

**Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan
January 1, 2016 – December 31, 2017**

Saratoga County

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**Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan
January 1, 2016– December 31, 2017**

Section 1- Assurances

As a condition of the receipt of federal and State funds the Saratoga County Department of Social Services submits this Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) applicants and recipients for the period January 1, 2016 through December 31, 2017. As Commissioner of Saratoga 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.



_____, Social Services Commissioner

1/26/16 Date

Amendments to this Plan:

Date Approved OTDA	Section Amended	Pages Effected

(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.

Attachment A and B

The Employment unit is responsible for completing assessments, determining employability, developing employment plans, enrolling recipients in work activities and monitoring compliance in assigned work activities. The Employment unit conducts weekly orientation and job search meetings. The conciliation, sanction and dispute process is also completed by the Employment unit. The Temporary Assistance Social Welfare Examiner staff are responsible for developing a employment plan and monitoring compliance for exempt individuals participating in treatment or rehabilitation to restore self-sufficiency.

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 necessarily 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.

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
		<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"/> SN Family <input type="checkbox"/> SN 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"/> SN Family <input type="checkbox"/> SN 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"/> SN Family <input type="checkbox"/> SN 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
		<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"/> SN Family <input type="checkbox"/> SN 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"/> SN Family <input type="checkbox"/> SN 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"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
Total	\$ 0.00			

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 (e.g., WIOA programs, SED funded services, OTDA Wage Subsidy providers).

Provider	Funding Source(s) (if known)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
Unlimited Potential		<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Provide to Family Assistance applicants and recipients with disabilities services, training and employment through work related activities that meet the Federal TANF work participation guidelines.
BOCES		<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Provides class to obtain HSE
One Stop Center		<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Provide supportive services for job seekers
		<input type="checkbox"/> FA <input type="checkbox"/> SN Family <input type="checkbox"/> SN 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	<input type="checkbox"/>	Applicants	<input type="checkbox"/>
Supervised Job Search	<input type="checkbox"/>	FA & SN with children	<input type="checkbox"/>
Job Readiness Training	<input type="checkbox"/>	SN without Children	<input type="checkbox"/>
Job Club	<input type="checkbox"/>	SNAP	<input type="checkbox"/>
Job Placement Services	<input type="checkbox"/>	TANF 200%	<input type="checkbox"/>
Grant Diversion	<input type="checkbox"/>		
Job Development (employer outreach)	<input type="checkbox"/>		
WOTC pre-certifications	<input type="checkbox"/>		

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)

N/A

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, the district’s definition of “Engaged in Work” is:

Compliance with assessment, employment planning, all activities included in the individual’s Employment/Self-Sufficiency plan including any need to attend treatment/rehabilitation programs, or any of the work activities listed in Section 3.4. Also included is pursuit of other forms of income such as SSI and SSD.

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:

Information on Self-Sufficiency meetings required of all applicants.

Information on additional "supportive programs" available (for example: SNAP, WIC, Medicaid, Child Health Plus, Family Health Plus, Medicaid for the working disabled, NYS Health Exchange, Child Support Services, HEAP, Daycare, HUD, Earned Tax Credit and transportation assistance programs.

In addition to the orientation meetings, each applicant will be provided a "Statement of Mutual Rights and Responsibilities".

Information regarding the Child Care Program including Transitional Child Care and Child Care in Lieu of Temporary Assistance.

Information about the My Benefits website.

Described below is the manner in which the district completes the required orientation for all applicants and recipients of Temporary Assistance (e.g., done in a group setting or individually or a combination of both), including the orientation procedure for exempt individuals and non-exempt individuals, if different:

Orientation is conducted weekly in a group setting and individually as part of the face-to-face interview by the Employment Examiners and Employment Coordinator. All clients (exempt and non-exempt) are requested to attend orientation within a week of application/recertification.

