

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

January 1, 2020 – December 31, 2021

Nassau County

Contents

Section 1- Assurances	3
Section 2 Administration	5
Section 2.1 Administrative Structure	5
Section 2.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies	7
Table 1 - Contracts Associated with TA and SNAP Employment Programs and Services.....	7
Table 2 – Other Service Providers.....	11
Section 2.3 OTDA Jobs Staff Agreement.....	12
OTDA Jobs Program Services – Target Groups.....	12
Other Services Requested.....	12
Section 2.4 Access to Services at New York State Career Centers	12
Section 3 Engagement and Work Preparation.....	14
Section 3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f))	14
Section 3.2 Orientation (Reference 18 NYCRR 385.5).....	14
Section 3.3 Assessment and Employment Planning.....	14
TA Assessment.....	14
TA Employment Plan	16
Section 3.4 Participation Rates and Work Activities (Reference 18 NYCRR 385.8 and 385.9).....	17
Section 3.5 Job Development	23
Section 3.6 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)	24
Section 3.7 Work Verification	27
The Quality Assurance (QA) plan include the following elements:	28
The District’s Quality Assurance Process is as follows:.....	28
Use of Outside Providers/Vendors.....	29
Section 3.8 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency	29
Section 3.9 Strategies/Procedures for Increasing Program Attendance	30
Section 3.10 Strategies/Procedures for Engaging Sanctioned TA Participants.....	31
Section 3.11 Strategies for reducing the need for TA	31
Section 4 Support Services	32
Section 4.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District	32
Section 4.2 Transitional Support Services	33
Section 4.3 Extended Support Services.....	34
Section 5 Conciliation, Sanction and Dispute Resolution Procedures	34
Section 5.1 Conciliation.....	34
Section 5.2 Sanctions.....	36
Section 5.3 Dispute Resolution	37
Section 6 Disability Determinations, Documentation and Requirements of Exempt Individuals.....	37
Section 6.1 Disability Determination Process and Tools.....	37
Section 6.2 Mental Health Screening and Assessment	39
Section 6.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e)).....	40

Section 1- Assurances

As a condition of the receipt of federal and State funds the Nassau 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, 2020 through December 31, 2021. As Commissioner of Nassau County Department of Social Services, I hereby affirm that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan.

/s/ NN 10/31/19

Nancy Nunziata, Social Services Commissioner

10/31/19, Date

Amendments to this Plan:

Date Approved OTDA	Section(s) Amended

(To be completed by OTDA)

Section 2 Administration

Section 2.1 Administrative Structure

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.

Following 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. The responsibilities of each office are described below.

New York's Temporary Assistance and Supplemental Nutritional Assistance Program Employment policy embraces a work first philosophy. The goal of employment services is to achieve lasting unsubsidized employment and self-sufficiency through maximization of participation in countable work activities and job entries. The Nassau County Department of Social Services' Welfare to Work Program is operated by the Department's Employment Unit, which consists of the following areas: two (2) Family Assistance (FA) Employment Units; Safety Net Assistance (SNA); WEP Services unit; ABAWD unit, Job Development/Placement; Job Readiness; Contract Compliance/Quality Assurance; Conciliation; Front Door Employment Orientation and Fair Hearings. Other Departmental Units which play an integral role in the Welfare To Work (WTW) operations are the Child Care and Child Support Units. The Child Care Unit's role is to assist recipients with appropriate child care services and to administer the payments to child care providers which allow temporary assistance recipients to participate in the range of WTW activities. The Child Support Unit assists individuals who request child care with filing for child support. There are several outside agencies which provide services directly linked with WTW activities. They are:

- Nassau County's Department of BEHAVIORAL HEALTH which has assigned Certified Alcohol and substance Abuse Counselors (CASAC's) to evaluate the employability of applicants and recipients with substance abuse barriers.

- Family Assistance and Safety Net applicants who claim to be exempt for medical reasons are referred to Industrial Medical Associates (IMA) for a medical evaluation. The results of the medical evaluation are forwarded to the DSS Medical Director who makes the final employability determination.

- The Office of Temporary and Disability Assistance (OTDA) has assigned one (1) Job staff at one (1) accessible location at Nassau County Department of Social Services assist Family Assistance Assistance applicants with job placement activities.

- Two (2) Domestic Violence Coordinators assigned to the Department's Application Center to evaluate applicants or recipients who are at risk or are victims of domestic violence.

- As part of the Front Door process, all Public Assistance applicants are given an EMPLOYMENT ASSESSMENT EVALUATION form which must be completed. The Screening form will be utilized by the Safety Net Unit as a basis to determine the appropriate WTW activity

to enroll the individual in. Employable Safety Net NON MOE recipients will be assigned to either the Job Development/Placement Unit at the time of application and will be placed on job search until their case is opened.

- Safety Net NON MOE applicants and recipients are maintained in employment activities by the Welfare Examiners, Job Developers and Job Readiness staff. Welfare Examiners are also responsible for making appropriate referrals to the WEP Services unit and to the Job Development/Placement Unit staff.
- The WEP Services unit, consisting of four (4) Social Welfare Examiners, one (1) WEP Developer and one (1) clerk, will conduct a comprehensive employment assessment and employability plan for all Safety Net clients referred to them. They will also place FA and SNA NON MOE clients referred to them on appropriate WEP sites, monitor WEP attendance records, develop new WEP sites and input this data into the WTWCMS.
- Three (3) Job Readiness Staff, three (3) Social Welfare Examiners, and two (2) Job Developers will play an integral role in working with the Safety Net clients in preparing them for employment. They will be conducting job search classes which will include assisting clients with their resumes, working on their pre-vocational skills, interviewing techniques, conducting mock interviews, proper attire, addressing negative issues on their resumes, filling out application forms, using electronic media in conducting job searches, and using social media for effective networking etc. In addition, Job Developers will meet with prospective employers to develop jobs for Safety Net clients. Staff will continue to maintain two job posting boards in the lobby. This board will be updated weekly to inform the public of job openings, upcoming job fairs and Civil Service Exam notices.

The ABAWD unit consists of two (2) Social Welfare Examiners who are responsible for enrolling NPA-SNAP recipients in ABAWD qualifying work activities, monitoring ABAWD compliance and closing NPA-SNAP cases of noncompliant ABAWD's before the end of the third month of noncompliance.

- The Employment Unit may (depending on economy and county's unemployment rate) conduct one job fair per year. Staff will recruit employers and maintain a database of participating employers. On an ongoing basis, the job developers will meet with contract agency staff and employers to collaborate and share ideas, job development techniques, review labor market trends and assess employer labor needs. Staff will collaborate with the District Attorney's Re-entry Task Force to assist and refer clients with criminal backgrounds to obtain resources which will lead to employment.
- The Family Assistant Unit's welfare examiner staff is responsible for client referrals to one of the contract agencies as appropriate. In addition they are also responsible for issuing

supportive services. The contractor agencies are responsible for enrollment and maintenance via WTCMS of all employment activities, and updating computer data.

