Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan

January 1, 2022 - December 31, 2023

Albany County
# Table of Contents

1. Administration .................................................................................................................. 1  
   1.1 Administrative Structure............................................................................................... 1  
   1.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies .................. 2  
   1.3 OTDA Jobs Staff Agreement.......................................................................................... 9  
   1.4 Access to Services at New York State Career Centers ............................................... 9  

2. Orientation, Assessment and Employment Plan .............................................................. 10  
   2.1 Orientation (Reference 18 NYCRR 385.5) ................................................................. 10  
   2.2 Temporary Assistance (TA) Employment Assessment ............................................... 11  
   2.3 TA Employment Planning (Reference 18 NYCRR 385.6 and 385.7) ......................... 12  

3. Engagement....................................................................................................................... 13  
   3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f)).............. 13  
   3.2 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency .13  
   3.3 Strategies/Procedures for Increasing Program Attendance ........................................ 14  
   3.4 Strategies/Procedures for Engaging Sanctioned TA Participants .............................. 14  
   3.5 Strategies for Reducing the Need for TA .................................................................... 15  

4. Work Activities ................................................................................................................ 15  
   4.1 Allowable Work Activities ......................................................................................... 15  
   4.2 Job Development ....................................................................................................... 18  
   4.3 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9) ...... 19  
   4.4 Post-Secondary Education Approval and Enrollment Policies .................................. 22  

5. Work Requirements ........................................................................................................ 23  
   5.1 Meeting TA Work Requirements ............................................................................... 23  
   5.2 Meeting SNAP Work Requirements ......................................................................... 28  

6. Quality Assurance/Work Verification ........................................................................... 28  
   6.1 Quality Assurance Process - Random Case Sampling ............................................... 28  
   6.2 Use of Outside Providers/Vendors ............................................................................ 30  

7. Supportive Services ....................................................................................................... 30  
   7.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District ................................................................................................................. 30  
   7.2 Post-Employment/Transitional Supportive Services ................................................. 31  
   7.3 Extended Support Services ....................................................................................... 32  

8. Conciliation, Sanction and Dispute Resolution Procedures ........................................... 33  
   8.1 Conciliation .............................................................................................................. 33  
   8.2 Sanction ................................................................................................................... 34  
   8.3 Dispute Resolution ................................................................................................. 35  

9. Disability Determinations, Documentation and Requirements of Exempt Individuals ......... 35
9.1 Disability Determination Process and Tools .................................................................35
9.2 Mental Health Screening and Assessment ....................................................................37
9.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e)) ........38
10. District Certification ........................................................................................................39
10.1 Certification ..................................................................................................................39
1. Administration

1.1 Administrative Structure

a. This agency’s organizational chart is attached. It identifies the units and staff within the agency that are involved in the operation of the district’s employment program. (Attachments must be uploaded to the system through the “Documents” screen prior to submitting the plan. Use the textbox below to provide any additional information.)

Albany County Department of Social Services Organizational Chart A-1
Albany County Department of Social Services Employment Unit Organizational Chart A-2

b. Below is a description of the office(s) in and/or outside of the Department of Social Services that are involved in the operation of the district’s employment program and include the responsibilities of each office.

The Employment Unit is the office within Albany County Department of Social Services that is responsible for the operation of the Welfare-To-Work (WTW) program. This unit will design programs to identify and meet the needs of the TANF, SN-MOE, SN non-MOE and SNAP program’s clientele. The Employment Unit is responsible for the development of Requests for Proposals (RFP) pursuant to Albany County’s procurement policies for many of the employment services offered in Albany County. Such RFP’s may be completed on a yearly basis or less frequently, as need arises. The RFP is intended to recommend the purchase of services that are not already provided by the New York State Office of Temporary and Disability Assistance or by the Capitol Region Workforce Development Board (WDB) or are otherwise available without cost. Employment Unit administrative staff works with the WDB to recommend programming for eligible TANF recipients (and others at risk) under the WTW funding. When possible, that collaboration will include participating in the WDB’s RFP process.

Employment Unit staff monitors and reports on all WTW programs through local databases, which are maintained by this office. State requirements for reporting and tracking through updates to the WTW Caseload Management System (WTWCMS) are accomplished by the Employment Unit staff. WTW CMS, which is maintained by New York State, calculates local district’s federal and state participation rates. The employment services contract awarded through Albany County's Comprehensive Employment Services RFP are monitored by the Employment Unit Contract Manager. Provider payments based upon performance and achievement of benchmarks are paid directly through the Comptroller's office once the claim is approved by the Contract Manager.

Employment Unit staff will directly provide or participate in the delivery of services such as orientation classes, job fairs, conduct outreach to employers with potential employment opportunities suitable for our client base and job placement. Employment Unit staff will provide call-in services to meet recruitment requirements when it is deemed necessary, as well as provide liaison services between case management staff and service providers when necessary. Department of Social Services staff including Employment Unit staff is available as needed at the Department of Labor located at 175 Central Avenue to assist the underemployed Temporary Assistance population.
Employment Unit staff contacts the Temporary Assistance recipient to complete an employment assessment. Assessments are completed for individuals ages 18 and over (or 16-17 year olds without a high school diploma [not attending secondary school]) in households with dependent children, are completed within time frames required by federal and state regulations and updated as needed no less than annually. During the assessment and employment plan development, Employment Unit staff will determine the recipient's employability level, then refer to either the appropriate program, monitor employment, request medical verification for those indicating a personal barrier to employment, or a combination of these. Medical verification can come from the recipient's practitioner/provider and/or the recipient may be referred for a consultative examination for further review. Employment codes can be changed to reflect present status, making the recipient either exempt from employment requirements or non-exempt and requiring participation.

Activities will be held virtually or in-person based on circumstances and client need.

Employment Unit staff works with all applicants and recipients to assist them in becoming and remaining employable.

### 1.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

a. Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and SNAP clients. These activities and services may include, but are not limited to: employability determinations; development of assessment and employment plans; conciliation and grievance activities; provision of work activities such as job readiness training; education and job skills training; monitoring and support for compliance with treatment plans for exempt individuals with the potential for restoration to self-sufficiency; job development; job placement and retention services; and other employment related activities.