Section 3.3 Assessment and Employment Planning

Temporary Assistance Assessment

(Reference 18 NYCRR 385.6 and 385.7)

a. Check one of the following:

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

- The district enters assessments directly into WTCMS
- 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 local district procedure for the completion of an employment assessment:

The applicant/recipient completes a preliminary assessment and then meets with the SWE for a comprehensive formal assessment as part of the application process.

c. The district administrative unit or contractor responsible for conducting assessments is:

The Temporary Assistance Unit

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)]

Social Welfare Examiner

e. Applicants in households with dependent children are required to participate:

Yes No

f. Applicants in households without dependent children are required to participate:

Yes No

Temporary Assistance Employment Plans

(Reference 18 NYCRR 385.6(b) and 385.7(b))

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 WTWCMS. 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:

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

- a. Described below is how the district plans to meet federal and State Temporary Assistance 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:

Assessments are completed by the Employment unit at the time of application to facilitate timely assignments to countable activities at case opening. Non-exempt applicants are engaged immediately at application when the Employment Social Welfare Examiner assigns them to a work activity. If the case opens they are assigned to the countable activity as close to the case opening date as possible. When a recipient becomes non-exempt, the examiner notifies the client that he/she must come into the unit for a reassessment.

The Employment Coordinator monitors engagement and participation rates through direct supervision of workers, case records, and the use of monthly cognos reports. The standard requirement for Family Assistance with a child under the age of 6 is a minimum of 25 hours per week and for a child over the age of 6 a minimum of 35 hours per week, or up to 40 hours when possible. Safety Net Assistance non-exempt is assigned to the number of work experience hours dictated by the budget, plus other activities up to 40 hours when appropriate.

- b. Estimate the number of individuals served averaged monthly:

	Households with Dependent Children	Households without Dependent Children
Individuals	24	32

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

The Employment Coordinator reviews weekly and monthly reports to closely monitor the clients' compliance in assigned activities.

- d. Describe the extent to which the district requires Non-Temporary Assistance Supplemental Nutrition Assistance Program (NTA SNAP) applicants and recipients to participate in SNAP E&T work activities. 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:

The district makes available appropriate SNAP activities to ABAWDs.

The SNAP applicants and recipients are advised during the initial interview and during recertification that a supervised job search program is available to them every Thursday if they choose to participate in it.

The NTA SNAP applicants and recipients are not required to participate in work activities.

- e. Please describe the local 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:

Clients are referred to the Employment unit at the initial eligibility interview. If the client is determined to be non-exempt he/she is immediately enrolled into the job search program. The applicant is given a job search log to record their job search efforts. Applicants are assigned to complete up to 20 valid applications per week and to participate in a minimum of 35 hours, Family Assistance cases (25 hours if a child under the age of six is in the household) and up to 40 hours for Safety Net case. All activities combined will not exceed 40 hours per week. Clients must report to this Agency weekly to review the job search log and attend Job Search meetings. Applicants will meet with the Employment unit at the initial application date to receive referrals for employment. Thereafter, clients will receive additional referrals at the Supervised Job Search Meeting. Clients will have three (3) days to submit an application to the specified establishment. The job referrals dispensed by the Employment unit will be contacted to verify compliance. Applicants are required to submit the job search log for verification when they attend the mandatory Supervised Job Search meetings. The Social Welfare Examiner randomly contacts several of the remaining potential employers to verify that a valid job search was conducted and enters that information next to the job search entry in the job search log. Applicants who are in receipt of emergency housing or SNAP will also be engaged in Client Work Experience in accordance with the formula amount derived by the TA grant and SNAP allotment divided by the State and Federal minimum wage, total of all activities will not exceed 40 hours per week.

Applicant Job	Number of	Number of Hours	Additional Information
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Search	Contacts		
TANF and SN MOE	15	25-35	hours vary based on the age of the child. If the client is work limited hours contacts are adjusted accordingly.
SN Individuals	15	35-40	If the client is work limited hours contacts are adjusted accordingly.

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

If yes, the process for engaging TA **recipients** is:

Once a determination has been made that the recipient is now non-exempt they are assigned to a job related activity. Clients are given a job search log to record their job search activity. Recipients are assigned to complete up to 20 valid job contacts per week and spend up to 40 hours per week completing this task. Clients will meet with the Employment unit to receive referrals to apply for employment. Thereafter, each week clients will receive additional referrals at the Supervised Job Search meetings. Clients will have three (3) calendar days to submit an application to the specified establishment. Recipients are required to submit the job search log for review when they attend the mandatory Supervised Job Search meeting conducted weekly. The Social Welfare Examiner contacts several of the potential employers to verify that a valid job search was completed and enters that information adjacent to the job search entry in the job search log. The job referrals dispensed by the Employment unit may be contacted to verify compliance. The Social Welfare Examiner then verifies the amount of time allotted for transportation by utilizing map quest or referring to the established CDTA bus routes. Clients are provided with a Participation Job Search Log to list all reasonable hours spent locating employment, preparing for job search and interviews and follow-up correspondence. Clients will be required to attend Job Skills Training as scheduled in their plan and Self-Sufficiency meetings as scheduled. Clients are enrolled into the Client Work Experience hours not to exceed the formula amount derived by the TA grant and SNAP allotment divided by the State and Federal minimum wage. All activities combined will not exceed 40 hours per week.