- The Temporary Assistance Units are responsible for determining TA eligibility and identifying other temporary assistance issues for both Safety Net and TANF individuals, whether exempt or non-exempt for employment requirements. These units work closely with all areas of Employment to report changes in case status. The Temporary Assistance (TA) and Employment Units work cooperatively in order to facilitate a team caseload approach for Family Assistance (FA) recipients, Safety Net (SN) families, and Safety Net Non MOE's.

Section 2.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

Table 1 - Contracts Associated with TA and SNAP Employment Programs and Services

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 assessments 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 oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Provider	Total Contract Cost (per year)	Funding Source(s) (Check all that apply)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
NADAP	\$905,456	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Employment-focused individualized services that serve clients that are nonexempt and exempt from work activity participation <ul style="list-style-type: none"> • Emphasis upon enrollment into countable work activities and entries to employment • Effective client assessment and engagement strategies (i.e. formal assessment tools, enhanced case management, motivational interviewing, etc.) • Development of individualized employability plans that accurately assess client needs and barriers to employment, explore service options, and make sound planning decisions that lead to self-sufficiency and employment • Emphasis upon income enhancements and work supports that maintain self-sufficiency and employment (i.e. transitional services, home energy assistance, health insurance, food and nutritional benefits, tax credits, free income tax preparation, etc.) • Job development and placement strategies that link welfare recipients with employment opportunities in the community. • Strategies that leverage existing community resources (i.e. Workforce Investment Act-funded programs, One-Stop Career Centers, etc.) • Innovative strategies focused on strategic solutions to public assistance employment issues, such as partnerships that link local non-profits, government, educational institutions, and community based organizations involved in training, education, economic development, welfare, and employment.

Provider	Total Contract Cost (per year)	Funding Source(s) (Check all that apply)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
Town of Oyster Bay	\$342498	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Same as above.
Industrial Medical Associates (IMA)	\$50,000	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Employability and disability determinations.
		<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
		<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	

Provider	Total Contract Cost (per year)	Funding Source(s) (Check all that apply)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	

Table 2 – Other Service Providers

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.

Provider	Funding Source(s) (if known)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
OTDA Jobs program	OTDA	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Job placement.
Hempstead / Long Beach WBD and Hempstead Works Career Center	DOL	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Career counseling, resume assistance, job leads, youth programs, vocational training assistance.
ACCES-VR	NYS Dep't of Education	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Vocational rehabilitative services for people with disabilities, work limitations, job placement, training, job coaching, supported employment services.
Adult Learning Center of Long Beach	NYS Dep't of Education and OTDA	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Educational Services, Career counseling, resume assistance, job leads, youth programs, vocational training assistance.
LIEOC	DOL	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Career counseling, resume assistance, job leads, youth programs, vocational training assistance.
Town of Oyster Bay WIB	DOL	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Career counseling, resume assistance, job leads, youth programs, vocational training assistance.
Leadership Training Institute (LTI)	NYS	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Case management of ex-offenders who are on parole to re-enter society through employment or other job related activities.
		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
		<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	

Section 2.3 OTDA Jobs Staff Agreement

OTDA Jobs Program Services – Target Groups

(“X” signifies those that apply in this district)

Services		Target Groups	
Assessment/Employment Plan	=	Applicants	=
Supervised Job Search	=	FA & SNA with children	=
Job Readiness Training	=	SNA without Children	=
Job Club	=	SNAP	=
Job Placement Services	=	TANF 200%	=
Grant Diversion	=		
Job Development (employer outreach)	=		
WOTC pre-certifications	=		

Other Services Requested

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

OTDA staff will also perform the following: JOBS reporting system data entry of intake forms, reporting barriers to employment, referrals to employers and 30 day retention follow up services, provide work support information. Other duties as needed.

Section 2.4 Access to Services at New York State Career Centers

In New York State, TANF is a required WIOA partner and must coordinate access to TANF services with the comprehensive Career Centers.

- a. Below is a description of how the district provides access to its programs and services with Career Center partners. Check 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: At orientation clients are given brochures about the local WIOA centers and their services.
- b. Please provide a description of how the district coordinates with Career Center partners with providing 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.

NCDSS will conduct referral and information sharing collaborations with the local WIOA providers. Hempstead Works and Town of Oyster Bay have a MOU with NCDSS to work with SNA, Family Assistance and 2 Parent Households. Town of Oyster Bay (TOB) also has a current contract with NCDSS to work with Family Assistance and 2

parent households. Clients are referred weekly to TOB for case management. Employment-focused individualized services that serve clients that are nonexempt and exempt from work activity participation.

- Emphasis upon enrollment into countable work activities and entries to employment
- Effective client assessment and engagement strategies (i.e. formal assessment tools, enhanced case management, motivational interviewing, etc.)
- Development of individualized employability plans that accurately assess client needs and barriers to employment, explore service options, and make sound planning decisions that lead to self-sufficiency and employment
- Emphasis upon income enhancements and work supports that maintain self sufficiency and employment (i.e. transitional services, home energy assistance, health insurance, food and nutritional benefits, tax credits, free income tax preparation, etc.)
- Job development and placement strategies that link Public Assistance recipients with employment opportunities in the community.
- Strategies that leverage existing community resources (i.e. Workforce Investment Act-funded programs, One-Stop Career Centers, etc.)
- Innovative strategies focused on strategic solutions to public assistance employment issues, such as partnerships that link local non-profits, government, educational institutions, and community based organizations involved in training, education, economic development, and employment.

Safety Net and 2 parent households are also encouraged to utilize services on Job Zone available through Town of Oyster Bay and Hempstead Works, the two WIBs in Nassau County. Information on on-site job fairs, employer recruitment at the WIBs, is distributed to all clients weekly. NCDSS also shares on-site employer recruitment and job fair information with the WIB staff.

Section 3 Engagement and Work Preparation

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

For purposes of satisfying the federal requirement which states 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, 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 3.4. Also included is pursuit of other forms of income such as SSI and SSDI.

Include any additional information regarding the district’s local “engaged in work” requirements:

Section 3.2 Orientation (Reference 18 NYCRR 385.5)

Check one of the following:

The district provides orientation in accordance with 18 NYCRR Section 385.5 and no additional information is provided at orientation.

In addition to the requirements outlined in 18 NYCRR Section 385.5 of the regulations, the district’s orientation provides the following:

All clients are offered to participate in an assessment / orientation (3-step class). This class is held 5 times per week. At assessment / orientation clients are told of their rights and responsibilities regarding their participation in employment activities which meet the requirements of applicable State regulations. This will include information on time limits for receipt of cash benefits and requirements to engage in work. They will also receive information on a variety of community resources, including housing, child care, educational and transportation, etc.

Described below is the manner in which 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), including the orientation procedure for exempt individuals and non-exempt individuals, if different:

All applicants and recipients for Temporary Assistance are provided assessment / orientation in a group setting.

