



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	19-LCM-07
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	September 23, 2019
Subject:	2020-2021 Biennial Temporary Assistance and Supplemental Nutrition Assistance Program (SNAP) Employment Plan
Contact Person(s):	Employment Services Advisor or Employment and Advancement Services at: (518) 486-6106
Attachments:	Attachment A: Guide for Completion of 2020-2021 Attachment B: Temporary Assistance and SNAP Employment Plan Template
Attachment Available Online:	<input type="checkbox"/>

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to instruct each of the social services districts (districts) to develop and submit for review and approval, their Biennial 2020-2021 Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan (Plan), to the Office of Temporary and Disability Assistance (OTDA) no later than November 7, 2019. A guide to support completion of the Plan is included as Attachment A. The TA and SNAP Employment Plan template (see Attachment B) is available through SharePoint and may be accessed through the following link: <http://sharepoint.otda.state.ny.net/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 TA and SNAP applicants and recipients along with other information required by OTDA.

State regulations at 18 NYCRR 385 set forth the requirements of TA 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 TA 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:

- Section 2.4 Access to Services at Comprehensive Career Centers, subsection (b) contains a revised question asking districts to describe how they coordinate with career center partners in providing services to clients.
- Three questions have been added to Section 3.3 Assessment and Employment Planning including:
 - How often and under what circumstances the assessment is updated?
 - Describe the district procedure for the completion of an individual's employment plan.
 - How often and under what circumstances is the employment plan updated?
- The Agriculture Improvement Act of 2018 replaces job search programs with supervised job search. In Section 3.4(d), if the district is offering supervised job search as an Employment and Training (E&T) activity component, the district must describe how the job search activity will be supervised and tracked, including the frequency of monitoring the participant's job search efforts.
- A note has been added in Section 3.4(d) to remind districts that case management services must be provided to all participants enrolled in a SNAP E&T activity.
- An adjustment has been added to two columns in the second table in Section 3.4 Participation Rates and Work Activities in subsection (e) to clarify the minimum number for contacts and hours.
- The work activity and definition chart in Section 3.4(g) has been expanded to include a separate activity line for the definition of SNAP E&T supervised job search.

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 is available in the "2020-21" 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 on documents. SharePoint consists of document libraries and allows team members to upload documents to enable each member of a team to have access. In this instance, the team members will be the district Employment Coordinator, the OTDA Employment Services Advisor (ESA), and other staff as needed. Districts may contact their ESA with questions related to the use of SharePoint.

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 7, 2019. Districts are asked to submit draft Plans using SharePoint. If requested, districts may submit Plans via email to the district's ESA who will upload the document to SharePoint. In line with document accessibility guidelines, please provide all Plan attachments as a Word or Excel file in lieu of a scanned document whenever possible. 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. The final Plan that includes the Commissioner's signature should be submitted, including any applicable attachments, for approval to Stephanie Boshart – 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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