

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

January 1, 2020 – December 31, 2021

Suffolk County

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Section 1- Assurances

As a condition of the receipt of federal and State funds the Suffolk 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 Suffolk 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/ FP 12/06/2019

Frances Pierre, Social Services Commissioner

12/06/2019, 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.

The Suffolk County Department of Social Services (SCDSS) Employment Program comprises:

- Employability Unit (EMP)-EMP staff complete an employability assessment for each applicant\recipient.
- Compliance Unit (CU)-CU staff manage all conciliations, establish "good cause," handle dispute resolution, and process sanctions and disqualifications as indicated.
- Disabled Client Assistance Program (DCAP)- DCAP staff assist clients in filing for Social Security benefits.
- Supportive Services Units- The Supportive Services Unit reviews required documentation and authorizes payments as needed.

The Suffolk County Department of Labor Licensing & Consumer Affairs (SCDOLL&CA) works in conjunction with the Suffolk County Department of Social Services (SCDSS) in the operation of the Suffolk Works Employment Program (SWEP), administering what is commonly referred to as "The Employment Program" of Suffolk County. The goal of the program is to provide counseling, activities and supportive services necessary for clients to achieve self-sufficiency or lessen their dependence on Temporary Assistance.

Temporary Assistance applicants and recipients must complete a program orientation, a comprehensive assessment interview and devise a mutually agreed upon Employment Plan charting their path to self-sufficiency.

SCDOLL&CA SWEP services include:

- Comprehensive Assessment Interview
- Job Readiness Assistance
- Subsidized Employment Programs
- Employability Workshops
- Vocational Training
- Employment Plans
- Job Development and Placement
- Work Experience
- Job Fairs/Career Quest

- Resume Preparation
- Supervised Job Search
- Program Orientations
- Educational Training
- Referrals to Support Services
- Displaced Homemaker

Following are specific details regarding available services:

- **SWEP Work Experience-** Positions are offered as clerical aides, community service aides, food service aides and maintenance or custodial aides at several hundred participating worksites throughout Suffolk County. A diverse variety of work environments and disciplines provide individuals with valuable work experience and help to develop a work history. Governmental and various not-for-profit agencies join in the partnership effort to help enhance our clients' employment-related work experience. Work Experience participants may also be placed onto SWEP conservation crews, which are supervised by a labor crew leader. Work Experience participants who are assigned to crews are picked up and transported to various sites throughout the county where they perform groundskeeping, maintenance, and other tasks as needed.
- **SWEP Training Programs-** Education and vocational training courses are offered to SWEP clients who have been assessed to be in need of training to enhance their employability. Remedial education is available for those clients who may lack a high school diploma, have limited language skills, or who need basic job skills training. If vocational training is determined appropriate, a network of training agencies stands ready to offer their services. This network is spread across Suffolk County so that our clients can attend a local site.
- **SWEP Job Placement-SCDOLL&CA** also offers job search, employment placement assistance and on-site job fairs via our One-Stop Employment Center and in the SWEP, offices located in Hauppauge and Riverhead.

Organizational charts for the Suffolk County Department of Social Services Employment Program and the Suffolk County Department of Labor, Licensing & Consumer Affairs are attached.

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
Suffolk County Department of Labor, Licensing & Consumer Affairs (SCDOLL&CA)	\$7,153,012	<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%	SCDOLL&CA completes the client assessment and employment plan, and assigns and monitors work activities.
Industrial Medecine Associates (IMA) Employability Determinations	\$1,600,000	<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%	SCDSS and SCDOLL&CA use IMA to assess TA applicants and recipients for physical, mental and substance abuse impairments. In addition, IMA will assess, evaluate and monitor substance abuse treatment and compliance.
Child Care Council of Suffolk, Inc. Registration and Inspection MOU	\$1,033,079	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other NY State funded	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	The Child Care Council of Suffolk inspects, registers and monitors Family Day Care providers for compliance with health and safety regulations.
Education and Assistance Corp. (EAC) Sanction Intervention Project	\$180,865	<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%	EAC will service TANF and SN Maintenance of Effort (MOE) individuals sanctioned until compliance for failure to comply with work rules and other mandated requirements.
	\$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%	
	\$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%	

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
Western Suffolk BOCES	Educational Resources	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Vocational Skills Training
Western & Eastern Suffolk BOCES	Food Stamp Employment and Training (FSET) Venture	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Vocational skills training, ESL, High School Equivalency (HSE) or Test Assessing Secondary Completion (TASC) and basic education.
Suffolk County Community College	Career and Technical Education Act (CETA)	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Vocational skills training
Adult Career and Continuing Education Services (ACCES)	State Education Department	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Vocational skills training, on-the-job training, Work Try-Out and Job Coaching for disabled individuals and the general public.
Summer Youth Employment Program	Flexible Fund	<input type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Work experience, academic enrichment, job counseling, referral and workshops for 14-21-year old youths.
		<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%	
		<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)

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:

- 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.