Section 3.3 Assessment and Employment Planning

TA Assessment

(Reference 18 NYCRR 385.6 and 385.7)

Check one of the following:

a. The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a):

The district enters assessments directly into WTWCMS

- The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTCMS.
 - The district conducts assessments using a local equivalent tool, and later enters information into WTCMS. Attached is the local equivalent.
 - The local equivalent does not contain additional elements other than what is required.
 - The local equivalent does contain additional elements beyond what is required, listed below:
- b. Describe the district procedure for the completion of an employment assessment:
TANF and Safety Net MOE (SN MOE) clients are given an initial screening during the 3 Step Class. This screening includes the individual's educational background, prior work history, criminal history, medical issues and limitations to be completed at the time of application by the applicant and then reviewed by NCDSS staff. Once eligibility is established for TANF and Safety Net MOE (SN MOE) clients, the contractor vendor agency will conduct a more comprehensive assessment using WTCMS. The vendor will authorize child care for TANF and SN MOE recipients if necessary. The Safety Net Non-MOE clients and childless couples are also given an initial assessment during the 3 Step Class in the same manner as described above and are subsequently referred for a more comprehensive assessment using WTCMS internally by NCDSS staff rather than by a contractor vendor. Active adults with children will be assessed within 90 days and all other recipients will be assessed within 1 year. For TANF and Safety Net MOE clients, reassessment will be conducted at a minimum annually to determine if there are changes that affect the client's employment plan (such as changes to individual circumstances). For Safety Net Non-MOE clients and childless couples reassessment will be conducted at a minimum annually to determine if there are changes that affect the client's employment plan to the extent that resources are available. Changes are done as circumstances warrant. Additionally, if there are changes to a client's Employment Plan before the reassessment, the plan will be changed accordingly and a copy of the plan will be provided to the client. The assessments given during the 3 Step Class are required as part of the class.
- c. The district administrative unit or contractor responsible for conducting assessments is: NCDSS, NADAP and Town of Oyster Bay.
- d. The qualifications of the employees conducting the assessment are at minimum: [Refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)]
The minimum qualifications of the staff administering the assessment tool are in keeping with Nassau County Civil Service Commission requirements for a Welfare Examiner I position with the Nassau County Department of Social Services. Contract vendor agency staff that administers the assessment and/or employability plan must have backgrounds in the following areas: Education, Career Counseling, Case Management and/or Job Placement/Development. The information gathered is used to make referrals to appropriate agencies/activities and for additional testing and/or evaluation where required.

- e. Applicants in households **with** dependent children are required to participate in completion of an assessment:
 Yes No
- f. Applicants in households **without** dependent children are required to participate in completion of an assessment:
 Yes No
- g. **Exempt** adults in households **without** dependent children are required to participate in the completion of an assessment:
 Yes No
- h. How often and under what circumstances is the assessment updated?
For TANF and Safety Net MOE clients, annually or when circumstances change. For Safety Net Non-MOE clients, annually or when circumstances change to the extent that resources allow.

Temporary Assistance Employment Plan

(Reference 18 NYCRR 385.6 and 385.7)

- a. Check one of the following:
 - The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a):
 - The district enters employment plans directly into WTCMS.
 - The district uses the LDSS 4978 (New York State Employment Plan) and later enters information into WTCMS.
 - The district develops individual employment plans using a local equivalent tool and later enters information into WTCMS. Attached is the local equivalent.
 - The local equivalent **does not** contain additional elements other than what is required.
 - The local equivalent **does** contain additional elements beyond what is required, listed 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. Describe the district procedure for the completion of an individual's employment plan. Employment plans are done concurrently with the assessments. Short and long term Specific, Measurable, Attainable, Realistic and Timely (SMART) goals are established at this time with the client's employment history, likes, dislikes, barriers to employment

and career goals being taken into consideration when practical. Vocational education, English as a Second Language and High School equivalency programs are discussed at this time and offered if appropriate.

- d. How often and under what circumstances is the employment plan updated?
For TANF and Safety Net MOE clients, annually or when circumstances change. For Safety Net Non-MOE clients, annually or when circumstances change to the extent that resources allow.

Section 3.4 Participation Rates and Work Activities (Reference 18 NYCRR 385.8 and 385.9)

- a. Describe below how the district plans to meet federal and State TA participation rate requirements. Included is the weekly hours standard participation requirement 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 who status changed from exempt to nonexempt. Information regarding engaging exempt individuals is entered in Section 6:
The district will continue to work toward increasing its participation and engagement rates for all applicants and recipients by assigning them to work activities which will continue once their case has opened. Since the majority of TANF cases are opened within 30 days of application, it is expected that these clients will be referred to a vendor agency within 7 to 10 days of their case opening. Individuals whose status changes from exempt to nonexempt will be referred to a vendor agency for enrollment in a suitable work activity in a timely manner. It is expected that Safety Net Non MOE and childless couple clients attend the 3 Step class within five days of application and participate in job search. Non-exempt and work limited clients will participate in job search. After the case is opened, clients will be referred to enrollment in the WEP program if appropriate and continue job search. In addition, SNA NonMOE and FA clients who obtain part time jobs, per diem jobs, off the books jobs, commission based jobs, or jobs that pay less than minimum wage and the local district determines that income, or lack thereof, from such a job is insufficient to restore the client to self-sufficiency; the district may still require that the client comply with job search and/or WEP. The District may assign all recipients to participate in a work activity for up to 35 hours weekly on a case by case basis taking into consideration any documented work limitations.

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

	Households with Dependent Children Average Monthly	Households without Dependent Children Average Monthly
Individuals	850	1,800

c. Describe below 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:
COGNOS Reports: A) Monthly -1. Combined Engagement report (TANF & SN MOE), 2. Combined TANF & SNMOE Families Participation Rate; 3. SN NON MOE Detail Report - countable, non-countable and not participating; 4. SN NON MOE Participation Rates; 5. TANF & SN MOE Detail Report: countable, non-countable and not participating; 6. TANF & SNMOE Worker Participation/Engagement Summary Report

B) Current: 1. Preliminary countable and not countable 2. Earned Income

C) WTWCMS Reports: 1. Current Activity Enrollment; 2. Employed Clients; 3) Schedules without Actual Hours; 4. Folders by Assigned Status

D) SNAP E&T Reports

1. ABAWD Tracking Reports

2. SNAP E&T(adults 16+)

d. Describe the extent to which the district requires Non-Temporary Assistance Supplemental Nutrition Assistance Program (NTA SNAP) recipients to participate in SNAP E&T work activities. If the district is offering Supervised Job Search as an E&T activity component, the district must describe how the job search activity will be supervised and tracked, including the frequency of monitoring the participant's job search efforts. (Please note: Case management services must be provided to all participants enrolled in an E&T activity):
Nassau County DSS does not mandate NTA SNAP applicants or recipients to participate in SNAP E & T work activities but will offer WEP and/or job search assistance to NTA SNAP applicants and recipients upon request. NTA SNAP clients will be encouraged to attend job fairs and on-site employer recruitment. The Employment Unit is available for job search and placement and job readiness activities such as resume prep, mock interviews, and filling out job applications. All SNAP application packets include information about the services mentioned above (attached).