- f. The allowable work activities that are available in the social services district are listed and defined as follows. 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 (SN Fam), Safety Net Assistance for households without children (SN IND), and/or Supplemental Nutrition Assistance Program (SNAP) benefits. If a check box is blank it indicates that the activity is not available for that household/case type. See the table on the next two pages.

Activity and Definition	
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> SNAP	<p>Work Experience - Unpaid work performed at a public or not-for-profit organization to enable a participant who cannot find 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" 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 due to the fact that 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> 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 to or applying for and/or interviewing for jobs and related activities.</p>

Activity and Definition	
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> 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 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 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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> SNAP	<p>Provision of Childcare for Individual Participating in Community Service - Providing unpaid childcare to enable another Temporary Assistance (TANF/SNA MOE funded) recipient to participate in a community service program.</p>
<input type="checkbox"/> FA <input type="checkbox"/> SN Fam <input type="checkbox"/> SN Ind <input type="checkbox"/> 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 clients. Yes No

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

- District staff contacts employers to solicit jobs for Temporary Assistance participants.

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

The Employment Coordinator conducts outreach to prospective employers. This is completed by attending local job fairs, telephone contacts, appointment with employers and contact with our local One-Stop Center.

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

N/A

- 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:

Identification of appropriate providers is based on their qualifications to provide a service to the participant. Providers must be certified, assessable and follows the appropriate guidelines established by the New York State Department of Education.

- b. Describe how the district identifies appropriate 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:

Identification of appropriate providers is based on their qualifications to provide a service to our participants. Providers must be certified, assessable and willing to follow the guidelines established by the New York State Department of Education.

- 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:

Identification of an educational need is done when the client appears for their assessment/employment plan appointment. There is a free HSE/Adult Education class offered through BOCES, as well as through the Saratoga County One-Stop Center. Those clients

identified as needing English Language instructions are referred to the Literacy Volunteers Program in Saratoga Springs as well as the Equal Opportunity Council (EOC).

- 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 education activities:

The Agency identifies clients through the assessment and development of the employment plan and then makes the necessary referrals after discussing options with the clients. The Agency would deny the educational activity if the individual has the ability to be employed.

- e. Describe the district's process and policy for determining whether or not a participant is approved/assigned to participate in job skills or vocational education activities:

The Agency will review the participant's current abilities, extenuating circumstances and limitations to determine if the participant would qualify for either job skills or vocational education activities. If the individual is capable of securing employment they would not be assigned to job skills, vocational or educational activities.

- 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:

The Agency will review the client's current abilities, extenuating circumstances and limitations to determine if the client would qualify for post-secondary education, up to two years. If the client is capable of securing employment he/she would not be assigned to educational activities.

- 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, work experience or community service:

The Agency requires the client to provide written verification of attendance and work activities on a monthly basis. For activities beyond the twelve month time limit, the agency would include the hours if the client participated in at least 20 hours in a core activity.

- h. Education and training providers are evaluated by the following standards:

The providers are evaluated to ensure that they follow the appropriate educational practices, are certified, are able to work with our population and have demonstrated successful outcomes.

- i. The district procedure for advising participants of approved training providers is:

The Agency will either contact the participant via phone or by letter.

- j. The district procedure for notifying participants of approval for training or enrollment in a work activity is:

Training and work activity enrollment is entered in the client's employment plan. A copy of the plan is provided to the client.

- 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 Temporary Assistance.
- 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:

N/A

- I. To verify continued exempt status, the local district will monitor the high school attendance of 16-18 year old students in the following manner:

Verification form mailed to the school for their enrollment at application/recertification.

- 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:

The Agency will inform work activity providers of any client's work limitations identified as part of the disability review process. The following is a description of how the Agency will ensure that worksites are responding to the notification of work limitations. The Agency will provide the work activity site supervisor in writing of the participant's work limitation or necessary accommodations. Updates will be provided on a quarterly basis or as they occur.