Each contract listed in Table 1 contains an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis, and, if not a performance-based contract, a statement regarding use of a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, A-21 for educational institutions, or A-87 for State and local governments. Districts must maintain proper monitoring and oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Total Contract Cost/Year</th>
<th>Funding Source(s)</th>
<th>Categories of Clients Served</th>
<th>Programs, Services or Activities Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Altamont Program, Inc.</td>
<td>$529 700</td>
<td>✓ FFFS, SNAP E&amp;T</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Intensive case management with a focus on facilitating people from public dependency to the workforce through orientation and assessment, job readiness and job skills training, job search and linkage to community resources for additional services such as vocational/educational/training/job development/job placement/work experience, etc.</td>
</tr>
</tbody>
</table>
b. Table 2 includes agencies/providers that offer services to participants and to which the district expects to refer participants, but which have no direct financial agreement with the district.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Funding Source(s)</th>
<th>Categories of Clients Served</th>
<th>Programs, Services or Activities Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenmont Job Corps</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Vocational education, job skills training, job placement and retention programs</td>
</tr>
<tr>
<td>Grassroots Givers</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Educational Opportunity Center-Capital District</td>
<td>Others: UCAWD OTDA</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Vocational education, job skills training, job placement and retention programs. Programs include building trades, certified nursing assistant, cosmetology (and state board prep), culinary arts, medical office administration, pharmacy technician, security guard training, welding (including welding certification upgrade) as well as National Work Readiness Credential exam, ESL, HSE prep (academic enrichment) and college prep.</td>
</tr>
<tr>
<td>Interfaith Partnership for the Homeless (IPH)</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Refugee Welcome Center</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>ESL</td>
</tr>
<tr>
<td>St. Catherine’s Center for Children, Marillac Family Tier II Shelter</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Hosts orientation and/or assessment activities for our clients</td>
</tr>
<tr>
<td>Albany Community Action Partnership</td>
<td>Others: Career Pathways Program</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Job skills training, job placement and retention programs</td>
</tr>
<tr>
<td>Albany Community Action Partnership</td>
<td>Others: Health Professions Opportunities Grants-Dept. of Health &amp; Human Services-Office of Family Assistance</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Health care career readiness, job training, job placement and retention programs</td>
</tr>
<tr>
<td>Provider</td>
<td>Funding Source(s)</td>
<td>Categories of Clients Served</td>
<td>Programs, Services or Activities Provided</td>
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<tr>
<td>Albany Community Action Partnership</td>
<td>Others: Dress for Success Program</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Interview and employment appropriate clothing and case management services for women</td>
</tr>
<tr>
<td>Albany Community Action Partnership</td>
<td>Others: Non-financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Work site sponsor, hosts orientation and/or assessment activities for our clients</td>
</tr>
<tr>
<td>Albany County Mental Health Re-entry Task Force</td>
<td>Others: Non-financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Case management and cognitive behavioral program linkage for high-risk, recently incarcerated individuals</td>
</tr>
<tr>
<td>Albany Housing Coalition</td>
<td>Others: Non-financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Veteran focused work site sponsor, job skills training, job placement and retention programs</td>
</tr>
<tr>
<td>Albany International Center</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>ESL, job skills training, job placement and retention programs</td>
</tr>
<tr>
<td>Albany Medical Center Hospital Volunteer Services</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Albany Public Library</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Work site sponsor, hosts orientation and/or assessment activities for our clients</td>
</tr>
<tr>
<td>Albany Stratton VA Medical Center</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Alpha Pregnancy Center</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Arbor Hill Community Center</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Austin Beauty School</td>
<td>Others: Non-Financial</td>
<td>FA, SNA Family, SNA Individual, SNAP, TANF 200%</td>
<td>Vocational education, job skills training, job placement and retention programs</td>
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<tr>
<td>Provider</td>
<td>Funding Source(s)</td>
<td>Categories of Clients Served</td>
<td>Programs, Services or Activities Provided</td>
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<tr>
<td>BOCES-Capital Region Adult Literacy Zone</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>ESL, HSE, vocational education, job skills training, job placement and retention programs</td>
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<td>Brantford Hall</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Vocational education, job skills training, job placement and retention programs</td>
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<tr>
<td>Brightside Up, Inc</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Child Care resource and referral agency, work site sponsor</td>
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<tr>
<td>Bryant and Stratton</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Vocational education, job skills training, job placement and retention programs</td>
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<tr>
<td>Capital District Center for Independence</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Work site sponsor</td>
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<tr>
<td>Career Center</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Hosts orientation and/or assessment activities for our clients</td>
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<tr>
<td>Catholic Charities of the Diocese of Albany</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Work site sponsor</td>
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<tr>
<td>Centro Civico Hispanico Americano</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Work site sponsor</td>
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<tr>
<td>CEO Youth Build Troy</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Vocational education, job skills training, job placement and retention programs</td>
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<tr>
<td>Cohoes Multi Service Senior Center and Community Center</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Work site sponsor</td>
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<tr>
<td>Columbia Greene Community College</td>
<td>Others: Non-Financial</td>
<td>FA</td>
<td>Secondary and post-secondary community college with a 1 year certificate or a 2 year associates degree</td>
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<tr>
<td>Provider</td>
<td>Funding Source(s)</td>
<td>Categories of Clients Served</td>
<td>Programs, Services or Activities Provided</td>
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<td>Community Maternity Services</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
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<td>❑ SNA Family</td>
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<td>❑ TANF 200%</td>
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<td>Cornell Cooperative Extension</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>Work site sponsor</td>
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<td>❑ TANF 200%</td>
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<tr>
<td>Educational Opportunity Center-Capital District</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>Hosts orientation and/or assessment activities for our clients</td>
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<td>❑ SNA Family</td>
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<td>❑ TANF 200%</td>
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<td>Equinox, Inc.</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>Work site sponsor</td>
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<td>❑ TANF 200%</td>
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<tr>
<td>Frank Chapman Memorial Institute</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>Work site sponsor</td>
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<td>❑ TANF 200%</td>
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<td>Holy Spirit Church</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>ESL</td>
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<td>❑ TANF 200%</td>
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<tr>
<td>Homeless and Travelers Aid Society (HATAS)</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
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<td>❑ SNA Family</td>
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<td>❑ TANF 200%</td>
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<tr>
<td>Hope House</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>Work site sponsor</td>
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<td>❑ SNA Family</td>
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<td>❑ TANF 200%</td>
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<tr>
<td>Hudson Valley Community College</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>Secondary and post-secondary community college with a 1 year certificate or a 2 year associates degree</td>
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<td></td>
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<td>❑ SNA Family</td>
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<td>❑ SNA Individual</td>
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<td>❑ TANF 200%</td>
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<tr>
<td>Literacy NY - Greater Capital Region</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>ESL, HSE prep</td>
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<td>❑ SNA Family</td>
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<td>❑ TANF 200%</td>
<td></td>
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<tr>
<td>Loudonville Community Church</td>
<td>Others: Non-Financial</td>
<td>❑ FA</td>
<td>Work site sponsor</td>
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<td>❑ SNA Family</td>
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<td>❑ TANF 200%</td>
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<tr>
<td>Provider</td>
<td>Funding Source(s)</td>
<td>Categories of Clients Served</td>
<td>Programs, Services or Activities Provided</td>
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<tr>
<td>Mildred Elley College</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Vocational education with a 1 year certificate, job skills training and job placement</td>
</tr>
<tr>
<td>Northeastern Association for the Blind</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Rehabilitation Support Services, Inc.</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Refugee and Immigrant Support Services of Emmaus (RISSE)</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>ESL, Job skills training, job placement, work site sponsor</td>
</tr>
<tr>
<td>Schenectady County Community College</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Secondary and post-secondary community college with a 1 year certificate or a 2 year associates degree</td>
</tr>
<tr>
<td>Senior Services of Albany</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Senior Services of Albany</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>St. Catherine’s Center for Children</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>St. Joseph’s Housing, Inc.</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>St. Peter’s Healthcare Services Rehabilitation Center</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>St. Peter’s Health Partners</td>
<td>Others: Non-Financial</td>
<td>✅ FA ✅ SNA Family ✅ SNA Individual ✅ SNAP □ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Provider</td>
<td>Funding Source(s)</td>
<td>Categories of Clients Served</td>
<td>Programs, Services or Activities Provided</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------</td>
<td>------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>The Altamont Program, Inc. - Schuyler Inn</td>
<td>Others: Non-Financial</td>
<td>✗ FA ✗ SNA Family ✗ SNA Individual ✗ SNAP ✗ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>The Altamont Program, Inc. - Schuyler Inn</td>
<td>Others: Non-Financial</td>
<td>✗ FA ✗ SNA Family ✗ SNA Individual ✗ SNAP ✗ TANF 200%</td>
<td>Hosts orientation and/or assessment activities for our clients</td>
</tr>
<tr>
<td>Trinity Institute</td>
<td>Others: Non-Financial</td>
<td>✗ FA ✗ SNA Family ✗ SNA Individual ✗ SNAP ✗ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>U. S. Committee for Refugees and Immigrants</td>
<td>Others: OTDA BRS</td>
<td>✗ FA ✗ SNA Family ✗ SNA Individual ✗ SNAP ✗ TANF 200%</td>
<td>ESL, Job skills training, job placement, work site sponsor</td>
</tr>
<tr>
<td>Women’s Employment &amp; Resource Center (WERC)</td>
<td>Others: OTDA DOL</td>
<td>✗ FA ✗ SNA Family ✗ SNA Individual ✗ SNAP ✗ TANF 200%</td>
<td>Career readiness, computer skill enhancement, work force preparation training, job seekers forums, job placement and job retention services</td>
</tr>
<tr>
<td>Women’s Employment &amp; Resource Center (WERC)</td>
<td>Others: Non-Financial</td>
<td>✗ FA ✗ SNA Family ✗ SNA Individual ✗ SNAP ✗ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
<tr>
<td>Youth L.I.F.E. Support Network, Inc</td>
<td>Others: Non-Financial</td>
<td>✗ FA ✗ SNA Family ✗ SNA Individual ✗ SNAP ✗ TANF 200%</td>
<td>Work site sponsor</td>
</tr>
</tbody>
</table>

c. Monitoring and Oversight of TANF and SNAP E&T Funded Contracts/Agreements

Described below is the process used to monitor district held contracts/agreements with providers that use TANF and SNAP E&T funds for employment services:

Our contracted employment services provider regularly monitors all clients daily, weekly and monthly, including for those clients that may be engaged with other capital district providers. They have an established database that documents, tracks and reports all employment related activities. In addition to this data base, information will be retained on paper in case files.

This provider electronically submits attendance reports as well as progress evaluations on each individual to the Employment Unit Contracted Manager no less than monthly, but more often weekly. Monthly all attendance and/or data from the various agencies that clients are involved with is compiled into a single document to be provided to the Contract Manager. They record all information on a DSS time sheet which is subsequently entered into WTWCMS by an Employment Unit case manager monthly so participation rates may be generated.
Quarterly the contracted employment services provider will submit a multitude of reports and supporting documentation to the Employment Unit Contracted Manager. These reports are reviewed and assessed for qualified benchmark and performance payment approval. Benchmarks that are not met without good cause will result in a reduction in quarterly performance payment.

1.3 OTDA Jobs Staff Agreement

a. OTDA Jobs Program Services - Target Groups. Check all services and target groups that apply:

Services:
☐ Assessment/Employment Plan
☐ Supervised Job Search
☐ Job Readiness Training
☐ Job Club
☐ Job Placement Services
☐ Grant Diversion
☐ Job Development (employer outreach)
☐ WOTC pre-certifications

Target Groups:
☐ Applicants
☐ FA & SNA with children
☐ SNA without children
☐ SNAP
☐ TANF 200%

b. Described below are the additional services/duties Jobs staff will be requested to perform (e.g. WTWCMS data entry, case conferencing, job fairs).

1.4 Access to Services at New York State Career Centers

a. Described below is how the district provides access to its programs and services with Career Center partners (select all that apply):
☐ The district has employee(s) physically present at a Career Center
☐ The district has contract staff physically present at a Career Center
☒ The district makes available direct access to its program staff via phone or technology at a Career Center
☒ The district makes available copies of the LDSS-2921 (Common Application) at a Career Center
☒ Other:

The district has employee(s) physically present at a Career Center a minimum of one day weekly.