If the district is not mandating SNAP E&T work activity assignments, please describe 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 make available job search as a SNAP E&T activity to NTA SNAP applicants and recipients):

See above.

e. 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:

1. The district assigns TA **applicants** to Job Search. Yes No

If yes, the process for engaging TA **applicants** is:
 TA applicants are assigned to supervised job search when they attend the Employment Orientation class. They are mandated to complete 20- 40 job searches. The FA applicants bring up to 20 job searches to the vendor agencies. The SNA NON-MOE applicants return their 40 job searches to the Job Development staff.

Applicant Job Search	Minimum Number of Contacts	Minimum Number of Hours	Additional Information
TANF and SNA MOE	Up to 20	20 - 40 hours per week	
SNA Individuals	10 - 20 per week	20-40 hours per week	

2. The district assigns TA **recipients** to Job Search. Yes No

If yes, the process for engaging TA **recipients** is: Recipients are required to submit job search contacts on a weekly basis if job search is their core activity. If the recipients are in other activities, the hours assigned to job search will vary. For SNA Non MOE recipients, if job search is their only activity, they are assigned to that activity for 35-40 hours per week. Family Assistance Recipients (TANF and SN MOE Families) will be required to participate in job search activities for 20 - 35 hours per week based upon the age of the child. Job search outcomes are required to be reported on a weekly basis. No more than 25 % of (maximum of 7) job searches may be duplicated within a given month.

- f. Describe the district’s process and policy, including the guidelines workers follow, when determining whether participation in self-employment is approved as part of an individual’s required work activities. If the district always approves self-employment as part of an individual’s required work activities, please note this policy below. If a client becomes self employed, or obtains a part time job, per diem job, off the books job, commission based job, or a job that pays less than state minimum wage and the local district determines that income, or lack thereof, from such a job is insufficient to restore the client to self-sufficiency; the district may require that the client continue to comply with all work activities as assigned by the dsitric.
- g. The allowable work activities that are available in the social services district are listed and defined in the table on the next two pages. An “X” in the appropriate check box indicates the activity is available for individuals receiving Family Assistance (FA), Safety Net Assistance for households with children (SNA Fam), Safety Net Assistance for households without children (SNA IND), and/or Supplemental Nutrition Assistance

Program (SNAP) benefits. A blank check box indicates the activity is not available for that case type.

	Activity and Definition
<ul style="list-style-type: none"> <input type="checkbox"/> FA <input type="checkbox"/> SNA Fam <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP 	<p>Unsubsidized Employment - 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.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> FA <input type="checkbox"/> SNA Fam <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP 	<p>Subsidized Private Sector Employment - 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.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> FA <input type="checkbox"/> SNA Fam <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP 	<p>Subsidized Public Sector Employment - 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.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> FA <input type="checkbox"/> SNA Fam <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP 	<p>Work Experience - 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.</p> <p>In addition to those components noted above, work experience will include unpaid internships that are part of any non-graduate student's education curriculum. (Note: Paid internships are to be reported as employment.)</p>
<ul style="list-style-type: none"> <input type="checkbox"/> FA <input type="checkbox"/> SNA Fam <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP 	<p>On-the-Job Training (OJT) - Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.</p> <p>OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment since the individual must participate in workplace training to attain full and adequate job performance and the subsidy provided is intended to offset the cost of such training.</p>

Activity and Definition	
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Community Service - 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 childcare. 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.</p> <p>Community service assignments will primarily be voluntary in nature including participation in VISTA, AmeriCorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or a nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances, where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Job Search - 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.</p>
<ul style="list-style-type: none"> — SNAP 	<p>SNAP E&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.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Job Readiness Training (JRT) Activities - 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.</p> <p>Traditional JRT activities will include: resume preparation, training in interview skills, instruction in workplace expectations, training in effective job seeking, life skills essential to workplace success, time management, goal setting, budgeting, basic math and literacy skills, household management, interpersonal skills, decision making skills, anger management, parenting skills when it has been determined that such training could help reduce unplanned work leave or apprehension toward entering employment.</p> <p>For TANF and SNA MOE funded families, JRT also includes substance abuse and other treatment and rehabilitative services that are required for individuals who are unable to work or individuals whose employability and employment retention requires such services. Such services, which should be reported on WTWCMS as such, will be deemed within WRTS participation rate logic to be JRT for recipients of TANF and SNA MOE funding but will be deemed to be Community Service for recipients of SNA non-MOE, include:</p> <ul style="list-style-type: none"> • Physical health treatment and rehabilitation services including attending necessary physical therapy, and doctor appointments. Such treatment will include medical, behavioral and other treatment necessary for individuals suffering from substance abuse (current and former users) with such required treatment ranging from detoxification services to after care/abstinence maintenance. • Mental health services including therapy, counseling, and other services to address mental or emotional disorders that can interfere with an individual's daily life functions, ability to work, looking for work or the ability to retain employment.

Activity and Definition	
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Vocational Education - 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.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Job Skills Training - 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.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Education Training - 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.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Secondary School - 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.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Provision of Childcare for Individual Participating in Community Service - Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.</p>
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — SNAP 	<p>Other - Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.</p>

Section 3.5 Job Development

The district conducts or accesses job development services to expand job opportunities for TA and SNAP participants. Yes No

If yes, the district participates in job development activities in the following manner:

District staff contacts employers to solicit jobs for TA and SNAP participants.

Below is the description of how this is done, including number of staff, frequency of contacts, etc.:

Three (3) Job Readiness Staff, two (2) Job Developers and three (3) Social Welfare Examiners will play an integral role in working with the Safety Net clients in preparing them for employment. They will be conducting job search classes which will include assisting clients with their resumes, working on their pre-vocational skills, interviewing techniques, conducting mock interviews, proper attire, addressing negative issues on their resumes, filling out application forms, using electronic media in conducting job searches, and using social media for effective networking etc. In addition, Job Developers will meet with prospective employers to develop jobs for Safety Net Clients. Clients will provide the Job Developers with notification of all interviews that a participant has with potential employers. Such notification shall include the employer's name, address, and date of interview. Staff will continue to maintain two job posting boards in the lobby. This board will be updated weekly to inform the public of job openings, upcoming job fairs and training announcements.

On an ongoing basis, the job developers will meet with contract agency staff and employers to collaborate and share ideas, job development techniques, review labor market trends and assess employer labor needs. NCDSS staff will collaborate with Nassau's Re-entry Task Force to assist and refer clients with criminal backgrounds to obtain resources which will lead to employment. The job developers will also collaborate with both government and non profit agencies to assist veterans with their search for employment by going to veteran stand downs and attending veteran meetings such as the NS/LIJ's Barracks to Business.

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

The contractor vendor agencies (NADAP and Town of Oyster Bay) will provide job development services to all active adults with households with dependent children. They will provide DSS with notification of all interviews that a participant has with potential employers. Such notification shall include the employer's name, address, and date of interview. In addition, the contractor will also keep track of client's progress towards gaining unsubsidized employment through the job developers. This job placement information will be communicated to DSS via the monthly report.