The SCDSS contracts with SCDOLL&CA to provide employment-related services to Suffolk County’s employable TANF, SN MOE, SN non-MOE and SNAP ABAWD population under the umbrella of the Suffolk Works Employment Program (SWEP). The SCDOLL&CA is the local Workforce Innovation & Opportunity Act (WIOA) grant recipient, fiscal agent, and One-Stop Operator, as designated by the Workforce Development Board and County Executive. This unique relationship allows for program

design flexibility when planning for the provision of services, including referrals to partner agencies. Options include:

- **Co-location:** SCDOLL&CA TANF-funded staff are frequently stationed at the One-Stop Employment Center to help facilitate the provision of services. When necessary, individuals can be transported to the One-Stop Employment Center where they can assist in the implementation of Job Fairs, participate in employability workshops, and provide assistance in the One-Stop Career Couture office. SCDOLL&CA Business Services staff is partially funded by TANF and can provide labor market information and list of current job opportunities, as well as assist in job placement/job search activities.
- **Referral:** Any SCDOLL&CA SWEP counselor may contact the One-Stop Manager, Business Services Director or Career Couture staff directly by phone or email to arrange for a one-on-one appointment for an individual. Individuals seeking services will participate in a comprehensive assessment which may include skills testing to determine the appropriate menu of services. Serving these individuals is a WIOA and Suffolk County priority. All individuals seeking services will be enrolled in the One-Stop Employment Center.

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:

The SCDSS and its agent, the SCDOLL&CA, comply with the requirements set forth in Section 3.4 of this Plan. Participants are advised of their “Engaged in Work” responsibilities through the development of an Employability Plan for non-exempt individuals. Exempt individuals are required to participate in activities that will lead to self-sufficiency. These activities may include the pursuit of SSI/SSD benefits, enrollment in drug/alcohol, mental health or vocational rehabilitation programs, and case management services. Similarly, exempt individuals are advised of their “Engaged in Work” responsibilities through information packets received at self-sufficiency review orientation.

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:

- An Opportunity Agreement form explaining joint responsibilities of the participant and the Agency.
- A “Did You Know” general information form.
- A “Learn More Earn More” fact sheet describing samples of approved vocational training courses.
- Direct referrals to the on-site Child Care Council staff are made, when indicated.
- Information about available employment opportunities and discussion about accessing services through SDDOLL&CA’s One-Stop Employment Center.
- Information about the TANF program, available supportive services, community resources (e.g. Dress for Success and One-Stop Career Couture), earned income exemption and credits, TANF time limits, work exemptions, Family and Child Health Plus, additional information for childcare, HSE class availability and ex-offender information where appropriate.

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:

Orientations are provided for applicants and recipients and are generally held in a group setting by SCDOLL&CA staff upon employability determination. Occasionally, orientations are provided on an individual basis for clients who cannot attend the group enrollment. The requirement to establish paternity and pursue child support obligations is addressed upon application and recertification.

The orientation for applicants and recipients claiming a disability are completed by SCDSS EMP staff. Upon completion of an exempt determination, the individual is informed of their treatment requirements. A referral is made to SCDOLL&CA and the assessment information is entered into WTWCMS by SCDOLL&CA.

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 WTWCMS.
- The district conducts assessments 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. Describe the district procedure for the completion of an employment assessment:

An employment assessment for each participant is conducted by a SCDOLL&CA SWEP Assessment Counselor. The Assessment Counselor reviews information provided during the SCDSS EMP interview, registration, assessment and orientation process and addresses items delineated on the WTWCMS assessment screen such as work history, education, barriers to employment, etc. and may include optional sections if applicable. During the course of the assessment interview, an explanation of the participant's employment code and hourly activity requirement is given to the participant, and the activity options are again reviewed by the Assessment Counselor.

Exempt participants are initially assessed by SCDSS EMP. Upon completion of an exempt determination, the individual is informed of their treatment requirements. A

referral is made to SCDOLL&CA and the assessment information is entered into WTCMS by SCDOLL&CA. All exempt participants are followed for updated medical, psychiatric or drug and alcohol treatment information. An exempt individual's status is reviewed prior to the end of their exemption period and /or the participants provide additional information. The assessment is updated each time by SCDOLL&CA into WTCMS. Long-term exempt participants may be referred to the Disabled Client Assistance Program (DCAP) for assistance with applying for SSI or SSD.

c. The district administrative unit or contractor responsible for conducting assessments is:
SCDSS and SCDOLL&CA

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)]

SCDSS Social services Examiner (SSE) 1-Minimum Qualification:

a) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in examining, investigating or evaluating claims for assistance, veterans', or unemployment benefits, insurance or a similar program operating under established criteria for eligibility;

or,

b.) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in a New York State public social services agency performing duties that require substantial client contact for the purpose of implementing, assessing or directly providing agency programs and services.

SCDOLL&CA Labor Technician- Minimum Qualifications

a) Graduation from a New York State or regionally accredited college or university with a bachelor's degree; or,

b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in personnel selection or placement, personnel administration or labor relations, business or public administration or field work supervision.

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?

The SCDOLL&CA counselor is always looking at the assessments in the case. The client's assessment is reviewed at each and every one-on-one contact. If no individual contact is made after the initial assessment, then individuals are contacted at one (1) year for Safety Net recipients and six (6) months for FA recipients.