Due to the Covid-19 pandemic, this process has been modified to non-in person activities only until such time as restrictions are lifted by OTDA.
b. Described below is how the district coordinates with Career Center partners to provide services to the district’s clients, including referral and information sharing mechanisms, or other collaboration such as participation on the local WIOA Business Services Team, etc.

The district has direct linkage with the Career Center partners through the Career Central Employment Services Manager via face to face and zoom meetings, telephone and email communication. We are an active collaborating partner on the Capital Region Workforce Development Board which is the local WIOA Business Service Team. Additionally we are an active collaborating member on the Capital Region Workforce Partnership which evolved from the WIOA Business Service Team.

2. Orientation, Assessment and Employment Plan

2.1 Orientation (Reference 18 NYCRR 385.5)

a. Check one of the following:

☒ The district provides orientation in accordance with 18 NYCRR 385.5 and no additional information is provided at orientation.
☐ In addition to the requirements outlined in 18 NYCRR 385.5 of the regulations, the district’s orientation provides the following:

Described below is how the district completes the required orientation for all applicants and recipients of TA (e.g. in a group setting, individually, or a combination of both). Please include the orientation procedure for exempt individuals and non-exempt individuals, if different:

Orientation is completed in both a group setting and individually for our applicants and recipients.

Following the required alcohol and substance abuse screening all TANF and SN-MOE and SN Non-MOE applicants and recipients are scheduled to attend a group orientation given by Employment Unit case managers in accordance with Dept. Reg. 385.5. These group sessions, held at community provider sites in Albany County, review rights and responsibilities for both the agency and the applicant. Individuals are required to complete an initial assessment questionnaire (Attachment B) to demonstrate job history, education, and written communication skills as part of orientation. The individual is then seen by Employment Unit staff for other activities, including but not limited to child care search and/or referral for supervised Job Search.

Individual orientation is provided by the Employment Unit case manager for applicants and recipients who require language translation and recipients at case opening if necessary. Individual orientation is also provided at recertification by the Employment Unit case manager in collaboration with the Temporary Assistance Division.

Activities will be held virtually or in-person based on circumstances and client need.
2.2 Temporary Assistance (TA) Employment Assessment

a. The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a). Check one of the following:
   - The district enters assessments directly into WTWCMS
   - The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTWCMS.
   - The district conducts assessments using a local equivalent tool, and later enters information into WTWCMS. Please attach the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:

b. Described below is the district procedure for the completion of an employment assessment:

   Assessments are completed either by appointment face to face, or, on rare occasions, over the phone (i.e. due to health, transportation, or employment issues). Occasionally Employment Unit staff will visit a client at their home to complete the assessment. Using the LDSS 4980 as a guide, information is gathered by hand, along with pay stubs and/or other employment verification if the client is employed or any medical information if the client is claiming a medical exemption. The information is recorded on a paper version of the LDSS 4980 (completed by both the worker and client) and later input into WTWCMS following the interview and any referrals that may be issued by the Employment Unit staff.

   Activities will be held virtually or in-person based on circumstances and client need.

c. Which district administrative unit or contractor is responsible for conducting assessments?

   Albany County DSS Employment Unit staff and contracted employment services provider(s) when contracted to provide assessments.

d. Described below are the minimum qualifications of the employees conducting the assessment (refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)):

   1. Employed as an Eligibility Examiner 1 at Albany County DSS, or
   2. Other equivalent positions within the employer provider agencies or local government

   NOTE: Providers include staff qualifications to this agency in their responses to RFP’s for contracted employment services. This agency reviews that the individuals who the providers indicate as assessment staff meet the minimum requirement.

e. Are applicants in households with dependent children required to participate in completion of an employment assessment?
   - Yes
   - No

f. Are applicants in households without dependent children required to participate in completion of an employment assessment?
   - Yes
   - No
g. Are exempt adults in households without dependent children required to participate in completion of an employment assessment?

☐ Yes
☒ No

h. How often and under what circumstances is the employment assessment updated?

Assessments are updated annually or when case circumstances dictate change.

2.3 TA Employment Planning (Reference 18 NYCRR 385.6 and 385.7)

a. The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a). Check one of the following:

☐ The district enters employment plans directly into WTWCMS.
☒ The district uses the LDSS-4978 (New York State Employment Plan) and later enters information into WTWCMS.

☐ The district develops individual employment plans using a local equivalent tool and later enters information into WTWCMS. Attached is the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:

b. Check one of the following:

☒ The same administrative unit or contractor that conducts employment assessments also develops employment plans.

☐ A different district administrative unit or contractor develops employment plans, and their qualifications include:

c. Described below is the district procedure for the completion of an individual's employment plan:

Employment plans are completed either by appointment face to face, or, on rare occasions, over the phone (i.e. due to health, transportation or employment issues) in connection with the assessment process. Occasionally Employment Unit staff will visit a client at their home to complete the employment plan. Using the LDSS 4978 as a guide, information gathered at assessment is then translated into a sequence of activities that are necessary for a client to meet employment goals. The information is recorded on a paper version of the LDSS 4978 (completed by both the worker and client) and later input into WTWCMS following the interview and any referrals that may be issued by the Employment Unit staff.

Activities will be held virtually or in-person based on circumstances and client need.

d. How often and under what circumstances is the employment plan updated?

Employment plans are updated as goals are achieved or when case circumstances dictate change; employment plans are reviewed no less than annually.
3. Engagement

3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f))

a. Federal requirements state that parents or caretakers must be engaged in work as soon as the district determines they are ready, but no later than within 24 months of receiving federally funded assistance. The district’s definition of “Engaged in Work” is:

    Compliance with assessment, employment planning, all activities included in the individual’s Employment/Self-Sufficiency plan, including any need to attend treatment/rehabilitation programs, or any of the work activities listed in Section 4.1. Also included is pursuit of other forms of income such as SSI and SSDI.

b. Described below is additional information regarding the district’s “Engaged in Work” requirements:

    There is no additional information to add regarding Engaged in Work activities.

3.2 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency

a. Described below is how the district accommodates non-English speaking participants’ access to employment activities and services:

    Participants with limited English comprehension, verbal and/or written, will be assisted by Employment Unit staff in order to assure full understanding of all parties’ responsibilities. The Employment Unit staff will assign non-English speaking participants to services provided by organizations such as United States Committee for Refugees and Immigrants of Albany (USCRI), Refugee and Immigrant Support Services of Emmaus, Inc. (RISSE), Refugee Welcome Center, Albany International Center, Altamont Program, Boards of Cooperative Educational Services of New York State (BOCES) and Capital District Educational Opportunity Center (EOC) that provide bilingual instruction and will assist those participants in obtaining Limited English Proficiency (LEP) services. Additionally, we accept participation in any community LEP service such as Albany Public Libraries, Literacy New York, Literacy Volunteers, Capital District Transportation Authority (CDTA), and Albany Medical Center to name a few. Our contracted employment provider employs bi-lingual staff.

    We utilize the Interpreter Services Guides (PUB # 4843) to determine native language and where possible provide publications and notices using the identified language (as well as in English) from the OTDA library. The district staff have access to interpretation and translation services in the following manner:
    1. Telephone interpretation and translation services are contracted through Language Line Services, Inc.
    2. Written translation services and face-to-face interpretation and translation services are contracted through Language Today.
    3. Sign language interpretation services are contracted through Geneva Worldwide.

    Activities will be held virtually or in-person based on circumstances and client need.
3.3 Strategies/Procedures for Increasing Program Attendance

a. Described below are the district policies and/or procedures used to reduce the number of times participants fail to participate in work activities. This includes absences with good cause:

Participants that continually fail to meet the required hours of participation will be contacted by phone and/or sent a contact notice (Attachment C) from their Employment Unit case manager. The purpose of this additional contact is to allow the Employment Unit case manager and the participant an opportunity to review the issues surrounding the non-compliance and stress the importance of future compliance. Intervention may assist in uncovering underlying issues such as, but not limited to, mental health barriers, basic day care or transportation issues. Referrals for other services may be needed. The participant's response will be monitored for improvement. If outreach is unsuccessful, the State developed conciliation notice will be issued to offer conciliation in accordance with Section 341 of the Social Services Law and 18 NYCRR 385.11.

Activities will be held virtually or in-person based on circumstances and client need.

3.4 Strategies/Procedures for Engaging Sanctioned TA Participants

a. Select all that apply:

☑ Described below are the strategies the district uses to attempt to engage sanctioned participants as soon as they are sanctioned:

We make every attempt to uncover any obstacle or barrier that has prevented an individual's compliance prior to imposing a sanction. We give each participant the opportunity to comply and engage in appropriate employment activity. It is our hope that this process will reduce the number of participants that are sanctioned, thereby reducing or eliminating actions required by both the Employment Unit case managers and the Temporary Assistance examiners.

The sanctioned participant will be given the opportunity to demonstrate their willingness to comply with employment programming by participating in an employability assessment/evaluation to ensure that any barriers to compliance have been mitigated. The sanctioned participant is afforded the opportunity to demonstrate their willingness to comply by engaging in 10 days of employment programming. This would allow the sanctioned participant to be added to the case and the budget as soon as possible.