The vendor agencies provide Job Development/Placement activities to Family Assistance clients. Clients are seen on a monthly basis and receive job counseling and

job placement assistance. Outreach to local employers is on-going to identify and solicit suitable job openings. Each contractor agency will employ a minimum of one job developer. In addition, case managers coordinate with the Local Work Force agencies and OTDA to develop employment opportunities for participants.

NTA-SNAP clients are given information on the two WIBs, TOB and Hempstead Works. Both WIB's offer job placement assistance to assist clients with job counseling and job placement services.

— OTDA Jobs Program staff are charged with job development as indicated in section 2.3. Additional information, if any, is described below:

N/A

Section 3.6 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)

- a. Describe 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 district through contract vendors identifies appropriate education program providers for program services of Adult Basic Education, TASC (HSE) preparation, and English Language Instruction. This list is obtained through Nassau BOCES and other Community Based Organizations. The Employment Unit and contract vendor staff utilizes this list and makes it available to clients whose assessment indicates such services would be an appropriate work activity assignment.
- b. Describe 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 district through contract vendors identifies appropriate education program providers for program services of vocational education. This list is obtained through Nassau BOCES, ACCES-VR and other Community Based Organizations. The Employment Unit and contract vendor staff utilizes this list and makes it available to clients whose assessment indicates such services would be an appropriate work activity assignment.
- c. Describe the process and guideline 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:
An individual who has not obtained a high school diploma or its equivalent may be assigned to educational activities (basic literacy, ESL, Adult Basic Education, TASC) if deemed appropriate by the district based on the client's assessment results.
- d. Describe the district's process and policy, including the guideline 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 agency would deny participation in educational activities:

All recipients are required to meet certain math and reading levels depending upon the type of training being pursued. If a recipient wishes to enroll in a particular training program, but is unable to pass the minimum entry requirements, a referral may be made to appropriate remedial training to help an individual raise his/her skill level, obtain a HSE or improve language skills. A decision to deny or not to require school attendance is based on an individual assessment which indicates that further attendance is unlikely to result in the attainment of a high school diploma or its equivalent based upon aptitude and other factors. The district may encourage individuals to attend other educational activities based on case circumstances. A decision to deny may also be based on whether the client has demonstrated a history of poor attendance from previous enrollment in educational activities.

- e. Describe the district's process and policy for determining whether a participant is approved/assigned to participate in job skills or vocational education activities:
Approval of training for Family Assistance clients is determined during assessment. Criteria for approved training is based on curriculum, TABE test scores, client's motivational level, length of program, job skills that would be obtained, training that would lead to a job in a high demand industry. Training approval is also determined based on a client's prior training and history of program compliance.
SNA Non MOE recipients who want to enroll into a vocational or job skills training program will be approved by Employment Staff based on client's motivational level, length of program, job skills that would be obtained, training that would lead to a job in a high demand industry. Training approval is also determined based on a client's prior training and history of program compliance. At this time, training approval is primarily for low or no-cost training programs. Clients are encouraged to apply for financial aid and if eligible, apply for funding through ACCES-VR.
- f. Describe the highest level of post-secondary level education that the district will approve as a work activity, up to a four-year college program:
Excluding 4 year degree programs or higher, the district will allow up to 2 years of post-secondary education as an approved work activity pending the district's approval on a case by case basis.
- g. Describe 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:
Clients who are nearing the 12 month lifetime limit will be called in prior to the 12th month and enrolled accordingly in a CORE activity to supplement education as deemed appropriate by the local district.
- h. Education and training providers are evaluated by the following standards:
Training institutions utilized by the Nassau County Department of Social Services are evaluated by the following standards:
 - Must be licensed by the New York State Department of Education or other appropriate licensing agency for the type of training provided.

- The experience and evident capability of the provider to perform the work required (i.e. background of organization, proper facilities, equipment, supplies and qualified staff).
 - A proven history of effectiveness in securing training related job placements.
 - Training site is accessible to the population to be served.
 - Cost effectiveness of the training program.
 - Preference will be given to programs that do not require participants to take out a student loan to pay for the cost of the program.
 - Should provide documentation of expected study time.
 - Must have established procedures approved by DSS for reporting attendance and satisfactory progress for students who are DSS recipients.
- Training in occupations that are locally in demand are preferred.

i. The district procedure for advising participants of approved training providers is: Each of the subcontract agencies is responsible for notifying Family Assistance (TANF and SNA MOE) recipients of approved training providers. Recipients who are identified as suitable candidates for vocational training based on an assessment of their skills level, educational and interest inventory will be informed by their vendor agency of approved training institutions which offer the specific program the recipient is interested in. SN NON MOE recipients are encouraged by Employment Unit workers to enroll in state approved training programs at orientation.

j. The district procedure for notifying participants of approval for training or enrollment in a work activity is:
Approval of training for Family Assessment clients is determined during assessment. Criteria for approved training is based on curriculum, TABE test scores, client's motivational level, length of program, job skills that would be obtained, training that would lead to a job in a local demand industry. Training approval is also determined based on a client's prior training and history of program compliance.

SNA Non MOE recipients who want to enroll into a vocational or job skills training program will be approved by Employment Staff based on client's motivational level, length of program, job skills that would be obtained, training that would lead to a job in a high demand industry. Training approval is also determined based on a client's prior training and history of program compliance.

k. 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:

— It has been determined that the student voluntarily quit a 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:
- I. To verify continued exempt status, the district will monitor the high school attendance of 16-18 year old students in the following manner:
The district will verify enrollment of participants in high school per local district school attendance requirement. Verification of time frame to be at a minimum at every six months.
- m. The district’s procedure for ensuring that an individual’s health related limitations are accommodated when assigning the individual to a work activity is:
Individuals with health-related limitations who have provided adequate medical documentation to the Department are evaluated for placement in a suitable work activity. Referral to a work activity is made based on the individual’s work limitations and the required number of hours of participation. Work limitations are written on the Work Experience Program (WEP) referrals and are provided to WEP site supervisors. NCDSS staff also calls WEP site supervisors before assigning work limited clients to ensure that the sites can accommodate the client’s needs.

Section 3.7 Work Verification

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.

The District's Quality Assurance Process is as follows:

The district will perform a random sample of (24) cases semi-annually for **paid work activities** to review district worker collected documentation and data entry. Both the TA and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms or collateral contact with the employer. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTWCMS and documentation is in the file to support hours reported on WTWCMS and that the scheduled hours on WTWCMS is consistent with the documentation.

The district will perform a random sample of (24) cases semi-annually for participation in **unpaid work activities** to review district worker collected documentation and data entry. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTCMS, excused absences and holiday time are documented in the case file and correctly reported on WTCMS in accordance with federal limitations, and documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTCMS by district or provider staff.

The district will perform a random sample of (12) cases semi-annually in which a case member is reported as an employability code **38-needed in the home fulltime or employability code 48-time limit exemption** to care for a disabled household member to review district worker collected documentation and data entry. The TA case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption and that the individual is the appropriate caretaker.