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.

After each self audit is completed, the district must submit a summary of findings 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 plan must explain how staff will:

- 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 WTCMS, 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 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.

Please describe the process the district will use to review district worker collected documentation and data entry of the above listed elements (include a description of how a case sample for review will be selected, sample size and frequency of reviews):

The district will perform a random sample of (4) cases semi-annually for paid work activities to review district worker collected documentation and data entry. Both the temporary assistance 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 WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.

The district will perform a random sample of (4) 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 (2) 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 temporary assistance 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 (2) 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 temporary assistance 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. Temporary assistance 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.

In each of the above samples, the district will assess and verify that participation in the reported work activities meets the State approved definition for the activity.

The district will sample cases from each month within in 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 district will maintain supporting documentation for the cases that are reviewed and make them readily available for review by A&QI auditors upon request.

The results of these audits will enable the district to identify policies, processes or cases that may need corrective action. We will ensure that a summary report will be prepared following each review period and forwarded to Kathy Nagy, Kathleen.Nagy@otda.ny.gov, and Kyle Miller, Kyle.Miller@otda.ny.gov.

Please describe the process the district will use to review provider collected documentation and data entry of the above listed elements (include a description of how a case sample for review will be selected, sample size and frequency of reviews):

This is not applicable in Saratoga County as we do not have providers collecting documentation.

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:

Saratoga County utilizes the Lanuage Line Services to accommodate non-English speaking clients.

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:

Clients are scheduled more hours per week than the minimum required hours to meet participation rates (work experience hours are determined by calculation of the grant) to allow for unforeseen circumstances as well as excused and unexcused absences from the programs. The supervisor calls each client if they are absent from their assigned work activity.

Section 3.10 Strategies/Procedures for Engaging Sanctioned Temporary Assistance Participants

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

Upon sanction, a meeting is held between the employment and eligibility unit staff to determine a course of action to engage the sanctioned individual into compliance to help restore them and their family to self-sufficiency.

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

A meeting is held between the employment and eligibility units to determine a course of action to engage the sanctioned individual into compliance to help restore them and/or their family to self-sufficiency.

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

Contact is made with sanctioned clients thirty (30) days after sanction is imposed to attempt to engage them in a work activities.

- District has no specific strategies to engage sanctioned participants.

N/A

Section 3.11 Strategies for reducing the need for Temporary Assistance:

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

Saratoga County has a strong front door approach that assists in the reduction of the need for Temporary Assistance. The Employment unit meets with applicants on the same day of application and the customer is immediately enrolled in the appropriate work activity. Cases are monitored on a weekly basis to ensure compliance with the activities.

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:

Transportation by the most cost effective means consisting of bus tokens, bus pass, taxi service or the mileage reimbursement rate which is the IRS established rate for medical/moving purposes. Should the client's actual mileage cost exceed this rate the client will be compensated for the additional cost based on reasonable documentation.

Up to a maximum of \$50.00 for clothing necessary for participation in a work activity.

Up to \$100.00 for each license or for other work related fees necessary for participation in a work activity, during any period of eligibility for TANF or Safety Net.

Up to \$50.00 during any period of eligibility for TANF or Safety Net, for tools and equipment necessary to participate in a work activity.

Up to a maximum of \$500.00 or the retail value of the automobile, whichever is less, during any period of eligibility for TANF or Safety Net, for reasonable cost of necessary repairs to a client's automobile and up to a maximum of \$100.00 during any period of eligibility for TANF or Safety Net, for payment for necessary automobile insurance meeting the minimum State requirements, during participation in a work activities. Such expenditures may be authorized only when they are the least costly means of meeting transportation needs of the work participant.

The following one-time work related expenses will be provided to applicants and recipients of Temporary Assistance, if determined by Social Services Temporary Assistance staff, to be necessary to enable an individual to obtain, accept or retain employment, and if funds from other sources are

insufficient to meet the individual's needs. Approval for work related expenses will be based upon a client's demonstration of having current employment.