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 WTWCMS.

The district uses the LDSS 4978 (New York State Employment Plan) and later enters information into WTWCMS.

The district develops individual employment plans using a local equivalent tool and later enters information into WTWCMS. Attached is the local equivalent.

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.

A mutually agreed upon Employment Plan, with both long-and short-term goals, is devised with the participant. A WTWCMS activity referral is generated and an activity fact sheet is issued to the participant. In all other cases referrals are based on the Assessment Counselors observations. The employability plan is reviewed at each contact and \or service, and it is modified if there is a change in the client's goal, planned work activities or employability status.

Exempt participants are initially assessed by SCDSS EMP. Upon completion of an exempt determination, the individual is informed of their treatment requirements. A

referral is made to SCDOLL&CA and the assessment information is entered into WTCMS by SCDOLL&CA. All exempt participants are followed for updated medical, psychiatric or drug and alcohol treatment information. An exempt individual’s status is reviewed prior to the end of their exemption period and /or the participants provide additional information. The assessment is updated each time by SCDOLL&CA into WTCMS. Long-term exempt participants may be referred to the Disabled Client Assistance Program (DCAP) for SSI or SSD.

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

At each contact with an individual, a review of the employment plan is conducted. The counselor reviews present circumstances and if warranted, changes are made to the employment plan.

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:

Standard participation requirements for adults in households with dependents are 35 hours per week. Standard participation requirements for adults in households without dependents are 40 hours per week.

Non-exempt TANF, SN MOE and SN applicants and recipients are referred to the SCDOLL&CA for an orientation and assessment appointment. Non-exempt TANF and SN MOE recipients are immediately enrolled in supervised job search in accordance with 08-ADM-07. This appointment is scheduled within 5 days for applicants and newly opened cases and within ten days for those who transition from exempt to non-exempt, in order to provide sufficient advance notification. In the event that the individual is present during the time the non-exempt determination is being made, the SWEP appointment may occur in less than 10 days since the appointment letter will be hand delivered. Once assessed by SCDOLL&CA, Safety Net recipients are immediately referred to a countable activity. Similarly, TANF and SN MOE clients are assessed and referred for childcare assistance as well as being referred to a subsequent countable activity. SN applicants and recipients are placed into a weekly monitored SN job search activity in compliance with State regulations.

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

	Households with Dependent Children Average Monthly	Households without Dependent Children Average Monthly
Individuals	360	250

- 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:

On a monthly basis, the COGNOS Employment Programs Current and Monthly reports, as well as the online WTCMS listings, are reviewed by SCDOLL&CA and SCDSS in order to provide quality assurance. Reports are used to verify client status and monitor effectiveness of programs as it pertains to participation. CMS units and listings are used to validate assignments and as quality control tools to capture and track clients in various activities. SCDSS and SCDOLL&CA also utilize management reports including employability code change logs, scheduling logs, WTCMS reports, weekly reactivation reports, and alerts. Together these various reports have become an indispensable management tool for the SCDSS and SCDOLL&CA staff that are charged with the oversight, monitoring and administration of meeting work participation requirements. They also facilitate compliance by the County with all the State and Federal mandates, rules and laws associated with evaluating, and servicing TA applicants and recipients. In addition, collectively the reports are useful as a basis for judging the efficiency of ensuring full engagement by adults in work or work preparation activities.

- 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):

Suffolk County does not mandate NTA SNAP applicants and recipients to work activity assignments currently.

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):

Clients are informed of SNAP E&T services, such as job search related focus groups, resources, basic computer workshops and vocational training. All are available through the SCDOLL&CA One-Stop Employment Center. This information is provided in the SNAP application packet

- 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:

Job Search process for TA applicants:

- * TANF applicants must conduct and document 40 hours of job search per week.
- * SN applicants, as a TA eligibility requirement, must conduct and document a standard of 20 job search contact per week. For SN Non-MOE applicants, one contact equals two hours.
- * Attendance at a job readiness training (JRT) session at SCDOLL&CA is mandatory and will count toward the 40-hour requirement.
- * Job search activities may include resume writing and job fair attendance.
- * The number of job search contacts may vary based upon client work limitations or other case specific circumstances.

Applicant Job Search	Minimum Number of Contacts	Minimum Number of Hours	Additional Information
TANF and SNA MOE		40	
SNA Individuals	20	40	One contact = 2 hours

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

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

Job Search process for TA recipients:

- * TANF and SN MOE recipients must conduct and document 40 hours of job search per week.
- * SN recipients must conduct and document 20 contacts per week.
- * Attendance at a job readiness training (JRT) session at SCDOLL&CA is mandatory and will count toward the 40-hour requirement.
- * Job search activities may include resume writing and job fair attendance.
- * The number of job search contacts may vary upon client work limitations or other case specific circumstances.
- * One job search contact equals two hours of work activity for SN NON-MOE

Each recipient's job search is monitored weekly utilizing the job search log where start/end times and the number of job search contacts are reviewed.

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.

