or a scanned copy of the final plan that includes the Commissioner's signature should be submitted, including any applicable attachments, for approval to the address below:

Stephanie Boshart  
Director, Employment and Advancement Services  
Office of Temporary and Disability Assistance  
40 N. Pearl Street, 11<sup>th</sup> floor  
Albany, NY 12243

The signed scanned Plan along with all applicable attachments may also be e-mailed to:  
[Stephanie.Boshart@otda.ny.gov](mailto:Stephanie.Boshart@otda.ny.gov)

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**

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**Title:** Deputy Commissioner  
**Division/Office:** Integrated Family Assistance Programs