1. Job related safety equipment, up to a maximum of \$200.00 for each entry to employment.
2. Clothing, including, but not limited to, uniforms and footwear, up to a maximum of \$150.00 for each entry to employment.
3. Tools and equipment, up to a maximum of \$500.00 during any period of continual eligibility for TANF and Safety Net.
4. Up to \$100.00 for each license or for other work related fees.
5. Reasonable costs necessary for repairs to a work participant automobile, up to a maximum of \$500.00 or the retail value of the automobile if that value is less, during any period of eligibility for TANF or Safety Net, and legally required automobile insurance, up to a maximum of \$100.00 during any period of eligibility for TANF and Safety Net. Such expenditures may be authorized only when they are the least costly means of meeting transportation needs.

- 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 1/1/15 is 57.5 cents/mi)
- Mileage reimbursement at IRS Medical/Moving rate, (effective 1/1/15 is 23 cents/mi)
- Other mileage rate, (please explain methodology used to establish reimbursement rate):

- 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:

On a case by case basis, the Agency will assess the number of miles a participant can walk to the worksite nearest their home, not to exceed the equivalent of two (2) miles per one (1) way trip. The individual's work limitations and individual circumstances will be taken into account when requiring someone to walk to an assigned work activity.

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

The Agency will work with clients to assist in removing barriers to obtain and maintain employment, such as transportation needs, clothing, job coaching, childcare, and emergency housing if needed.

Section 4.2 Transitional Support Services

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

All required Transitional Services: SNAP, Medicaid and Child Care.

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

Saratoga County Department of Social Services will provide supportive services to eligible individuals who have been work participants and have lost eligibility for Temporary Assistance, if such services are necessary or appropriate to assist such individuals to remain self-sufficient. Transportation by the most cost effective means consisting of bus tokens, bus pass, taxi service or mileage reimbursement rate at the IRS established rate for medical/moving purposes. Should the client's actual mileage cost exceed this rate the individual will be compensated for the additional cost based on reasonable documentation.

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:

Post-employment information and referral services are given without regard to income.

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 Temporary Assistance 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, etc.:

If the client responds to the notice within the time frame allowed, he or she will be provided the opportunity to report to the Agency and provide reasons for their non-compliance through a face-to-face interview.

If the client does not respond to the Conciliation Notice within the prescribed time limit, the Agency will make a determination of willful and without good cause based on the information available to the Agency.

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

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

The client is given an opportunity to meet with the Employment Coordinator and Social Welfare Examiner to discuss and present evidence as to why they failed to comply with the employment requirements. Each determination is made on a case-by-case basis. The staff will review the evidence/information presented by the client, such as lack of child care, illness of the client or family member, household emergency, etc. The Agency will conduct a careful review of the information and evidence provided and make a determination as to whether the information and evidence supports a finding of good cause or willful non-compliance.

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

- in person
- by phone
- by mail, etc.:

If the client responds to the notice within the time frame allowed, he or she will be provided the opportunity to meet with Agency staff and provide reasons for their non-compliance in a face-to-face interview.

If the client does not respond to the Conciliation Notice within the prescribed time limit, the Agency will make a determination of willful and without good cause based on the information available to the Agency.

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

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

The client is given an opportunity to meet with the Employment Coordinator and Social Welfare Examiner to discuss and present evidence as to why they failed to comply with the employment requirements. Each determination is made on a case-by-case basis. A review is completed on the evidence/information that is presented by the client, such as lack of child care, illness of the client or family member, household emergency, etc. The Agency will conduct a careful review of the information and evidence provided and make a determination of whether the information and evidence supports a finding of good cause or willful non-compliance.

The district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction is:

A conciliation notice is sent to the client advising he/she that they may avoid a SNAP E&T sanction by demonstrating compliance with the assigned work activity.

Section 5.2 Sanctions

The district's procedure for determining compliance for those individuals 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:

Once the durational period has expired and the client states they are willing to comply, they are immediately enrolled into the appropriate program and must demonstrate one week (five (5) consecutive business days) of compliance. Temporary Assistance benefits are restored retroactive to the date the individual indicated a willingness to comply, but no earlier than the expiration of the minimum duration period. If after the durational sanction period has ended, the client claims to be work exempt, the client will be given the opportunity to submit medical documentation to verify the exemption from work requirements and will be added back to the case, provided that the individual has complied with efforts to document the exemption, in the same time frame as non-exempt individual who complied with Temporary Assistance benefits restored retroactive to the date the individual indicated a willingness to comply.

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(b).