- * Employed TA applicants and recipients sign a self-attestation or Participant Employment Confirmation (PEC) form. In the case of self- employed individuals, hours are based upon business records or determined by dividing the net business income by the federal minimum wage.
- * Employment must be at minimum wage or greater.

- * Applicants/Recipients must also work a minimum of the number of hours required for successful participation and compliance with work rules.
- * In instances where income divided by hours does not equal federal minimum wage, circumstances are reviewed on a case by case basis by Client Benefits Administration or a designee of their choice.

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>

Activity and Definition	
<ul style="list-style-type: none"> — FA — SNA Fam — SNA Ind — 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>
<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>

Activity and Definition	
<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 WTCMS 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.
<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>

Activity and Definition	
<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.:

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 SCDOLL&CA (SWEP) maintains a Job Development Unit consisting of Job Developers who perform any or all of the following responsibilities on a daily basis:

- Field visits, telephone calls and other methods of communication with employers to solicit jobs.
- Maintenance of a computerized job bank.
- Posting of job openings.
- Distribution of flyers to applicants and recipients on topics such as job fairs and earned income tax credit.
- Scheduling of on-site recruitments.
- Job matching and referring participants to job openings.

Participants are also referred to the Suffolk County One-Stop Employment Center for on-site recruitment and employment services. The Job Development Unit coordinates job search efforts and provides new employment listings to the WIOA Business Services Unit in the County One-Stop Employment Center.

SCDOLL&CA currently has one Job Developer dedicated to the SWEP Unit. This Job Developer relies on the support of additional Job Developers assigned to the One-Stop Employment Center.

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

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:

SCDOLL&CA uses the Request for Qualifications process to assess and approve all adult basic education, high school equivalency and English as a second language program providers. All approved training providers are tracked on the New York State Eligible Training Provider List. SCDOLL&CA monitors all training providers to ensure they are meeting all requirements to maintain their approved status.

- 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:

SCDOLL&CA uses the Request for Qualifications process to assess and approve all Vocational Training providers. All approved Training Providers are tracked on the New York State Eligible Training Provider List. SCDOLL&CA monitors all training providers to ensure they are meeting all requirements to maintain their approved status.

- 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:

Educational activities are introduced as potential work activities during the SWEP Registration/Orientation process and reinforced throughout the SWEP Assessment. As part of the Assessment process, counselors discuss educational levels, identifying those who may benefit from educational courses such as HSE or TASC, ABE, ESL, etc. Promotional flyers and notices of upcoming classes through our educational providers are offered to clients, posted, distributed and made available in our Center lobbies, Emergency Housing Shelters and throughout the Assessment area. Counselors have listings of available educational courses on WTWCMS. Additionally, each counselor is provided with a copy of the annual Long Island Regional Directory of Adult Literacy Providers (prepared and funded by the Title II WIOA) as well as the 211 Long Island Directory.

- 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:

During the individual assessment, SWEP counselors determine the need and appropriateness for education activities. Non-exempt individuals who have not attained basic literacy or a high school diploma are encouraged to enroll in an appropriate educational program. This determination is made during the development of the career and employability plans after reviewing individual's barriers to employment. Following the development of the plan, individuals are encouraged to explore and/or are referred to

the appropriate educational program in combination with other core work activities to enable compliance with work participation requirements.

“In instances where the non-exempt individuals who have not attained basic literacy or a high school diploma request participation in education activities that are not appropriate with the individual’s employment capacities based on their employment assessment, the individual will be assigned to another more appropriate work activity assignment.”

- 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:

Throughout the registration and assessment process, participants are advised of vocational training employment requirements. Factors to be considered include:

- Whether a participant has a viable marketable skill
- The number of months of vocational training available to the participant
- Suitability for training (e.g., potential barriers that could impede successful completion of a particular training course)

The SWEP Unit maintains a database of vocational courses offered by training providers that lists minimum educational, reading, math and any other requirements for each individual course. Upon mutual development of an Employment Plan, the SWEP counselor will use WTCMS and issue a Training Fact Sheet. The counselor will then refer suitable candidates to a vocational provider for an interview and entrance exam. The vocational provider will make the final determination as to whether a participant is accepted into the vocational or job skills training.

Additionally, participants that have self-initiated and completed vocational education programs in demand occupations may be eligible for tuition reimbursement, as approved by the district or SCDOLL&CA.

- 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:

A four year degree in a demand occupation may be approved 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:

Throughout the registration, orientation and assessment processes, participants are advised of vocational training employment requirements. Individuals who are beyond their 12- month lifetime limit and who are not fulfilling participation requirements through employment are scheduled into SWEP and assigned to a countable core activity.

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

All providers of education and training are certified by the New York State Education Department. Additionally, the curriculum of all educational/vocational programs are evaluated by the SCDOLL&CA to determine if the program is in a demand occupation and meets Welfare to Work requirements. Referrals will only be made to programs approved by SCDOLL&CA. Training is also provided under WIOA in accordance with federal regulations. Existing providers must continually demonstrate that their programs are in demand occupations and provide a path to financial independence. Examples of approved "Suffolk Works" vocational training programs are identified in the "Learn More Earn More" flyer.