The district will perform a random sample of (12) cases semi-annually in which a case member is reported as an employability **code 31-caretaker of a child under the age of 12 months** to review district worker collected documentation and data entry. The TA case file will be reviewed to ensure there is documentation from hospital, birth certificate or social security card present to verify the child under the age of one. TA records will also be reviewed to ensure that the household composition is in fact a one parent case and that the individual has not exceeded the 12-month lifetime limit.

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.

Use of Outside Providers/Vendors

Does the district utilize outside providers/vendors to collect documentation and enter data directly into WTCMS?

Yes No

If Yes, does the district's provider/vendor collected documentation, data entry and management of WTCMS follow the same process that would be used by the district worker?

Yes No

If No, please describe the process used below:

Section 3.8 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency

Following is a description of how the district accommodates the needs of Non-English-speaking participants in accessing employment activities and services:

The Department provides visual and verbal assistance in identifying the proper languages. We also provide translation and interpretation services to all non-English speaking participants in order for them to access employment activities and services in a timely manner. These services may be provided by a staff member who is proficient in the client's language.

Staff foreign language proficiency will be determined by the following criteria:

1. Bilingual job title. For Example, a Social Welfare Examiner - Bilingual Spanish is deemed proficient in Spanish by the Nassau County Department of Civil Service by having passed a civil service exam certifying him/her as proficient in Spanish.

2. In the absence of bilingual job titles for foreign languages other than Spanish, language proficiency will be determined by either

A. Fluency with the language due to having lived in a geographical region where that language is spoken and written by its population.

or

B. Having studied and obtained a college degree in that language.

If a staff member is not available, NCDSS will do a 3 way conference call with Language Line. Language Line will assist with the interview in the client's native language. Referrals to free ESL classes are made as needed and the district may require ESL participation if deemed appropriate. NCDSS has language line I-pads deployed to use with translation services as well. NCDSS will notify all staff and contract agencies involved in the individual's employment assessment, employability plan or work activity of the individual's primary language. NCDSS will also provide, upon request, sign language interpretation, as appropriate, for clients who are hearing impaired.

Section 3.9 Strategies/Procedures for Increasing Program Attendance

Describe district policies and/or procedures in place to reduce the amount of time participants fail to participate in work activities, including absences that are with good cause:

Nassau County DSS has incorporated specific performance measures into the vendor agency contracts. These measures are designed to increase case management of Family Assistance recipients' employment activity participation. The increased case management by contract vendors will provide more frequent client follow-up via telephone and mail. Increased communication with Family Assistance recipients and the monitoring of activities reduces the amount of time participants fail to participate in work activities. DSS Employment staff will monitor and issue supportive services to ensure recipients have transportation, child care and any other necessary resources to participate in their activities.

Nassau County DSS incorporates a combination of cost-based and performance-based reimbursement to pay the contract vendors. This strategy will provide increased emphasis on TANF program outcomes by implementing a goal-oriented approach to increasing the work participation and job entry of TANF and SN MOE recipients. The Department's strategy emphasizes formal goal setting, performance tracking, accountability for goal achievement, and performance-based reimbursement.

There are two types of reimbursement: Cost-based reimbursement and performance-based reimbursement. The cost-based reimbursement structure will be no less than 70% of the approved budget. Contract vendors will be reimbursed for approved expenses made for costs associated with the delivery of program services. Performance-based reimbursement structure will be up to 30% of the approved budget. Contract vendors will be reimbursed based upon successful completion of performance milestones of assessment within 15 days, employment, 30- and 90-day retention and non-work activities. Non-work activities include: job search, treatment-substance abuse and medical treatment, work experience, vocational education, job skills and job readiness training, TASC and adult basic education and community service. In addition, the enrollment of a client in a fully countable activity or combination of activities is considered a milestone, as well as an exempt assessment and a positive case closing.

Section 3.10 Strategies/Procedures for Engaging Sanctioned TA Participants

— District attempts to engage sanctioned participants as soon as they are sanctioned using the following strategies:

The social services district will contact first time sanctioned participants to see if they are willing to comply. If so, they will be referred to a vendor for an assessment and enrollment in work activities. A letter will be sent to the sanctioned participant with a scheduled appointment. At the time of their appointment, the participants will be questioned regarding their household budget management and will be referred to a work activity. Sanctioned participant's cases will also be reviewed during their recertification appointments.

— District attempts to engage sanctioned participants when the durational period of the sanction is completed using the following strategies:

Upon completion of a durational sanction, a client is contacted and if he/she indicates a willingness to comply, he/she is referred to a vendor for an assessment and enrollment in an employment activity. A client must comply with the required work activity for 5 business days to demonstrate their sincerity in their claim to be willing to comply. After that, the sanction is lifted.

— District attempts to engage sanctioned participants during different times in the sanction period using the following strategies.

Clients are removed from the participation rate for only the first three months of their sanction. Client's sanctioned longer than three months are in the participation rate and counting against us. Each Employment FA worker will schedule sanctioned clients on a monthly basis for a Management and Compliance interview. FA Employment staff will call in clients according to how long the client has been on the sanction past the duration period. During these scheduled interviews, the sanctioned client will meet with an eligibility worker to determine the following:

1. How have the client has been managing since the sanction
2. If they are willing to comply with employment rules or what is preventing them from complying.

After the interview the information is reviewed to determine if the legally responsible sanctioned individual has provided the agency with a reasonable explanation regarding how the household monthly expenses are being paid. Client's that are "Willing to Comply" are referred to the appropriate vendors. If a client has mailing or housing issues an immediate referral is done and the appointment letters are handgiven to the client.

Sanctioned participant's cases will also be reviewed during their recertification appointments.

Section 3.11 Strategies for reducing the need for TA

District's strategies for reducing the need for TA are described below:

The Job Development Unit will provide job leads to divert applicants and recipients from PA to work. Employers are invited to DSS to interview and hire applicants/recipients. The agency also uses diversionary payment strategies in order to assist clients who are in need and /or are applying for assistance. We meet the short term needs of a client by either making a one-time payment such as the individual who needs money for a car repair to continue working or start a new job. Other one time emergency payments issues can be: transportation until client receives first paycheck, clothing i.e., office attire, uniforms, etc. Additionally, child care in lieu of temporary assistance can also be provided to families who are eligible.

Section 4 Support Services

(Reference 18 NYCRR 385.4)

Section 4.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District

- a. The social services district will provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide for participants 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:
- The district may, at its discretion, provide the following on a case by case basis:
1. Academic application fees up to a maximum of Three Hundred Dollars (\$300.00) per year.
 2. Books and supplies up to \$400.00 per year.
- Mileage reimbursement for private transportation (IRS Business rate) or daily transportation rate as deemed reasonable by the Department. This includes the cost of transporting children of employment/training participants to and from child care. When possible public transportation will be encouraged if it is the most cost effective. Metro cards will be made available.
4. All clients will be referred to our in-house Dress to Impress Program Boutique run by the Volunteer Coordinators of Nassau County. A referral will be made by vendor or employment staff to the boutique. If for some reason, client is unable to find suitable work clothes (size, or height limitations), and if it is documented, only then will a clothing allowance up to \$150.00 per year, in addition to uniforms be provided to the client.
 5. Job related license fees-up to \$300.00 per year.
 6. Tools and equipment necessary to participate in employment or work activities (not to exceed \$500.00 during any period of eligibility for temporary assistance).
 7. Car repairs. The cost must be reasonable (not to exceed \$600) and the recipient must document ownership of the vehicle. The Department shall have the discretion to provide up to a maximum based on the recipient's related costs.
 8. Camp fees-a maximum of \$400.00 not to exceed four (4) weeks within a one year period to be administered by the NCDSS Day Care unit.
 9. Exception to any of the above minimum amounts must be approved by Employment Coordinator at Nassau County DSS.
- b. The district will use the following approach 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.