Activities will be held virtually or in-person based on circumstances and client need.

☑ Described below are the strategies the district uses to attempt to engage sanctioned participants when the durational period of the sanction is completed:

One month prior to the end of the durational period of a TA sanction, the sanctioned participant will be given the opportunity to demonstrate their willingness to comply with employment programming by participating in an employability assessment/evaluation to ensure that any barriers to compliance have been mitigated. The sanctioned participant is afforded the opportunity to demonstrate their willingness to comply by engaging in 10 days of employment programming. This would allow the sanctioned participant to be added to the case and the budget as soon as possible.
days of employment programing. This would allow the sanctioned participant to be added to the case and the budget as soon as the day after the durational portion of the sanction expires.

Activities will be held virtually or in-person based on circumstances and client need.

Described below are the strategies the district uses to attempt to engage sanctioned participants during different times in the sanction period:

All sanctioned participants remain assigned to their Employment Unit case manager who attempts to re-engage the sanctioned individual in employment activities before, during and after the sanction period as indicated above. Periodic call-ins and/or investigative interviews may be completed during a sanction period and the individual is offered additional opportunity to engage in employment activities and discuss issues that may be contributing to the non-compliance.

Activities will be held virtually or in-person based on circumstances and client need.

### 3.5 Strategies for Reducing the Need for TA

a. Described below are the district’s strategies for reducing the need for TA:

At orientation, Employment Unit staff meets with individual’s to describe the availability of Child Care subsidies to TANF and SN-MOE applicants and also describe the supervised Job Search process.

The Employment Unit case manager will assist with non-recurring needs if necessary to help an individual sustain employment.

Emergency Assistance to Families (EAF) funds may be issued to provide a single issuance payment in lieu of ongoing Temporary Assistance when such payment will allow the client to maintain self-sufficiency. Examples of these payments include a payment to halt an eviction, or emergency automobile repairs when transportation problems cause disruption in employment.

Activities will be held virtually or in-person based on circumstances and client need.

### 4. Work Activities

#### 4.1 Allowable Work Activities

a. Please select all the activities available to individuals receiving Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), and Supplemental Nutrition Assistance Program (SNAP) benefits. In the chart below, the case type is listed next to each activity available to it in the district.
<table>
<thead>
<tr>
<th>Case Type</th>
<th>Activity and Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA SNA FAM SNA Ind SNAP</td>
<td><strong>Unsubsidized Employment</strong> – Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self-employment and/or paid internships.</td>
</tr>
<tr>
<td>FA SNA FAM SNA Ind SNAP</td>
<td><strong>Work Experience</strong> – Unpaid work performed at a public or not-for-profit organization to enable a participant who has not obtained unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire training, knowledge, work habits, and work references necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provided training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.</td>
</tr>
<tr>
<td>FA SNA FAM SNA Ind SNAP</td>
<td><strong>Job Search</strong> – The act of seeking or obtaining employment or preparing to seek or obtain employment and will include: looking for suitable job openings in a group or individual setting; making contact with potential employers; learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing; preparing and applying for, and/or interviewing for jobs and related activities.</td>
</tr>
<tr>
<td>FA SNA FAM SNA Ind SNAP</td>
<td><strong>Vocational Education</strong> – Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training up to a four-year degree. Vocational education does not generally include basic or remedial education or English as a Second Language (ESL) but may include work focused general education and language instruction that is a regular or integral part of a vocational education program. Social services districts are responsible for ensuring that any such remedial education or ESL is a regular part of the program for participants with similar skill sets as the TANF/SNA MOE client, is determined necessary by the program provider, and is limited in hours to less than one half of program participation. Vocational education programs include the completion of activities that provide individuals the knowledge and skills to perform a specific trade, occupation or vocation. Vocational education must be provided by an education or training organization.</td>
</tr>
<tr>
<td>FA SNA FAM SNA Ind SNAP</td>
<td><strong>Secondary School</strong> – Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalence (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a HSE diploma as determined necessary by the educational institution. Secondary School or HSE programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.</td>
</tr>
<tr>
<td>FA SNA FAM SNA Ind SNAP</td>
<td><strong>Job Skills Training</strong> – Training or education in job skills to improve a participant’s employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed, such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post-secondary education courses leading to a bachelor’s or other advanced degree, or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction, or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client’s assessment that such instruction is needed to improve the participant’s employability.</td>
</tr>
<tr>
<td>Case Type</td>
<td>Activity and Definition</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>FA</td>
<td><strong>Education Training</strong> – Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant’s employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, ESL instruction and education leading to a high school equivalency diploma as determined as necessary to improve the participant’s job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills.</td>
</tr>
<tr>
<td>SNA FAM</td>
<td><strong>Job Readiness Training (JRT) Activities</strong> – Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual’s employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.</td>
</tr>
<tr>
<td>SNA Ind</td>
<td><strong>Subsidized Private Sector Employment</strong> – Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</td>
</tr>
<tr>
<td>SNAP</td>
<td><strong>Subsidized Public Sector Employment</strong> – Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</td>
</tr>
<tr>
<td>FA</td>
<td><strong>Community Service</strong> – A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and child care. Community service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</td>
</tr>
<tr>
<td>SNA FAM</td>
<td><strong>Provision of Childcare for Individual Participating in Community Service</strong> – Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.</td>
</tr>
<tr>
<td>SNA Ind</td>
<td></td>
</tr>
<tr>
<td>SNAP</td>
<td></td>
</tr>
<tr>
<td>Case Type</td>
<td>Activity and Definition</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>□ FA</td>
<td>SNAP E&amp;T Supervised Job Search – The act of seeking or obtaining employment through a job search that is directly supervised and may include: case management services, career exploration, interview preparation, job application assistance, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, job leads, and direct job referrals.</td>
</tr>
<tr>
<td>□ SNA FAM</td>
<td>□ SNA Ind</td>
</tr>
<tr>
<td>□ FA</td>
<td>□ SNA FAM</td>
</tr>
</tbody>
</table>

### 4.2 Job Development

#### a. Does the district conduct or access job development services to expand job opportunities for TA and SNAP participants?

- Yes
- No

If Yes, select how the district participates in job development activities.

District staff contacts employers to solicit jobs for TA and SNAP Participants. Describe below how this is done, including number of staff, frequency of contacts, etc.

We have developed a comprehensive listserv in excess of 130 community agencies, providers and employers. This listserv represents agencies and businesses that are supportive of our clients, work with our clients in various capacities and offer a multitude of services and/or resources to our clients. This list has been instrumental in the development of a network of community providers whose focus is the support of the growth of our client population towards employment. Daily, job postings are shared, job solicitations are offered, job fair invitations are generated, upcoming events are shared and community networking at its best happens. These professional connections play a key role in the development and maintenance of community relationships and keeping up to date with community developments.

District contracts or has an agreement with another agency to contact employers and solicit jobs for TA and/or SNAP participants. Describe below how this is done, including number of staff, frequency of contacts, etc.

The district contracts for employment services with the Altamont Program, Inc. to solicit job opportunities and placements. This provider has a network of established employment resources and relationships and continues to develop additional resources; one staff person is primarily assigned to Job Development.
4.3 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)

a. Described below is how the district identifies appropriate education program providers for services of Adult Basic Education, High School Equivalency (HSE) diploma preparation, and English Language Instruction that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

The Resource Development Specialist of the Employment Unit is charged with outreaching throughout the community to identify educational programs that have successful outcomes that are available for our clients. When a new program is identified, the Resource Development Specialist meets with the provider, gathers the information about the program and their target population, and disseminates the information to the Employment Unit case managers so that they may discuss all options with their clients at assessment and reassessment. This information is also disseminated to our contracted employment services provider so they may discuss all options with clients they are working with in addition to our assessment and reassessment.

b. Described below is how the district identifies appropriate program providers of Vocational Education and Job Skills Training programs that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

The Resource Development Specialist of the Employment Unit is charged with outreaching throughout the community to identify Vocational Educational programs and Job Skills Training programs that have successful outcomes that are available for our clients. When a new program is identified, the Resource Development Specialist meets with the provider, gathers the information about the program and their target population, and disseminates the information to the employment unit case managers so that they may discuss all options with their clients at assessment and reassessment. This information is also disseminated to our contracted employment services provider so they may discuss all options with clients they are working with in addition to our assessment and reassessment.

c. Described below are the process and guidelines workers follow to ensure that individuals who have not attained a basic literacy level and/or have not attained a high school diploma are offered the opportunity to participate in an educational activity:

A list of the ACDSS approved training providers is available as part of the orientation process and a review of those providers and the programs they offer are addressed during the assessment process prior to program enrollment. Participants previous work history and personal interests are taken into consideration as the employment plan is developed.

Participants with limited English comprehension, verbal and/or written, will be assisted by Employment Unit staff in order to assure full understanding of all parties’ responsibilities. We utilize the Interpreter Services Guides (PUB # 4843) to determine native language and where possible provide publications and notices using the identified language (as well as in English) from the OTDA library. This agency has access to interpretation and translation services through the Language Line for telephone translations, Language Today for written and face-to-face translation, and Geneva Worldwide for sign language services to insure all persons have accurate translation.
During the assessment and reassessment process, the Employment Unit case managers discuss educational opportunities with all applicants/recipients who have not attained a basic literacy level and/or obtained their high school diploma or the equivalent. An educational component is then added into the employment plan when appropriate and desired by the individual. In addition, our contracted employment services provider offers collaboration with basic literacy and/or HSE/Basic Education providers which allows the recipient further opportunity to incorporate these activities into their employment plan.