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

TA recipients are notified of approved training providers at the following program stages:

- * During their initial orientation in SWEP
- * At the in-house JRT session, at the assessment window
- * At subsequent interviews
- * Throughout the employability planning process

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

The vocational training or work activity provider notifies the participant of the approval for training or acceptance for a work activity. The provider then completes the feedback section of the referral form and returns it to SCDOLL&CA. In the absence of a returned form with feedback, each unit conducts follow-up phone calls to their respective providers confirming interviews and program start dates.

- 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:

In accordance with 06-INF-12, 06-INF-30 and the OTDA School Attendance Desk Guide (LDSS-4888), the district will obtain school verification to monitor the high school attendance of 16-to18- year old students. An assessment will be completed for individuals who are age 18 regardless of secondary school attendance and for 16-17-year-old individuals who are not attending secondary school.

- 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:

All work activity providers are required to comply with Title II of the Americans With Disabilities Act.

An individual's health-related limitations are taken into consideration when assigning a work activity. Health-related limitations are listed in the comments section of the WTWCMS referral form and sent to the provider.

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 AQL.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:

- * Multi-language telephone interpreter services
- * Multi-lingual staff
- * Language Line InSight Interpreting

- * Bi-lingual forms provided in English and Spanish
- * Referrals to ESL service providers
- * Interpreter services for the deaf

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:

The SCDOLL&CA makes the following efforts to maximize participation:

- * Participants are assigned to the maximum hours permitted (e.g., 40 hours for FAs). This enables participants to have a built in-buffer to maintain participation in case of "good cause" absences, with out needing\exceeding excused hours.
- * Participants with attendance problems are counseled by their worksite\school supervisor, issued a counseling letter via mail, receive counseling phone calls from SWEP staff and are visited onsite by SWEP worksite unit personnel. These efforts are used to assist individuals to stay in participation and to lessen referrals for non-compliance. After additional outreach has been completed, should the client continue to demonstrate attendance issues, a referral will be processed to the Compliance Unit within ten days.
- * SWEP has modified the WTWCMS provider listing to enable counselors to locate the most convenient worksite for participants. These listings can be sorted in various ways, including by bus and town route.
- * SWEP and SCDSS have streamlined the Child Care process so that individuals no longer need to report in order to have child care services for new activities and\or referrals. This eliminates the participant missing "unexcused" time from their activities.
- * SWEP representatives visit participants onsite when their vocational education programs are nearing completion. These visits enable us to complete documentation to assign the individual to their next activity without them missing any time in their current activity.
- * SWEP has enhanced supervised job search resources and services offered at the 395 Oser Avenue location which closely mirror those offered at the Suffolk County One-Stop Employment Center location. The relocation of resources and services enable Supervised Job Search (SJS) participants to have the same access to the One-Stop Employment Center resources without having to travel to a different SCDOLL&CA office.
- * To address transportation needs, some providers have been issued bus tokens for clients.

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:

SCDSS has a current contract with the Education & Assistance Corporation (EAC) to implement a Sanctions Intervention Project. This project consists of a monthly review of TANF and SN MOE individuals who are sanctioned until compliance, or whose sanction period has expired. These individuals are scheduled to attend an Eligibility Verification Review interview with EAC. The EAC Case Manager will review any new case findings, including a review of household

composition. The EAC Case Manager will follow-up on the verification of information obtained during the interview process. This may require the EAC Case Manager to obtain financial information or request information from the individual. It may involve contact with outside sources such as the individual's employer to verify information. The submitted financial information is discussed. The information obtained during this interview process (such as sources of income due to employment or outside contributions) must be compared to the financial information on record to determine if there is unreported or unbudgeted income. Those who appear are directly referred to the SCDOLL&CA for placement in a countable employment program activity or referred for a medical, psychiatric, or substance abuse evaluation, as warranted. Those who fail to appear without good cause are referred for a full case closing.

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

Same as above.

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

For individuals that have a durational sanction, EAC conducts an Eligibility Verification Review to engage these recipients during the sanction period. EAC interviews sanctioned individuals and discusses job search strategies, job search submissions, job leads, the One-Stop Employment Center, and resume preparation. Based on the individual's needs, referrals to various resources are made, including but not limited to:

- Supportive community services
- Individualized resource packet
- Dress for Success
- One-Stop Career Couture
- ACCES
- HSE or TASC
- Vocational training
- Homelessness prevention
- SSP application
- Federal Bonding Program
- SafeLink/ Assurance

Those who fail to appear without good cause are referred for a full case closing.

Section 3.11 Strategies for reducing the need for TA

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

For everyone, the development and utilization of an employment plan which is tailored to the individual and outlines barriers to and goals for financial stability. Also, the Self Sufficiency Review program requires temporarily unemployable individuals to follow up with health and treatment plans in order to become employable.

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:

For employed individuals:

Upon request, and, as determined necessary to support the individual's continued employment, the following supportive services will be provided for TANF, SN MOE and SN non-MOE recipients who are actively employed at least 30 hours per week at the Federal or New York State minimum wage, whichever is higher, and/or working up to capacity for work limited individuals.