Please check all that apply:

Bus pass/token

- Gas card/voucher
- Mileage reimbursement at IRS Business rate, (effective 1/1/19 is 58 cents/mi)
- Mileage reimbursement at IRS Medical/Moving rate, (effective 1/1/19 is 20 cents/mi)
- Other mileage rate, (please explain methodology used to establish reimbursement rate): The need for transportation services is addressed by DSS Employment staff or by vendor staff during the assessment and employability plan development process. All individuals who are required to participate in work activities are eligible for transportation services. Upon a review and approval of the Employability Plan, DSS Employment staff authorizes and issue transportation funds either electronically or via the Metro card. In instances, where an individual lives in an area accessible to public transportation, and within one mile of the employment activity, no transportation will be issued, unless there are mitigating circumstances.

c. OTDA policy establishes a distance not to exceed 2 miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. The district’s policy states that an individual may be required to walk up to the distance described below each way to a work activity or to access public transportation:

In instances where an individual lives in an area not accessible to public transportation, the district will make every effort to locate an appropriate work activity assignment within a reasonable walking distance. The maximum distance a client will be expected to walk is one mile, provided there are no physical limitations to prohibit walking. The rationale for the one mile limit is based on the standard instituted by the majority of Nassau County school districts. The exception being a mitigating circumstances which must be approved by a doctor if it is a physical condition.

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

Clients are mandated to look for employment through supervised job search.

Employment leads are provided to both applicants and recipients. New recipients are placed in core job search classes which meet once a week for a month. Intensive JRT is provided to them which cover local job market, resumes, networking and interviewing skills. Job related license fees (up to \$300.00), tools and/or equipment (not to exceed \$500.00), uniforms, and referrals to community-based agencies for external services, i.e., mental substance abuse counseling, and domestic violence counseling.

Section 4.2 Transitional Support Services

The district will provide the following supports and strategies to support job retention:

Supportive services for transportation, uniforms and supplies will be issued for up to thirty days

to individuals who have obtained employment. These monies will be issued after a thorough review of the individual's needs to insure that the local district has received adequate documentation of the need. The district will provide the following supportive services: Transitional day care will be provided to TANF recipients whose cases have closed to employment and may be available for up to one year. Transitional day care will be provided as long as the case has been closed due to employment and the required transitional forms are on file with the Department and income is within child care subsidy guidelines. Transitional forms are required for verification of the need for day care.

Transitional Medicaid is available to TANF recipients whose cases have closed due to employment. Transitional Medicaid benefits are available for up to six months based on the client's certification of continued eligibility. Individuals must apply for the benefits and meet all eligibility requirements.

The district will provide the following support services, for up to 90 days after case closing, to individuals whose TA cases have closed due to employment:

Day Care as needed if eligible.

Section 4.3 Extended Support Services

As long as funding is available (through FFFS, etc.), the district will provide the following supportive services for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines:

If an individual has a bona-fide job offer with documentation, funds for necessary uniforms, equipment and/or licensing fees, may be provided up to a maximum of \$500.00. In addition, at the district's discretion other emergency supportive services to assist individuals in employment retention and avoid a return to temporary assistance may be provided on a case-by-case basis.

Section 5 Conciliation, Sanction and Dispute Resolution Procedures

(Reference 18 NYCRR 385.11 and 385.12)

Section 5.1 Conciliation

The district's conciliation process for TA applicants and recipients is in accordance with 18 NYCRR 385.11(a). Conciliations are conducted (check all that apply and describe the procedure.):

- in person
- by phone
- by mail

DSS is notified of the client's failure to comply. After that, a conciliation notification is mailed to the client. If the client replies to the conciliation notice, a conciliation hearing is held. At the conciliation hearing the client is given the chance to explain their reasons for noncompliance. If the client gives an excuse deemed to be acceptable by the agency representative, an agreement is reached between the parties and the client is referred back to the appropriate work activity. If the reason provided by the client fails to indicate that the client was not willful and without good cause, or does not respond to the conciliation notice, he/she will be referred for sanction. The criteria for determining whether or not the failure was willful and without good cause may include, but is not necessarily limited to, identifying a pattern of the client's failure to take reasonable steps to address issues within his/her control that may have prevented him/her from complying. Such a determination will be made on a case-by-case basis, and the steps that the client took to address issues within his/her control which prevented him/her from complying will be taken into consideration.

The Temporary Assistance good cause/willfulness determination is made by:

- client's employment worker
- a supervisor
- separate entity:

The district's conciliation process for SNAP recipients is in accordance with 18 NYCRR 385.11. Conciliations are conducted (check all that apply and describe the procedure.):

- in person
- by phone
- by mail

SNAP recipients who fail to attend SNAP E & T activities are contacted to provide documentation of good cause. If the district determines that the failure to comply was willful and without good cause, a sanction will be imposed. The criteria for determining whether or not the failure was willful and without good cause may include, but is not necessarily limited to, identifying a pattern of the client's failure to take reasonable steps to address issues within his/her control that may have prevented him/her from complying. Such a determination will be

made on a case-by-case basis, and the steps that the client took to address issues within his/her control which prevented him/her from complying will be taken into consideration. In addition, an opportunity to avoid a SNAP sanction is given to each SNAP recipient in the form of a job search log. Clients who complete this log appropriately will not be sanctioned for SNAP, even if they are sanctioned for TA.

The SNAP E&T good cause/willfulness determination is made by:

- client's employment worker
- a supervisor
- separate entity:

The district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction is:
An opportunity to avoid a SNAP sanction is given to each SNAP recipient in the form of a job search log. A minimum of 5 job search contacts is considered acceptable to avoid a SNAP sanction.

Section 5.2 Sanctions

- a. 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 is:
Individuals who are in cases with dependant children and are on a first non-compliance sanction will be mailed a letter by the district's Employment Unit informing them of their sanction status and inquiring whether or not they are willing to comply. If the client responds affirmatively, they will be referred to a vendor agency for activity enrollment to demonstrate compliance. Demonstrated compliance shall be defined as reporting to a required appointment, enrolling in an employment activity, actually starting that activity and attending the activity for 5 business days before the sanction will be lifted. The same procedure will apply to individuals who are on durational sanctions. Benefits will be restored retroactively from the date the individual expressed an interest complying with work requirements, but no earlier than the minimum durational sanction period.