Activities will be held virtually or in-person based on circumstances and client need.

d. Described below are the district’s process and policy, including the guidelines workers follow, when determining whether participation in educational activities is approved for individuals who have not attained a high school diploma who are interested in participating in an educational activity. Include in this section instances when the district would deny participation in educational activities:

A list of the ACDSS approved training providers is available as part of the orientation process and a review of those providers and the programs they offer are addressed during the assessment process prior to program enrollment. Participants previous work history and personal interests are taken into consideration as the employment plan is developed.

During the assessment and reassessment process, the Employment Unit case managers discuss educational opportunities with all applicants/recipients who have not obtained their high school diploma or the equivalent. An educational component is then added into the employment plan when appropriate and desired by the individual. In addition, our contracted employment services provider offers collaboration with HSE/Basic Education providers which allows the recipient further opportunity to incorporate these activities into their employment plan.

We do not deny participation in educational activities that are related to HSE/basic education as this is often a minimum qualification for many entry level employment opportunities.

Activities will be held virtually or in-person based on circumstances and client need.

e. Described below is the district’s process and policy for determining whether a participant is approved/assigned to participate in job skills or vocational education activities:

As part of the employment assessment the Employment Unit case managers have taken into consideration the educational level completed along with basic literacy abilities of the participant, as well as the participant's interest in pursuing a job skills or vocational educational activity. The Employment Unit case manager would follow the written protocol detailed in Training Approval Process (Attachment D and referenced supporting forms Attachments E, F and G), and pursuant to 18 NYCRR 385.9 (C) (4), would approve enrollment in training unless the case manager makes the determination, based upon an assessment and employability plan that the job skills or vocational educational activities are not appropriate (i.e.: the participant has already completed 12 months of Voc. Ed.), or if such individual has failed to make satisfactory progress in educational activities.

Activities will be held virtually or in-person based on circumstances and client need.
f. Described below are the standards by which education and training providers are evaluated:

Training providers are limited to accredited educational programs and those listed on the NYS DOL website as training providers.

g. Described below is the district’s procedure for advising participants of approved training:

A form letter is signed by the participant requesting approval for training/vocational educational education program (Attachment E) with their expectations clearly identified. Signature on this form indicates the participant's interest in participation in a program, their agreement to meet minimum expectations and the reasons for possible discontinuance by this agency. Following the request to participate, the Training Approval Request (Attachment F) is signed by both the participant and the Employment Unit case manager and sent to the training/education program for completion to verify such specifics as start date, anticipated completion date, proposed schedule, etc. Once the Employment Unit case manager receives this completed and signed Training Approval Request from the program the participant is issued a Training Request Decision of approval (Attachment G).

h. Described below is the district's procedure for notifying participants they are approved for training or enrollment in a work activity:

See above for the procedure for notifying participants of approval for training. All trainings and enrollment in work activities are built into every employment plan which is developed in partnership with each individual. A copy of every employment plan, including changes, is signed by both the individual and the Employment Unit case manager or contracted employment service provider and is provided to the participant.

Activities will be held virtually or in-person based on circumstances and client need.

i. Described below is how the district will monitor the high school attendance for 16-18 year-olds in order for them to retain their TA exempt status:

Temporary Assistance staff verify school enrollment at application and at each recertification. Albany County will follow the policy of the appropriate school district where the individual teen attends regarding school attendance.

j. Described below is the district’s procedure for ensuring that an individual’s health related limitations are accommodated when assigning the individual to a work activity:

TANF, SN-MOE or SN-non-MOE individuals coded employable with limitations will be referred to our contracted employment services provider. This provider is notified of an individual's health related limitation(s) in the WTWCMS appointment letter. Included in this letter is a description of the limitation(s) (i.e.: no heavy lifting, pulling, pushing, etc.). During the contracted employment services provider's assessment, a more detailed investigation into the work limitations is conducted and taken into consideration when assigning an individual to any work activity, ensuring the activity is within the scope of the individual's health related abilities.

Activities will be held virtually or in-person based on circumstances and client need.
4.4 Post-Secondary Education Approval and Enrollment Policies

a. Described below is the highest level of post-secondary level education that the district will approve as a work activity, up to a four-year college program:

A four year college program is the highest level of post-secondary level education that ACDSS will approve as a work activity.

b. Described below is how the district will ensure that enrollments in post-secondary education beyond the 12-month lifetime limit are combined with a weekly average of at least 20 hours in paid employment activities which may include work study, work experience or community service:

As part of the employment assessment/reassessment process when considering enrollment in post-secondary education beyond the 12 month lifetime limit the Employment Unit case managers will discuss in detail the requirements for continued approval. The employment plan will be developed and the requirements for approval clearly outlined. All participants will be required to submit to their Employment Unit case manager the following:

a) post-secondary education acceptance letter to include start date and anticipated completion date
b) course requirements
c) schedule of classes with credits
d) grades following every semester
e) transcripts upon request
f) attendance verification of weekly work study hours and class attendance

The Employment Unit case manager will meet with their clients at a minimum semi-annually to review and update employment plans for ongoing approval. Prior to the 12 month lifetime limit, clients will also be enrolled/participating in 20 hours of paid work, work experience or community service on a weekly basis.

Activities will be held virtually or in-person based on circumstances and client need.

c. In accordance with 18 NYCRR 385.9(b), regardless of whether the college program is approved for the participant as an employment work activity, the district will approve as a work activity a work-study, internship, externship or other work placement that is part of a non-graduate student’s curriculum unless one or more of the following conditions applies as checked below (Select all that apply):

☒ It has been determined that the student voluntarily quit their job or reduced earnings to qualify for initial or increased TA.
☒ A job or on-the-job training position that is comparable to the work-study, internship, externship or other work placement cannot reasonably be expected to exist in the private, public or not-for-profit sector.
☒ The student is not maintaining a cumulative C average (or the equivalent). The district may disregard this provision if the student documents an undue hardship.
☒ The institution or student fails to monitor and report information regarding the student’s attendance and performance as required.
☒ The student fails to progress toward the completion of a course of study without good cause, as determined by the district.
The student has previously enrolled in work-study, internship, or other work placement and failed to complete the work placement without good cause as determined by the district.

Additional reasons as stated below:

5. Work Requirements

5.1 Meeting TA Work Requirements

a. Described below is how the district plans to meet federal and State TA participation rate requirements. Include in this description the weekly hours standard participation requirements for individuals in the different case and household types, along with the typical time period it takes for nonexempt individuals to be engaged in activities for both newly opened cases and individuals whose status changed from exempt to nonexempt. (Information regarding engaging exempt individuals is entered in Section 9).

The participation standard for all households, with or without children regardless of age, is up to 40 hours a week. Typically the time frame that it takes for nonexempt individuals to be engaged in activities for newly opened cases and individuals whose status changed from exempt to nonexempt is within one month.

Participation in countable hours of activity is monitored by Employment Unit staff through weekly and monthly reports provided by contracted employment services providers and work experience site sponsors. Each time sheet is signed by the provider responsible for the activity. Service providers make the reports available to Employment Unit staff who then enters countable hours in to WTWCMS, however pursuant to Employment Services RFP and subsequent contracts, service providers may be required to enter the information directly into WTWCMS with backup documentation provided to the Employment Unit staff for case records.

Activities will be held virtually or in-person based on circumstances and client need.

b. Estimate the number of individuals expected to receive employment services for:

<table>
<thead>
<tr>
<th>Household Type</th>
<th>Number Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Households with Dependent Children Average Monthly</td>
<td>250</td>
</tr>
<tr>
<td>Households without Dependent Children Average Monthly</td>
<td>150</td>
</tr>
</tbody>
</table>

c. Described below is how the district uses work participation management reports available through COGNOS or other reports and activities to monitor district progress toward meeting work participation requirements and ensuring full engagement by adults in work or work preparation activities:

The Employment Unit Supervisory staff examines COGNOS reports to monitor countable and non-countable activities and the number of participating recipients. Non-participating recipients who are non-exempt are targeted for engagement in countable activities. COGNOS reports are provided to Employment Unit staff for ongoing management of their
Activities will be held virtually or in-person based on circumstances and client need.

d. Does the district assign TA applicants to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Use the “Additional Information” column in the chart below to describe how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