1. Transportation, but not more than the cost of public transportation, if available; or, if not, reimbursement at the IRS medical/moving rate (i.e., .20 cents, effective 1/1/19). This includes the cost of transporting children of SWEP participants to and from child day care. Transportation reimbursement to and from employment is excluded. Taxi cabs are not reimbursable
2. Up to a maximum of \$200 for uniforms necessary for participation in approved SWEP activities or employment.
3. Up to a maximum of \$100 for clothing necessary for participation in approved SWEP activities or employment during any calendar year.
4. Up to \$300 for each certification, license, or other work-related fees necessary for participation in SWEP activities or employment during any calendar year. Fees for background checks, fingerprinting and professional liability insurance are excluded.
5. Up to a maximum of \$250 during any calendar year for tools and equipment necessary to participate in SWEP activities or employment.
6. Up to a maximum of \$1,500 for auto repairs, or the retail value of the automobile, whichever is less, during any calendar year for reasonable costs of necessary repairs to a SWEP participant's automobile. This reimbursement is for mechanical repairs only, not cosmetic repairs. Individuals must pursue any and all benefits available through their

insurance carrier (i.e., collision coverage) if repair request is related to an automobile accident. Documentation of a valid New York State driver's license, title, insurance and registration must be in the individual's or spouse's name that is requesting this supportive service.

7. Up to a maximum of \$1,500 during any calendar year for payment of necessary automobile insurance on any one vehicle, including associated finance/service fees, which meets the minimum State auto insurance requirements. Such expenditures may be authorized only when they are the least costly means of meeting the transportation needs of the employed TANF, SNA MOE and SNA non-MOE recipient. Documentation of a valid New York State driver's license, title, insurance and registration must be in the individual's or spouse's name that is requesting this supportive service. It must be New York State insurance coverage, issued by a company licensed by the New York State Department of Financial Services and certified by the New York State Department of Motor Vehicles. Out-of-state insurance is never acceptable. If the individual becomes a New York State resident, they must get a New York State driver's license within 30 days. This cost is not reimbursable. Driver license renewals are reimbursable. Additionally, New York State drivers' licenses (such as Commercial (CDL), Taxi, Livery, Limo) will be reimbursed if the participant is employed or provides documentation of a job offer in that field.

8. Tuition costs of up to \$2,100 per calendar year, payable to the educational institution or student loan company, related to the individual's participation in an approved SWEP activity when other resources such as financial aid or other government funding have been exhausted. Individual must show successful progress or completion of course.

9. Up to \$300 per calendar year for books for participation in an approved SWEP activity when other resources are unavailable, consistent with 97ADM-18 (Williams vs. Dowling). Documentation of required textbooks must be submitted by the educational provider for the attending individual.

10. Work limited recipients who are participating in an approved employment program activity (including subsidized employment) or who are employed (unsubsidized) less than 30 hours per week will be eligible for the yearly maximum limits listed above.

Individuals must be in compliance with all Temporary Assistance eligibility and employment program work requirements. All requests for the above supportive services must be submitted within 90 days from the date of service or date of payment. Supportive services payments are expressly limited to the items and criteria noted in Section 4.1 of this Plan. In addition, supportive services payments are contingent upon the continued availability of federal and State funding and OTDA regulatory authority.

For all other temporary assistance participants:

Upon request, as determined necessary to support the individual's viable employment skills, the following supportive services will be provided for TANF, SN MOE and SN non-MOE recipients who are participating in an approved employment program activity (e.g., job search, worksite or school):

1. Transportation, but not more than the cost of public transportation, if available; or, if not, reimbursement at the IRS medical/moving rate (i.e., .20 cents, effective 1/1/19). This includes the cost of transporting children of SWEP participants to and from child day care. Transportation reimbursement to and from employment is excluded.
2. Up to a maximum of \$200 for uniforms necessary for participation in approved SWEP activities or employment.
3. Up to a maximum of \$100 for clothing necessary for participation in approved SWEP activities or employment during any calendar year.
4. Up to \$300 for each certification, license or other work-related fees necessary for participation in SWEP activities or employment during any calendar year. Fees for background checks, fingerprinting and professional liability insurance are excluded.
5. Up to a maximum of \$250 during any calendar year for tools and equipment necessary to participate in SWEP activities or employment.
6. Up to a maximum of \$750 during any calendar year for payment of necessary automobile insurance on any one vehicle, including associated finance/service fees, which meets the minimum State auto insurance requirements. Such expenditures may be authorized only when they are the least costly means of meeting the transportation needs of the employed TANF, SNA MOE and SNA non-MOE recipient. Documentation of a valid New York State driver's license, title, insurance and registration must be in the individual's or spouse's name that is requesting this supportive service.
7. Up to a maximum of \$750 or the retail value of the automobile, whichever is less, during the calendar year for reasonable costs of necessary repairs to a SWEP participant's automobile. Individuals must pursue any and all benefits available through their insurance carrier (i.e. collision coverage) if repair request is related to an automobile accident. Documentation of a valid NY State driver's license must be presented to receive this supportive service.
8. Tuition costs of up to \$2,100 per calendar year, payable to the educational institution or student loan company, related to participation in an approved SWEP activity when other resources such as financial aid or other government funding have been exhausted, upon successful completion of course. Review classes are not reimbursable.
9. Up to \$300 per calendar year for books for participation in an approved SWEP activity when other resources are unavailable, consistent with 97ADM-18 (Williams vs. Dowling). Documentation of required textbooks must be submitted by the educational provider for the attending individual.