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):

When the applicant or recipient declares that he or she has a mental or physical impairment the client will be given a Documentation Requirement Notice (LDSS-4526) to submit within ten (10) days of such notifications and any medical documentation, including but not limited to drug prescriptions and reports from the individual's treating health care practitioner. Such documentation must specify any work limitations as well as recommended treatment plan for the client.

The Agency will inform work activity supervisors in writing of any client's work limitation identified as part of the disability review process. The following is a description of how the Agency will ensure that work-sites are responding to the notification of work limitations. The Agency will provide the work activity supervisor with a written statement of client's work limitations. Updates of client's medical limitations will be provided on a quarterly basis or as they occur.

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:

When the LDSS-4526 is received by the Employment Examiner it is forwarded to the Employment Coordinator for review. If after the review, additional clarification is required the Employment Coordinator will contact the physician. Then a determination is rendered.

Section 6.2 Mental Health Screening and Assessment

The district is administering a screening tool for Temporary Assistance 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 yes, describe the district's policy for determining when a program participant is offered a mental health screen.

N/A

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

Yes No

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

N/A

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:

N/A

Section 6.3 Requirements for Exempt Temporary Assistance 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 a 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, Temporary Assistance 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.):

When the applicant or recipient declares that he or she has a mental or physical impairment the individual will be given a documentation requirement notice -LDSS-4526 to submit to the Agency within ten (10) days of such notifications and any medical documentation including but not limited to drug prescriptions and reports from the individual's treating health care practitioner. Such documentation must contain a specific diagnosis, any medically appropriate tests and specify any work limitations as well as the recommended treatment plan for the client. The employability code determination is made by the Employment Coordinator, who also makes the determination concerning the restoration to self-sufficiency.

- b. Following is the district's procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc. Please be specific:

The Treatment Plan and Employment Development Plan is developed with the individual based upon the available medical information received from various health care providers. This may include Saratoga County Alcohol Services, Saratoga County Mental Health, as well as private physicians. It includes:

The diagnosis.

The prognosis.

The recommended treatment/activities (example: physical therapy, mental health counseling, and/or drug/alcohol abuse counseling).

The individual's recovery goal as reflected in the assessment or the reason why the goal is not consistent with the assessment.

The treatment plan shall take into account the client's support service needs.

- 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 Employment Coordinator and the Social Welfare Examiner contact providers on a regular basis to obtain attendance records of the client. Every three months the client's progress is reviewed.

Attachment A

Commissioner

Deputy Commissioner

Director of services



Adult Services

Preventive

Protective

Homecare



Child Welfare

Protective

Foster Care

Adoption

Staff Development Coordinator

Director of Eligibility



Medicaid

Chronic Care

Community



Food Stamps

HEAP

Temporary Assistance

WTW

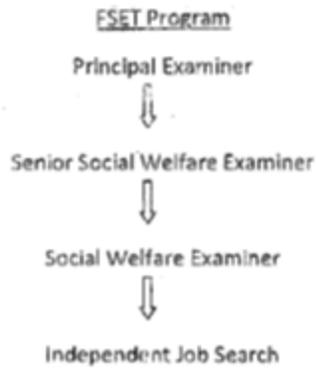
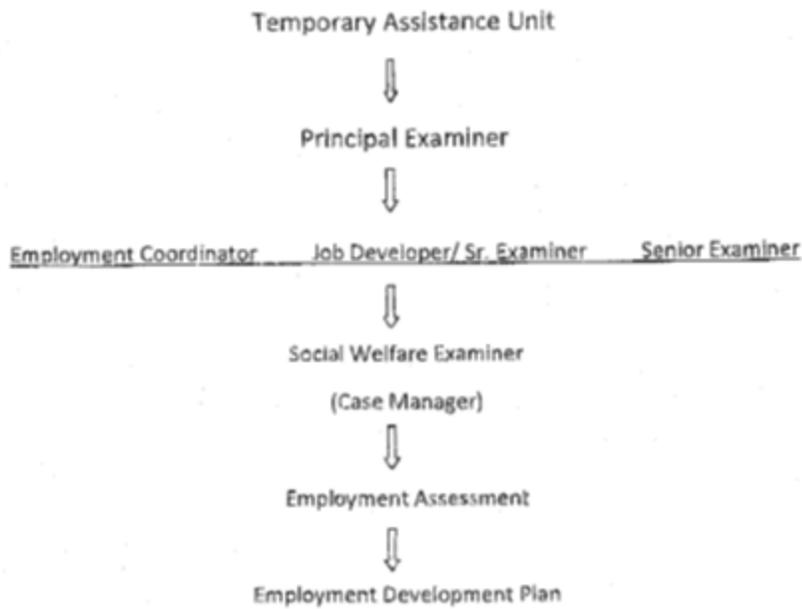
Daycare