The district assigns TA applicants to Job Search.
☑ Yes
☐ No

<table>
<thead>
<tr>
<th>Applicant Job Search</th>
<th>Min. Contacts</th>
<th>Min. Hours</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TANF and SNA MOE</td>
<td>15</td>
<td>35</td>
<td>All non-exempt TANF and SN-MOE applicants who are immediately &quot;job ready&quot; (could accept a job that day) are referred to their Employment Unit case manager for Job Search and job leads following orientation. Non-exempt applicants that are not job ready are engaged in activities to enable them to become job ready (i.e.: child care search if child care is not available). All non-exempt applicants are expected to Job Search for at least 35 hours per week. The applicant must report weekly and submit the attached Job Search Log (Attachment H). This log not only tracks employer contact information but also the amount of time spent to complete each job application/contact including travel time between employers. It is required that the logs will contain at least 15 contacts weekly and will be used to determine completeness and reasonableness of the activity. Job Searches to supplement other countable employment activities can be assigned to applicants in hourly increments adjusted for individuals in combined activities not to exceed a total of 40 hours per week. Employment Unit case manager will provide TANF and SN-MOE applicant's with transportation resources and direct job leads as available to help facilitate their Job Search activity. All applicants will be referred to the NYS DOL Job Zone for additional job lead offerings as well as to Career Central for assistance in job search, computer access and/or resume development. Each individual will be provided with nearby hot spots that will enable them to access the internet from their home as well as be</td>
</tr>
<tr>
<td>Applicant Job Search</td>
<td>Min. Contacts</td>
<td>Min. Hours</td>
<td>Additional Information</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------</td>
<td>------------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>provided opportunities, as they are available, that may assist in obtaining free or reduced Wi-Fi and/or computers/laptops. Activities will be held virtually or in-person based on circumstances and client need.</td>
</tr>
</tbody>
</table>

| SNA Individuals       | 15            | 35         | Non-exempt SN non-MOE applicants are assigned to Job Search by the Employment Unit case manager following orientation. They are given a follow-up appointment with their Employment Unit case manager to monitor their progress and provide job leads during the 45 day application period. All non-exempt applicants are expected to Job Search for at least 35 hours per week. The applicant must report weekly and submit the attached Job Search Log (Attachment H). This log not only tracks employer contact information but also the amount of time spent to complete each job application/contact including travel time between employers. It is required that the logs will contain at least 15 contacts weekly and will be used to determine completeness and reasonableness of the activity. Job Searches to supplement other countable employment activities can be assigned to applicants in hourly increments adjusted for individuals in combined activities not to exceed a total of 40 hours per week. Employment Unit case manager will provide SN non-MOE applicant's with transportation resources and direct job leads as available to help facilitate their Job Search activity. All applicants will be referred to the NYS DOL Job Zone for additional job lead offerings as well as to Career Central for assistance in job searching, computer access and/or resume development. Each individual will be provided with nearby hot spots that will enable them to access the internet from their home as well as be provided opportunities, as they are available, that may assist in obtaining free or reduced Wi-Fi and/or computers/laptops. Activities will be held virtually or in-person based on circumstances and client need. |
e. Does the district assign TA recipients to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Also include a description of how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

The district assigns TA recipients to Job Search.

☑ Yes
☐ No

<table>
<thead>
<tr>
<th>Recipient Job Search</th>
<th>Min. Contacts</th>
<th>Min. Hours</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TANF and SNA MOE</td>
<td>3</td>
<td>5</td>
<td>Job Search is one component of the activities that are routinely assigned to TA recipients, but is not the sole activity. Through our contracted employment services provider recipients may be assigned to multiple activities under the definitions of job readiness training activities, job skill training and work experience. Additional employment activities are assigned as appropriate. Supervised Job Search is a function of our contracted employment services provider who ensures every recipient is registered with Job Zone, provides job leads including direct referral to local job fairs and monitors Job Search weekly. Each Job Search log is reviewed for completeness and reasonableness. In rare situations where a recipient is not assigned to a contracted provider for this function Job Search is followed by the Employment Unit case manager as outlined above for applicants.</td>
</tr>
</tbody>
</table>

Contracted Employment Services case manager or Employment Unit case manager will provide TANF and SN-MOE recipients with transportation resources and direct job leads as available to help facilitate their Job Search activity in addition to child care assistance. All recipients will be referred to the NYS DOL Job Zone for additional job lead offerings as well as to other available local job search supportive services. Each individual will be provided with nearby hot spots that will enable them to access the internet from their home as well as be provided opportunities as they are available that may assist in obtaining free or reduced Wi-Fi and/or computers/laptops.

Activities will be held virtually or in-person based on circumstances and client need.
Job Search is one component of the activities that are routinely assigned to TA recipients, but is not the sole activity. Through our contracted employment services provider recipients may be assigned to multiple activities under the definitions of job readiness training activities, job skill training and work experience. Additional employment activities are assigned as appropriate. Supervised Job Search is a function of our contracted employment services provider who ensures every recipient is registered with Job Zone, provides job leads including direct referral to local job fairs and monitors Job Search weekly. Each Job Search log is reviewed for completeness and reasonableness. In rare situations where a recipient is not assigned to a contracted provider for this function Job Search is followed by the Employment Unit case manager as outlined above for applicants.

Contracted Employment Services case manager or Employment Unit case manager will provide SN non-MOE recipients with transportation resources and direct job leads as available to help facilitate their Job Search activity. All recipients will be referred to the NYS DOL Job Zone for additional job lead offerings as well as to other available local job search supportive services. Each individual will be provided with nearby hot spots that will enable them to access the internet from their home as well as be provided opportunities as they are available that may assist in obtaining free or reduced Wi-Fi and/or computers/laptops.

Activities will be held virtually or in-person based on circumstances and client need.

f. Described below is the district’s process and policy used for determining whether participation in self-employment is approved as part of an individual's required work activities, including the guidelines workers follow. If the district always approves self-employment as part of an individual’s required work activities, please note this policy below.

Self-employment is approved as part of an individual's required work activities if the self-employment is anticipated to lead towards the individual's self-sufficiency and the individual is earning at least the federal minimum wage. The number of hours that may be reported as self-employment may be determined by dividing the individual's net income after subtracting business expenses by the federal minimum wage. The individual may have to participate in additional employment activities to maintain their hourly participation requirement.

Activities will be held virtually or in-person based on circumstances and client need.
5.2 Meeting SNAP Work Requirements

a. Described below is the extent to which the district requires NTA SNAP recipients to participate in SNAP E&T work activities. (Please note: Case management services must be provided to all participants enrolled in SNAP E&T activity):

Albany County does not mandate NTA SNAP recipients to participate in SNAP E & T work activities.

b. If the district is offering Supervised Job Search as an E&T activity component, describe below how the job search activity will be supervised and tracked, including the frequency of monitoring the participant’s job search efforts.

Albany County does not mandate NTA SNAP recipients to participate in SNAP E & T work activities.

c. If the district is not mandating SNAP E&T work activity assignments, please describe below how NTA SNAP work registrants are informed of the services available, upon request, for assistance with job search activities. (Please note: At a minimum, districts are required to offer job search assistance to NTA SNAP applicants and recipients):

During the certification/recertification interview all NTA SNAP applicants/recipients are screened for employability status. Client rights and responsibilities are discussed at this time and they are informed of the availability of job search assistance as well as supportive services available.

6. Quality Assurance/Work Verification

6.1 Quality Assurance Process - Random Case Sampling

Consistent with New York State’s approved Work Verification Plan (WVP), and in accordance with the requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan to ensure that the data reported, from which their work participation rates are derived, are accurate. The plan must include the district’s procedure for monitoring reported scheduled and actual attendance in paid employment and unpaid work activities and the controls in place to ensure that reported exemption statuses resulting in federal exclusions from the work participation rate calculation are accurately made, work eligible individuals are correctly identified, hours of attendance reported are accurate and documented, data entry is accurate and that the district and its providers adhere to the approved work activity definitions and the determination of countable excused absences and holiday reporting within federal limits. Each district must maintain the documentation to verify what is being reported to NYS OTDA.

Each district must describe how it will conduct periodic self audits to determine that system entries are consistent with documentation in case files. The district must also explain how it will choose the sample size, select sample cases and establish the review period (no less frequently than semi-annually). The plan must indicate the district will maintain documentation on all pertinent findings produced through its self audit process and that case records for all reviewed
cases will be available for State and other auditors in their review of the local work verification system for the standard 6 year period associated with such reviews.

The district will sample cases from each month within the (6 month) semi-annual period. The October to March review will be due by May 20th. The April to September review will be due by November 20th. The results of these audits will enable the district to identify policies, processes or cases that may need corrective action.

After each self audit is completed, the district must submit a summary of findings to OTDA A&QI at AQI.WV.SelfAudits@otda.ny.gov for State review including specific information on each of the errors identified. In addition, when monitoring reveals substantial problems, the district must describe the corrective action it will take.

The Quality Assurance (QA) plan must include the following elements:

- Ensure that documentation of wages and actual hours of employment is verified and accurately projected/reported and present in the case file, is actual and is projected correctly;
- Ensure that the documentation for actual hours, supervision/attendance, excused absences, and holidays in other activities is present in the case file;
- Assess whether participation in the work activities reported for work eligible individuals meets the approved federal definition for the activity;
- Assess that the data entered into either WTWCMS, NYCWAY or other automated systems used for reporting work activities is accurate, including actual hours, excused absences and holidays; and is based on documentation in the case record; and
- Ensure that documentation necessary to determine an individual to be exempt due to being the parent caretaker of a disabled household member (Employability Code 38 or 48), and/or parent or caretaker relative of a child in the household under 12 months of age, (Employability code 31), is present in the case file and that individuals meet the exempt status based on the required documentation.

a. Below is the number of random sample cases of participation in paid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
   12 cases

b. Below is the number of random sample cases of participation in unpaid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
   12 cases

c. Below is the number of random sample cases in which a case member is reported as an TA employability code 38 – “Parent needed in the home full time to care for an incapacitated/disabled household member” or TA employability code 48 – “Needed in the home to care for an incapacitated child full time – time limit exemption”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
   6 cases
d. Below is the number of random sample cases in which a case member is reported as an employability code 31 – “Parent or caretaker relative of a child under 12 months of age”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

6 cases

The district will review district worker or approved provider/vendor collected documentation and data entry of the above listed elements. The district will assess and verify that participation in the reported work activities listed above meet the State approved definition for the activity.