For Non-TA SNAP Applicants and Recipients:

Upon request, as determined necessary to support the individual's viable employment skills, the following supportive services will be provided for Non-TA SNAP recipients who

are participating in an approved employment program activity (e.g., job search, worksite, community service, or education):

1. Child care for children up to age 13.
 2. SCDOLL&CA advises clients of our ability to assist in compliance with participation in the Food Stamp Employment and Training Program through our correspondence and orientations, whether via telephone, fax or face-to-face.
- 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):

- 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:

The maximum distance a participant is expected to walk to a work activity assignment or to access public transportation, is 2 miles, unless walking would not be a reasonable requirement based on the individual's documented health limitations.

- 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:

The district provides child care, transportation and employment or training services in an effort to avert the need for Temporary Assistance and improve employment opportunities.

Section 4.2 Transitional Support Services

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

All supportive services are defined in section 4.1 of this Biennial Plan. Family Assistance recipients are eligible to receive Transitional Child Care, Low Income Child Care, Transitional Medicaid, Transitional Benefit Assistance (SNAP) and access to Medical Health Services Plans.

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:

The above services are available to individuals whose Temporary Assistance cases have closed due to employment.

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:

Extended Support Services are not available.

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

When a recipient fails to comply with a work activity assignment, SCDOLL&CA forwards a completed conciliation notification to DSS Compliance Unit. CU verifies the case status, current address and processes it for mailing. If an individual requests a conciliation conference within ten days, the CU will provide a telephone conciliation. Recipients are advised that they may be required to provide documentation to support any reason(s) given for not reporting or not complying with employment requirements. The requirement to provide documentation is to be evaluated on a case-by-case basis.

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

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

Upon conclusion of the conciliation meeting, a client's employment worker or supervisor reviews all written documentation as well as the verbal information supplied by the individual. Good cause reasons (such as medical emergencies, hospitalizations, incarceration, death of a family member, etc.) will be taken into consideration. If good cause is established, the individual will be re-engaged as necessary.

If an individual fails to respond to the conciliation notice, or if the CU determines from the conciliation that the individual's refusal or failure to comply was willful and without good cause, the SCDSS will issue a ten-day notice to discontinue or reduce (whichever is appropriate) the TANF, SN MOE or SN non-MOE grant.

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

When a recipient fails to comply with a work activity assignment, SCDOLL&CA forwards a completed conciliation notification to the SCDSS Compliance Unit. CU examiners review each client's case/non-compliance individually and determine who is subject to a possible SNAP sanction. The non-compliant individual who is determined to be subject to a possible SNAP sanction will be issued a conciliation notice asking him or her to contact the district to discuss the reason(s) for the non-compliance, including good cause, and will be offered the opportunity to avoid the SNAP sanction by complying with an assigned job search work activity.

Recipients are advised that they may be required to provide documentation to support any claim of good cause.

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

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

A client's employment worker or supervisor reviews all completed Job Search logs as well as the verbal information supplied by the individual. Good cause reasons (such as medical emergencies, hospitalizations, incarceration, death of a family member, etc.) will be taken into consideration. If good cause is established, the individual will be re-engaged as necessary. If an individual fails to respond to the conciliation notice, or if the CU determines from the conciliation that the individual's refusal or failure to comply was willful and without good cause, the SCDSS will issue a ten-day notice to discontinue or reduce (whichever is appropriate) the SNAP grant.

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

Individuals who are determined to be subject to a SNAP sanction will be offered an opportunity to participate in a work activity to avoid their SNAP sanction. This work activity is generally a job search at 20 contacts within 5 business days. A letter and job search log are provided to the client and must be completed and submitted to the CU for review and verification.

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:

TA individuals who are sanctioned until compliance, or whose sanction period has expired, can opt to end their sanction by visiting their local DSS center, indicating a willingness to comply, and demonstrating compliance as directed. The typical work activity that the individual would be required to participate in would be an Employment Assessment and to show up to the appointment to be assigned to participate in a work activity.

The district also has a current contract with the Education & Assistance Corporation (EAC) to implement a Sanctions Intervention Project. Through this project, individuals are scheduled for an Eligibility Verification Review interview with EAC. Those who wish to comply with work rules are directly referred to SCDOLL&CA for placement in a countable employment program activity or referred for a medical, psychiatric, or substance abuse evaluation, as warranted. Temporary Assistance benefits are restored retroactive to the date the individual indicated a willingness to comply, once they have demonstrated compliance by appearing at their scheduled appointment (but no earlier than the expiration of the minimum duration period).