Fraud

Child Support

Attachment B

Organizational chart of the Operation of the WTW Program



SARATOGA COUNTY
DEPARTMENT OF SOCIAL SERVICES-WELFARE TO WORK
TINA POTTER, COMMISSIONER
SARATOGA COUNTY EMPLOYMENT ASSESSMENT

Date _____
 Name _____
 Address _____ City _____ State _____ Zip _____
 Social Security # _____ DOB _____ Phone _____
 Do you have an email address and access to the internet? Yes No

How many month/years have you been receiving Temporary Assistance since 12/96? _____
 Have you been on assistance in another state since 12/96? Yes No State _____

Emergency Information

Name of person to contact (not in same household) _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Relationship _____

Citizenship

Are you a US Citizen? Yes No
 What County are you from? _____ What language do you speak? _____
 What is your primary language? _____

ESL classes

Are you attending ESL classes? Yes No
 Where? _____ Hours per week? _____
 Do you understand English? Yes No
 Do you speak English? Yes No
 Do you write English? Yes No

Military/Volunteer

Have you ever been employed, served in the Military or Volunteered in your community?
 Yes No If yes then where? _____ When? _____

Current/Recent Employment

Are you currently employed? Yes No
 If yes where? _____
 Start date _____ Hours per week _____ Hourly rate _____

If you are not employed now, where was your last job? _____
 Why aren't you working now? _____

Medical Issues

How has your health affected your ability to work and how long is the limitation expected to last (if applicable) Describe _____

Do you need accommodations to enable you to work (e.g. shortened work hours, refrigeration and/or time for taking medications, regularly scheduled breaks, assistive technology) Yes No
If yes describe _____

Education

Do you have your High School Diploma Yes No Year Graduated _____

If you do not have your High School Diploma what was the last year you actually completed? _____

If you did not complete High School, why did you leave? _____

Where did you last attend school? _____

Were you in a Special Education Program? Yes No

Why were you in a Special Education Program? _____

Do you have your GED? Yes No Year received _____

Did you ever attend GED classes? Yes No Where _____

When and how long did you attend GED Classes? _____

Job Skills

What job skills have you gained through training, education, employment, volunteer or life experience check all that apply:

- | | | | | |
|---|--|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Assembly | <input type="checkbox"/> Bartending | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Building Maintenance |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Cashier | <input type="checkbox"/> CNA | <input type="checkbox"/> Child care | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Computer Program | <input type="checkbox"/> Computer Repair | <input type="checkbox"/> Construction | <input type="checkbox"/> Cooking/Baking | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Delivering Goods | <input type="checkbox"/> Dietary Aide | <input type="checkbox"/> Dishwashing | <input type="checkbox"/> Drafting/Drawing |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Electrical Repair | <input type="checkbox"/> Equip. Operator | <input type="checkbox"/> Farming | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Foreign Language Translator | <input type="checkbox"/> Fork Truck Operator | <input type="checkbox"/> Fundraising | <input type="checkbox"/> HVAC | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Heavy Equip Landscaping Operator | <input type="checkbox"/> Housekeeper | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Lab Tech | <input type="checkbox"/> Lawn Care |
| <input type="checkbox"/> Loading/Unloading | <input type="checkbox"/> Machine Op. CNC | <input type="checkbox"/> Machine Op NON CNC | <input type="checkbox"/> Machine Repair | <input type="checkbox"/> Management |
| <input type="checkbox"/> Mechanic | <input type="checkbox"/> Painting | <input type="checkbox"/> Paralegal | <input type="checkbox"/> Photography | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Record Keeping | <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Roofer | <input type="checkbox"/> Sales | <input type="checkbox"/> Secretarial |
| <input type="checkbox"/> Security | <input type="checkbox"/> Sewing | <input type="checkbox"/> Taking Inventory | <input type="checkbox"/> Teacher | <input type="checkbox"/> Telephone Op |
| <input type="checkbox"/> Telephone Sales | <input type="checkbox"/> Telephone Work | <input type="checkbox"/> Training others | <input type="checkbox"/> Typing | <input type="checkbox"/> Waiter/Waitress |
| <input type="checkbox"/> Warehouse | <input type="checkbox"/> Welding | <input type="checkbox"/> None | <input type="checkbox"/> Other Describe | |