6.2 Use of Outside Providers/Vendors

a. Does the district utilize outside providers/vendors to collect documentation and enter data directly into WTWCMS?
   - ☐ Yes
   - ☒ No

b. If Yes, does the district’s provider/vendor documentation collection, data entry and management of WTWCMS follow the same process that would be used by the district worker?
   - ☐ Yes
   - ☐ No

c. If No, describe below the process used:

7. Supportive Services

7.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District

a. The district must provide childcare in accordance with the childcare section of the district’s Child and Family County Services Plan. The district will also provide the following expenses, which the district deems necessary for the individual to participate in orientation, assessment, employment planning, approved work activities and activities to restore self-sufficiency:

1. CDTA swipe bus passes
2. Transportation allowances, at the public transportation rate or the district's mileage rate (current federal IRS medical/moving rate) on a case by case basis
3. Interview/employment clothing not to exceed $150 on a case by case basis
4. Items, such as boots, uniforms, etc. required for employment activities not to exceed $250 on a case by case basis
5. Employment related tools and/or safety equipment not to exceed $400 on a case by case basis
6. Car repairs/insurance will be provided when needed on a case by case basis for individuals who have obtained employment and/or when necessary to maintain employment not to exceed $1000
7. Licenses and other work related fees not to exceed $500 on a case by case basis
8. Academic fees, books and/or supplies if essential and not available from other sources, except as required by federal law not to exceed $250 on a case by case basis

b. Indicated below are the services the district will use to assist those participants who need transportation to and from an approved work activity site, including any applicable mileage reimbursement rate, and the method used by the district to arrive at that reimbursement rate. OTDA policy establishes a mileage reimbursement rate of no less than the IRS established rate for medical/moving purposes. In all instances, should the actual cost of transportation needed to participate in an assigned work activity exceed the reimbursement rate determined by the district, the district will reimburse for the actual costs based on reasonable documentation submitted by the work activity participant. (Select all that apply)

☑ Bus pass/token
☐ Gas card/voucher
☐ Mileage reimbursement at IRS Business rate (effective 1/1/21 is 56 cents/mi)
☑ Mileage reimbursement at IRS Medical/Moving rate (effective 1/1/21 is 16 cents/mi)
☐ Other mileage rate (please explain methodology used to establish reimbursement rate):

c. OTDA policy establishes a distance not to exceed two miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. Describe below the distance an individual may be required to walk, each way, to a work activity or to access public transportation:

The maximum distance that an individual will be expected to walk is 2 miles; most individuals reside within 2 miles of a CDTA bus line. Consideration will be taken into account on a case by case basis for those with physical limitations and/or small children.

d. Described below are the services the district will provide to assist individuals at risk of needing TA to improve their opportunities for employment or to maintain their employment:

The agency may provide referrals to community services who may assist those at risk of needing TA.

7.2 Post-Employment/Transitional Supportive Services

a. Described below are the supports and strategies the district will provide to support job retention:

The Employment Unit case managers remain involved with an employed individual to offer assistance with potential issues as long as the case remains financially eligible to receive Temporary Assistance benefits. Assistance is provided for transportation, uniform expenses, child care, licensing, and other items if required to obtain and maintain employment. Albany County also provides information to individuals and providers on free tax preparation assistance, to maximize the utilization of the Earned Income Tax Credit (EITC). We partner with SEFCU to offer financial literacy workshops to our participants which includes tax preparation, utilization of EITC and other classes in support of financial stability such as credit counseling, banking skills and financial planning.
b. Described below are the support services (for up to 90 days after case closing) the district will provide to individuals whose TA cases have closed due to employment:

Transitional Child Care (TCC) assistance will be provided to eligible households whose case closed as a result of employment for 1 year as long as the household remains employed. Once the TCC eligibility period has expired, a redetermination for ongoing eligibility for child care will be completed by ACDSS staff to determine if the household retains financial eligibility for low income child care. Additionally, continued services from Brightside Up, Inc. (formerly the Capitol District Child Care Coordinating Council) remain available to obtain safe and reliable alternative and/or back-up day care arrangements to support job retention. This service continues indefinitely with no income eligibility requirements.

Transitional Medicaid (TMA) will be provided for up to 12 months to income eligible TANF recipients on cases closed as a result of employment. Once the TMA eligibility period has expired, a redetermination for ongoing eligibility for Medicaid will be completed by ACDSS staff to determine if the household retains financial eligibility for this program.

Transitional SNAP benefits (TSNAP) at the same pre-employment benefit amount will be provided for 5 months if the TANF household is eligible and is receiving TA/SNAP at the time of closing as a result of employment. Once the TSNAP eligibility period has expired, a redetermination for ongoing eligibility for SNAP will be completed by ACDSS staff to determine if the household retains financial eligibility for this program.

In Albany County, transportation benefits will be provided through the Employment Unit or our contracted employment services provider for up to 6 months to individuals whose TA case closed as a result of employment and as long as the individual remains employed and provides monthly verification of income to their Employment Unit case manager or contracted employment services provider.

7.3 Extended Support Services

a. Described below are the support services the district will provide for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines. These services can be provided as long as funding is available (FFFS, etc.):

1. Domestic Violence Counseling Services. The primary project goal is to assist victims of domestic violence through advocacy and non-medical counseling services. These services supplement the mandated domestic violence core services.
2. Domestic Violence Liaison Services. Through a voluntary screening process, individuals who self-identify as domestic violence victims are assessed, provided safety and service plans, and considered for waivers of specific eligibility requirements, if compliance would place them or their children at risk.
3. Family Treatment Drug Court. For TANF families finding themselves involved in the Family Treatment Drug Court, Family Treatment Court Liaison services are available to assist in arranging transportation and scheduling.
8. Conciliation, Sanction and Dispute Resolution Procedures

8.1 Conciliation

a. The district's conciliation process for TA applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(a). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below).
   - In person
   - By phone
   - By mail

   Any individual that fails to complete an assigned employment activity is sent a conciliation notification requesting that they contact the agency to explain the reasons for their non-compliance. An Employment Unit supervisor will speak via telephone, or in person if requested, to give the recipient an opportunity to provide an explanation for their non-compliance. If appropriate, the Employment Unit supervisor may request supporting documentation of claims made by the individual, and ultimately will decide if good cause/willfulness has been demonstrated for the non-compliance. If it is determined that good cause is established, the Employment Unit supervisor will re-engage the individual in continued employment services. If good cause has not been established, the Employment Unit supervisor will make a recommendation to the TA case manager to proceed with negative action. This agency uses a willful and without good cause standard.

   Activities will be held virtually or in-person based on circumstances and client need.

b. Who makes the TA good cause/willfulness determination? (Select all that apply)
   - The client’s employment worker
   - A supervisor in the district
   - A separate entity (describe below):

c. The district’s conciliation process for SNAP applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(d). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below)
   - In person
   - By phone
   - By mail

   Any individual that fails to complete an assigned employment activity is sent a conciliation notification requesting that they contact the agency to explain the reasons for their non-compliance. Included with the conciliation notification is an additional notification on How to Avoid Your SNAP Sanction (Attachment I). An Employment Unit supervisor will speak via telephone, or in person if requested, to give the recipient an opportunity to provide an explanation for their non-compliance. If appropriate, the Employment Unit supervisor may request supporting documentation of claims made by the individual, and ultimately will decide if good cause/willfulness has been demonstrated for the non-compliance. If it is determined that good cause is established, the Employment Unit supervisor will re-engage the individual in continued employment services. If good cause has not been established and the individual has not demonstrated compliance to avoid the SNAP sanction, the Employment Unit supervisor will make a recommendation to the TA or SNAP case manager.
to proceed with negative action. This agency uses a willful and without good cause standard.

Activities will be held virtually or in-person based on circumstances and client need.

d. Who makes the SNAP E&T good cause/willfulness determination? (Select all that apply)
   ☐ The client’s employment worker
   ☑ A supervisor in the district
   ☐ A separate entity (describe below):

e. Described below is the district’s procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction:

   The individual may avoid a SNAP sanction by demonstrating compliance with the SNAP assigned work activity of Supervised Job Search. The individual is required to complete 5 on-line and/or in person supervised job searches, record on a job search log and return it to their conciliator within 10 days.

   If the individual believed they had good cause, but the district determined that good cause was not established and the individual had willfully not complied, the district will offer the individual an additional opportunity to complete a Supervised Job Search to avoid the SNAP sanction at that time by completing 5 on-line and/or in person job searches.

Activities will be held virtually or in-person based on circumstances and client need.