Safety Net Non-MOE individuals may reapply for TA 45 days before the end of their durational sanction and must comply with applicant work requirements as directed.

- b. The district's procedure for determining compliance for those SNAP 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 is:
If the client requests to be added back to the household or reapplies for SNAP benefits, in most instances, the client will be assigned to participate in the activity they were assigned to, if the activity is no longer available, the client will participate in an

alternative activity acceptable to the district. The individual will be added back to the household and SNAP benefits re-determined upon the conclusion of the minimum disqualification period once the household requests the individual be added to the household and the disqualified (or sanctioned) individual complies the individual participates as assigned for 5 business day period of demonstrated compliance.

Individuals who are working at least 30 hours per week on average during the calendar month or earning at least 30 times the federal minimum wage per week are in compliance and are exempt from SNAP E&T Work Requirements. An Exempt Individual will be added back to the household's SNAP budget and benefits re-determined (provided the individual is otherwise eligible) so long as the household requests the individual be added to the household and the individual cooperates with verifying the exemption.

Section 5.3 Dispute Resolution

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 is conducted in accordance with 18 NYCRR 385.11.

The grievance is mediated by:

- An agreement with an independent entity
- 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

Section 6 Disability Determinations, Documentation and Requirements of Exempt Individuals

(Reference 18 NYCRR 385.2)

Section 6.1 Disability Determination Process and Tools

The district's process for determining an individual's disabilities and/or work limitations is in accordance with 18 NYCRR 385.2(d). Check **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 (please describe):

Clients are referred to an independent medical evaluator for a medical evaluation and the employability status is determined by a Nassau County Staff.

Temporary Assistance applicants and recipients, who demonstrate/claim to be exempt from or limited in the scope to employment requirements because of disability, are referred to an independent medical evaluation and status is determined by medical staff. The client is advised they can provide documentation from their own medical provider within 4 business days following the IMA examination. The results of the medical evaluation are forwarded to the DSS Medical Director who makes the final employability determination. Applicants and Recipients who are demonstrate/claim disability, but are deemed non-exempt, or work limited by the Medical Director, are given a Notification of Disability Review Findings and the Right to Contest at the eligibility review. Individuals, who are found to be exempt by our Medical Director, are referred to the Disabled Client Assistance Program (DCAP) for screening after the eligibility review.

Temporary Assistance applicants and recipients, who demonstrate/claim to be exempt or work limited because of the need for substance abuse rehabilitation, are referred for employability determinations to the Nassau County Department of Drug and Alcohol Addiction.

Alcohol and Substance Abuse Counselors (CASAC's) employed by the Nassau County Department of Drug and Alcohol Addiction advise the Department of the employability assessments for this applicant population.

Individuals who are temporarily determined to be exempt are given follow-up dates by our Medical Director for the resubmission of medical evidence. Clients determined to be nonexempt at the follow-up determination are sent a Notification of Disability Review Findings and the Right to Contest apprising them of the determination and their right to a Fair Hearing to contest the determination. Failure to submit follow-up medical evidence of work exempt status will result in a case closing.

Work limitations are written on the Work Experience Program (WEP) referral forms and are provided to the WEP site supervisors. DSS Employment Unit staff also calls site supervisors before assigning work limited clients to WEP sites to insure that the sites can utilize work limited WEP participants. Follow-up calls are routinely made by DSS Employment Unit staff members to WEP site supervisors to confirm client's initial compliance with assignments. WEP site supervisors know that DSS staff is available to discuss issues that arise related to a WEP

participant's performance. The WEP participant is also informed that he or she can discuss difficulties that arise with regard to the WEP placement with the appropriate Employment Unit worker.

The local process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited is as follows:

- 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:

Temporary Assistance applicants, who demonstrate/claim to be exempt from or limited in the scope of employment requirements because of disability, are sent to the medical practitioner at IMA for a medical examination to determine employability. Applicants who claimed disability, but are deemed non-exempt, or work limited by the Medical Director, are given a Notification of Disability Review Findings and the Right to Contest at the eligibility review. Applicants, who are found to be exempt may be referred to the Disabled Client Assistance Program (DCAP) for screening after the eligibility review if appropriate.

TA recipients who demonstrate/claim to be exempt from or limited in the scope of employment requirements because of disability, are issued a medical form 279 which is to be completed by their own doctor. The form is returned to the DCAP unit where the agency doctor or medical director reviews it and makes an employability determination based on what the client's doctor wrote.

Section 6.2 Mental Health Screening and Assessment

The district is administering a screening tool for TA participants to help determine whether a referral for a mental health evaluation is warranted, in addition to screening for a disability that occurs as part of the application or disability determination process

- Yes
- No (*If No, section 6.2 is complete*)

If yes: Describe the district's policy for determining when a program participant is offered a mental health screen.

A screening is offered when the district has reason to believe based of staff observations that a client may have a mental health condition.

If yes: Does the district use the LDSS 5009 - Mental Health Screening Tool and/or the computer assisted version of the Modified Mini Screening tool (MMS)?

Yes No

If using the MMS, indicate the district's cutoff score (7, 8 or 9) for referral to a mental health evaluation:

9

If using a screening tool other than the MMS, indicate the screening tool used:

N/A

Describe the district procedure for referring a participant for a mental health evaluation, when warranted by the screening result:

If a client is in the building at the time, a referral to ARC (Assessment and Referral Center) is made via the district's Status Tracking system. Otherwise, a referral letter is sent to the client to report to ARC for a mental health evaluation.

Section 6.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))

An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist the individual 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 he/she is participating in the assigned program.

- a. Following 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 6.1 of this plan. Included here is who (e.g., medical practitioner, employment worker, TA worker, local review team, etc.) makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities. Also included is 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 DCAP unit has procedures to ensure that the type of disability is identified and an appropriate monitoring activity is initiated. The medical director or independent medical evaluator evaluates medical information submitted from the participant and determines the necessity for the type of specialized treatment.

- b. Following is the district's procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc. Please be specific:
Participants that state they have a medical issue must submit medical documentation. The worker issues a 279 form which the participant's health care practitioner must complete. Our DCAP Unit evaluates the information provided by the participant's health care practitioner. If a treatment plan is recommended by the doctor the DCAP Unit

monitors the client's treatment plan on a regular basis. All Temporary Assistance applicants are screened at New Applications with the (4571 Drug and Alcohol screening tool and seen by Nassau County Drug and Alcohol certified alcohol and substance abuse counselors (CASAC's). Nassau County Drug and Alcohol, in turn, advises the Department of the employability status of applicants. That determination is followed up utilizing the intake evaluation and periodic assessments submitted by the individual treatment facilities.

- c. Following is the district's procedure for tracking the participant's compliance with the 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 DCAP Unit of Social Services tracks compliance by monitoring all medical forms and identifies any overdue medical forms for appropriate action; follow-up; or to initiate closing the case. Monthly attendance verification is required in order for the activity (drug and alcohol treatment) to count toward the district's participation rate. The treatment plan is updated every two or three months depending on the type of treatment and medical condition of the participant.