- 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 sanctioned individual is applying for NTA-SNAP benefits, they will be treated like any other NTA-SNAP applicant. Exempt SNAP Sanctioned individuals may be added to an active case effective the following month, as long as the client is otherwise eligible. If the non-exempt sanctioned client has applied for SNAP or has asked to be added back to into a SNAP case, the sanction would be removed effective the following month, as long as the client is otherwise eligible.

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):

All TANF, SN MOE and SN non-MOE single and childless couples' applicants and recipients are interviewed by the EMP Unit. Those applicants and recipients who identify a disability (e.g., medical, psychiatric, drug/alcohol) will be referred to an approved provider at Industrial Medicine Associates for an employability assessment. The individual is notified of the opportunity to present any medical documentation available from the individual's practitioner at the time of the examination, or no later than four business days from the date of that examination, to be considered by the district's provider in determining the individual's medical/psychiatric condition.

In addition, the district will refer an individual for evaluation whenever there is reason to suspect that there may be a mental, physical, and/or a drug/alcohol impairment that is a barrier to employment. The district contracts with an independent medical evaluator who provides the diagnosis, provides recommendations for treatment, and identifies functional limitations. Individuals who are determined non-exempt or non-exempt with limitations will be issued a LDSS-4005a and will be referred to the SCDOLL&CA for the development of an employability plan.

Participants who are determined temporarily exempt by EMP will be issued a LDSS-4005, a list of Medicaid providers, a Progress Report, and/or a physical or psychiatrist assessment to be completed by their treatment provider(s). The individual will be referred with supporting documentation to SCDOLL&CA. This will include a variety of rehabilitative activities that are deemed necessary by the district to move an individual from an exempt status to a non-exempt status. A schedule is entered on WTCMS, and attendance is tracked for those participants who are engaged in rehabilitative/treatment programs. This includes elements such as confirmation of attendance at rehabilitation or other factors to judge participation and progress, along with how often the treatment plan is updated. Participants who are determined permanently disabled will be issued a LDSS-4005, will be required to apply for SSI and/or SSD benefits, and will be referred to the Disabled Client Assistance Program (DCAP). To be determined permanently disabled, an individual must be unable to do any substantial work because of their medical condition(s), and the medical condition(s) must have lasted (or be expected to last) at least one year or be expected to result in death.

An exempt, but potentially employable participant who does not comply with reasonable medical care, rehabilitation or treatment without good cause is ineligible for public assistance. EMP will track and follow up on TANF and SN MOE exempt individuals at designated time periods dependent on the client's length of disability. SCDOLL&CA will track and follow up on SN non-MOE exempt individuals at designated time periods dependent on the client's length of disability.

Individuals who claim a non-medical exemption (such as Needed-In-the-Home due to the illness of a household member) are required to provide pertinent documentation. The district will issue either the LDSS-4005 or LDSS-4005A indicating whether the non-medical exemption has been approved (full- or part-time) or disapproved. Based on this determination, referrals will be made as necessary. EMP is responsible for re-evaluating non-medical exemptions. Those participants that fail to return the Needed-In the-Home documentation within the required time frame will be referred for a full case closing.

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:

A district review team reviews the district's contracted provider evaluations, specialist evaluations, primary treating physician evaluations, and physical, mental health, drug/alcohol employability assessment documentation to determine employability. Based on this documentation, the district review team will determine if the individual is exempt, non-exempt, or work limited.

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.

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:

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

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

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.):

EMP Unit Examiner I's review the district's contracted provider's specialist evaluations, primary treating physicians' physical, mental health, psychological, and drug/alcohol employability assessment documentation, which provides exertional and non-exertional limitations and a prognosis for the individual. Based on this documentation, the EMP Examiner I determines if the individual has the potential to be restored to self-sufficiency. In the event of conflicting medical documentation, the EMP Examiner I will case conference with the district's Employment Supervisor, Quality Control workers and the Employment Director.

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

Upon EMP's determination of exempt status, a referral with supporting documentation is forwarded to SCDOLL&CA. This supporting documentation identifies treatment needs such as medical treatment, physical therapy, mental health counseling, and/or

substance abuse treatment, as indicated by the examining practitioner and contracted Credentialed Alcoholism and Substance Abuse Counselor (CASACS). SCDOLL&CA will assist the individual in engaging in treatment and advise of the availability of rehabilitative resources.

- 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:

EMP issues a progress report and/or a physical or psychiatrist assessment(s) to be completed by their treatment provider(s) to all exempt participants upon employability determination. This form is to be completed by the individual's treatment provider(s) and submitted to SCDOLL&CA. SCDOLL&CA is responsible for monitoring compliance and updated treatment plans based on the documentation received on the Status Reports. A schedule is entered on WTCMS and attendance tracked for those participants who are engaged in rehabilitative/treatment programs. Those participants who are exempt, but potentially employable and do not comply with reasonable medical care, rehabilitation, or treatment without good cause are ineligible for public assistance. SCDOLL&CA Self Sufficiency Review Unit tracks non-exempt individuals in Substance Abuse Treatment on monthly basis by requiring the submittal of monthly attendance calendars and status reports. Clients who are exempt for substance abuse are tracked by DSS EMP Unit.