**8.2 Sanction**

a. Described below is the district’s procedure for determining compliance for those TA recipients who wish to end their employment sanction (18 NYCRR 385.12, 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

   Sanctioned individuals that express an interest in resolving their sanction will be offered the opportunity to demonstrate their willingness to comply by engaging in 10 days of employment activity by being re-assigned to employment services and monitored for compliance for the 10 day period. If the individual is engaged and fully participating with the assigned employment activity, the sanction will be lifted, retroactive to the 1st day of compliance, as the individual will have demonstrated their willingness to comply with the requirements.

   Temporary Assistance benefits are restored retroactive to the date the individual indicated a willingness to comply, but no earlier than the expiration of the minimum duration period, provided the individual is otherwise eligible.

Activities will be held virtually or in-person based on circumstances and client need.
b. Describe below the district’s procedure for determining compliance for those SNAP recipients who wish to end their employment sanction (18 NYCRR 385.12, 18 NYCRR 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

Recipients must request to be added back to the case after the minimum duration has ended and comply with work requirements as directed by the district. Those who document an exemption may have their SNAP sanction lifted before the end of the durational sanction period. Sanctioned individuals that express an interest in resolving their durational sanctions will be addressed in the same manner as above once the duration of the sanction is within 10 days of ending giving the individual the earliest possible opportunity to have the sanction lifted. SNAP benefits are restored effective the first of the month following the month of compliance, but no earlier than the expiration of the minimum duration period.

Activities will be held virtually or in-person based on circumstances and client need.

8.3 Dispute Resolution

a. The district’s procedure for individuals who wish to dispute their work activity assignments, including individuals who dispute the district’s response to their request for health-related accommodations must be conducted in accordance with 18 NYCRR 385.11(c). Indicate below who mediates the grievance.

☐ An independent entity which has an agreement with the district
☐ Supervisory staff who are trained in mediation and who have no direct responsibility for the individual’s case
☒ Designated supervisory staff who have no direct responsibility for the individual’s case and who are not trained in mediation

9. Disability Determinations, Documentation and Requirements of Exempt Individuals

9.1 Disability Determination Process and Tools

a. The district’s process for determining an individual’s disabilities and/or work limitations must be in accordance with 18 NYCRR 385.2(d). Indicate below what the district’s process is for determining an individual’s disabilities and/or work limitations. (Select all that apply, and describe the process)

☒ District participates in the OTDA managed contract for independent medical evaluations.
☒ District contracts directly with a physician to provide independent medical evaluations.
☒ District accepts physician’s statement provided by participant.
☒ District accepts physician’s statement provided by participant but refers for an independent evaluation when deemed necessary
☐ Other process

When an individual indicates that they are unable to work due to medical/mental health reasons, they are requested to provide documentation of such limitation by having their health care practitioner or medical provider complete a statement (preferably the LDSS-4526). If the health care practitioner’s or medical provider’s statement is not complete, or
fails to provide sufficient information, the Employment Unit case manager may contact the health care practitioner or medical provider directly for clarification. If the individual does not have a health care practitioner or medical provider or has provided a health care practitioner’s or medical provider's statement that is questionable, a referral for a consultative evaluation is made. When an individual indicates that they are unable to work because they are needed in the home to care for a disabled/incapacitated household member they are requested to provide documentation from the household member's health care practitioner or medical provider that the impairment exists and that the household member is in need of care by completing the Caretaker Medical Information Employability Assessment (Attachment J).

The Employment Unit has a medical review team (MRT) comprised of Employment Unit case managers and a supervisor who reviews all medical documentation available and, based on the totality of all information received, renders an employability code determination. This is a team review and consensus based decision. Information is provided by the individual's medical practitioner and/or consultative evaluation.

Activities will be held virtually or in-person based on circumstances and client need.

b. Indicated below is the process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited and describe the process by which the determination is made. (Select all that apply)

- District directs the contracted physician or individual’s physician to determine status.
- District review team reviews and determines status (described below).
- Specialized disability/medical staff or unit reviews and determines status (described below).
- Other

The Employment Unit case manager reviews the documentation provided and if completed fully will submit the documentation to the Employment Unit Medical Review Team (MRT) for review and determination of employability status of exempt, nonexempt or work limited. MRT is comprised of Employment Unit case managers and a supervisor who reviews all medical documentation available and, based on the totality of all information received, renders an employability code determination. This is a team review and consensus based decision. Information is provided by the individual's medical practitioner and/or consultative evaluation.

The decision is based primarily on the "Functional Limitations" as listed by the physician in section IV of the LDSS-4526 (if that form has been presented) and/or whatever additional information the practitioner/provider has written either on the form or in a separate letter indicating their opinion as to the employability of the individual. If the documentation fails to provide sufficient information to render an employability determination, a call is placed by the Employment Unit case manager to the practitioner/provider to clarify their position. If the Employment Unit case manager is unable to make contact with the practitioner/provider, or needs further information, the individual is referred for a consultative evaluation to receive a medical report that may provide additional information needed to make an employability code determination (all medical documentation received by the Employment Unit case manager is sent to the consultative evaluator for consideration). Once additional information is gathered it is submitted to MRT for final review and determination of employability status.
Through the CNS (Client Notice System) the Employment Unit case manager issues the Notice of Temporary Assistance Work Requirements Determination (LDSS-4005 or LDSS-4005a) notifying the individual of the agency’s decision including an employability determination of exempt or non-exempt and any limitations that have been indicated.

Activities will be held virtually or in-person based on circumstances and client need.

9.2 Mental Health Screening and Assessment

a. In addition to screening for a disability as part of the application or disability determination process, does the district administer a screening tool for TA participants to help determine whether a referral for a mental health evaluation is warranted?
   - Yes
   - No

b. Describe the district’s policy for determining when a program participant is offered a mental health screen:

   All applicants are offered screening as part of the employment assessment and planning process. Recipients are screened upon re-assessment or whenever behavior dictates a need for screening, upon recommendation from providers or client self-disclosure.

c. What screening tools does the district use? (Select all that apply)
   - LDSS 5009 - Mental Health Screening Tool
   - The computer assisted version of the Modified Mini Screening tool (MMS)
   - Other Screening tool (describe below)

   Albany County Mental Health Screening Instrument (Attachment K)

d. If using the MMS, indicate below the district’s cutoff score (7, 8 or 9) for referral to a mental health evaluation.

   The district does not use the MMS as a tool.

e. Describe below the procedure the district uses if the screening tool warrants a mental health evaluation referral

   If the screening tool indicates a potential mental health barrier, the individual is referred for a consultative psychological evaluation. If the client is already engaged in mental health treatment, we request a Medical Examination For Employability Assessment, Disability Screening, And Alcoholism/Drug Addiction Determination (LDSS-4526) be completed by their provider.
9.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))

a. An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist them in recovering from a mental or physical impairment, accept referral to and enrollment in a program of vocational rehabilitation, training, and/or other essential rehabilitation, and provide requested evidence that the individual is participating in the assigned program.

Described below is the district’s procedure for determining if an individual, who is unable to work due to mental or physical impairment, has the potential through treatment or other rehabilitative activities to improve the ability to work. This determination is different from the determination of the individual’s disability exemption as covered in Section 9.1 of this Plan. Indicate who makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities (e.g., medical practitioner, employment worker, TA worker, local review team, etc.). Also indicate the source and type of information used to make the determination (e.g., information from individual’s medical practitioner, district contracted provider, specialist evaluation obtained as result of district referral, etc.).

The Employment Unit has a medical review team (MRT) comprised of case managers and a supervisor who reviews all medical documentation available to determine, based on the totality of all information received, if the individual has the potential through treatment or other rehabilitative activities to restore or improve the ability to work. This is a team review and consensus based decision. Information is provided by the individual’s medical practitioner and/or consultative evaluation.

Activities will be held virtually or in-person based on circumstances and client need.

b. Described below is the district’s procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc.

The Employment Unit case manager accepts the recommendations for appropriate treatment of the treating practitioner or consultative evaluation practitioner. The Employment Unit case manager also provides individuals with a list of community resources for mental health treatment. Individuals are requested to engage in appropriate treatment as defined by the practitioner and as availability of the treatment provider allows. Individuals are requested to inform their Employment Unit case manager of engagement, schedule and treatment plan.

Activities will be held virtually or in-person based on circumstances and client need.
c. Described below is the district's procedure for tracking the participant’s compliance with their treatment plan, including who in the district is responsible for monitoring compliance. Include elements such as monthly confirmation of attendance at rehabilitation or other factors to judge participation and progress, along with how often the treatment plan is updated.

The Employment Unit case manager is responsible for monitoring compliance with treatment plans. The individual is requested to provide documented attendance in appropriate treatment to their Employment Unit case manager. As documentation is provided the Employment Unit case manager will review and assess if the documentation meets the employment plan in place for self-sufficiency or if a revised plan is needed. Treatment plans are the responsibility of the provider and will be required as often as treatment needs change. Updated treatment plans will be requested by the Employment Unit case manager as needed but no less than annually.

10. District Certification

10.1 Certification

As a condition of the receipt of federal and State funds the Local District Commissioner of Albany County Department of Social Services submits this Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for TA and SNAP applicants and recipients for the period January 1, 2022 through December 31, 2023. Submission of this Plan certifies that the district has read and accepts the terms of this certification and hereby affirms that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan.

12/21/2021
Michele McClave
Commissioner