Based on your interests (including hobbies) abilities, experience and skills, what kind of jobs interest you and what are your employment goals? _____

Training ProgramsHave you attended any special training Programs? Yes No

What did you study and where? _____

How long did you attend? _____ Did you complete the training? Yes No

Completion date _____ Certificate Name _____

If you are currently in training, please state where _____

When will you complete it? _____

CollegeHave you ever attended college? Yes No Name of College attended _____Did you graduate? Yes No If no how many credits did you earn? _____

What degree are you working towards? _____

Are you currently a college student? Yes No When did you start? _____

When will you graduate? _____

For teens only*Note : If you are 16-19 years old you are required to be in school full time in order to continue to receive Temporary Assistance Benefits.*Are you currently a full time High School Student? Yes No

Name of School _____ Hours per week _____

Name of last school attended _____

When will you graduate? _____

Please list all the ADULTS in your household and state if they work or attend school. Please list each individual's name and source of income

Name	Place of Employment or school	Relationship to you	Source of income SSI/SSD, Wages UIB	Amount of income per month

Court orders for child support & Absent Parents

Please list absent parents, their addresses, and place of employment. Check boxes for court orders for child support.

Name	Address	Place of Employment	Paternity Established	Court order
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No \$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No \$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No \$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No \$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No \$

Do any of your children have a deceased parent?

Yes No

Was paternity established?

Yes No

Social Security Benefits (children)

Are any of your children receiving Social Security Benefits?

Yes No

If yes: List the child's name, amount and the reason the child/children are receiving SSI benefits.

Child's name	Amount	Reason

Child Care

Please list all your children, their ages, if they have any special needs (including problems in school or day care or frequently missing school are daycare, and their child care arrangements:

No children

Child's Name	Age	Special Needs	Childcare arrangements	Childcare provider information
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Needed <input type="checkbox"/> Made <input type="checkbox"/> N/A	Name _____ Address _____ Phone _____ Type _____ Start _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Needed <input type="checkbox"/> Made <input type="checkbox"/> N/A	Name _____ Address _____ Phone _____ Type _____ Start _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Needed <input type="checkbox"/> Made <input type="checkbox"/> N/A	Name _____ Address _____ Phone _____ Type _____ Start _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Needed <input type="checkbox"/> Made <input type="checkbox"/> N/A	Name _____ Address _____ Phone _____ Type _____ Start _____

Drug/Alcohol

Have you ever been in treatment for Drug or Alcohol abuse? Yes No

Where/Program _____ Discharge date _____

Are you currently in treatment? Yes No

Where/Program _____ Hours per week _____

Counselor _____ Completion date _____

Do you attend AA/NA meeting? Yes No

Has anyone in your family been treated for Drugs/Alcohol Abuse? Yes No

EMPLOYMENT PLAN

Name _____	Case Number _____	CIN Number _____
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Client Employment Preferences: _____

DOT _____	DOT Code _____	Years of Experience _____
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Short Term Goal: _____

Long Term Goal: _____

EMPLOYMENT AND TRAINING PROGRAM

(Including education, work experience, OJT, job search, vocational training, job development/placement)

LDSS Responsibilities: _____

Client Responsibilities: _____

Referred to and Date: _____

Plan does not reflect participant's preferences Explain reasons why _____

SUPPORTIVE SERVICES PLAN

(Including day care for children, clothing, tuition, day care for adults, transportation, license and other fees, auto insurance, job related safety equipment, counseling, and services for family members)

LDSS Responsibilities (Guaranteed Child Care: If the client needs help in finding child day care, the LDSS must be able to offer regulated child day care slots available from two or more providers.)

: _____

Client Responsibilities: _____

Referred to and Date: _____

I understand that if I do not agree with this plan, I may have a conference with my Temporary Assistance worker and with an impartial person who will try to help my worker and me resolve our differences about what should be in my plan.

I certify that I have received a true and exact copy of this form. I have been involved in the development of the above plan and I understand that it is my responsibly to follow through with the activities to the best of my ability.

WTW Participant

Date

WTW Staff

Date