

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

January 1, 2020 – December 31, 2021

Wayne County

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Section 1- Assurances

As a condition of the receipt of federal and State funds the Wayne 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 Wayne 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/ EW

12/20/19

Ellen T. Wayne, Ed.D., Social Services Commissioner

12/20/19, Date

Amendments to this Plan:

Date Approved OTDA	Section(s) Amended

(To be completed by OTDA)

Section 2 Administration

Section 2.1 Administrative Structure

This agency’s organizational chart is attached. It identifies the units and staff within the agency that are involved in the operation of the district’s employment program.

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

Wayne County Department of Social Services previously contracted with Workforce Development to provide employment services. Workforce Development employment is now part of DSS and, as such, there is no longer a contract. Wayne County Workforce Development employment is now a unit within the local Department of Social Services. The Employment Team is responsible for all employment and training activities including WTWCMS functions.

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
ARC Wayne	\$231,800 for 4/1/18-12/31/20	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Intensive case management for non-compliant sanctioned recipients.
ARC Wayne	\$75,247 for 7/1/19-6/30/20	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Intensive case management for work impaired recipients.
ARC Wayne	\$76,710 for 7/1/19-6/20/20	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Child Only cases

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
RTS/WATS	\$241,200 for 1/1/19-12/31/19	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input checked="" type="checkbox"/> Other Community Solutions for Transportation	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	On demand transportation services for work related activities
Wayne ARC Transportation	\$10000	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" 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%	Additional contract for extended hrs. transportation (nights and weekends).
	\$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
Wayne Finger Lakes BOCES	Educational	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Educational and vocational training. HSE classes.
Cornell Cooperative Eat Smart NY	Educational	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Nutritional Education.
Finger Lakes Community College	Educational	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Educational and Vocational Services
Acces-VR	Educational	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Vocational and educational services for individuals with disabilities.
Commission for the Blind	Educational	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Services for the vision impaired.
		<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	<input type="checkbox"/>	Applicants	<input type="checkbox"/>
Supervised Job Search	<input type="checkbox"/>	FA & SNA with children	<input type="checkbox"/>
Job Readiness Training	<input type="checkbox"/>	SNA without Children	<input type="checkbox"/>
Job Club	<input type="checkbox"/>	SNAP	<input type="checkbox"/>
Job Placement Services	<input type="checkbox"/>	TANF 200%	<input type="checkbox"/>
Grant Diversion	<input type="checkbox"/>		
Job Development (employer outreach)	<input type="checkbox"/>		
WOTC pre-certifications	<input type="checkbox"/>		

Other Services Requested

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

Wayne County does not have a JOBS staff employee.

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.

Finger Lakes Workforce Investment Board developed a comprehensive referral form to be used by the district and all other partner agencies when a client needs services that can be provided. The referring agency completes the form, the worker and customer sign the form. The form is then faxed, emailed, or hand delivered by the client to the referred partner agency who then responds with what services they are providing.

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:

Wayne County does not have any additional local "engaged in work" requirements.

Section 3.2 Orientation (Reference 18 NYCRR 385.5)

Check one of the following:

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

1. Description of alternative programs to temporary assistance, including childcare in lieu of temporary assistance.
2. Description of transitional services.
3. Review and signing of individual responsibility agreement by client.

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:

Wayne DSS views orientation as a front door activity often resulting in diversion. Therefore, each client's initial orientation is scheduled prior to the eligibility interview for temporary assistance. All temporary assistance applicants, regardless of their employability status are required to attend the same TA orientation at which time the employment orientation is provided. Orientation is done in a group setting and are scheduled twice per week. Orientations are conducted by the local DSS Wayne County Workforce Development Employment Team. When a recipient recertifies, a TA worker conducting the recertification interview will review the orientation with the client one on one.

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 WTCMS

The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTCMS.

The district conducts assessments using a local equivalent tool, and later enters information into WTCMS. Attached is the local equivalent.

The local equivalent does not contain additional elements other than what is required.

The local equivalent does contain additional elements beyond what is required, listed below:

b. Describe the district procedure for the completion of an employment assessment:

An employment assessment is completed during the eligibility process by a DSS Workforce Development Employment & Training Counselor. TA applicants are made aware of the assessment requirement during the applicant orientation and again at the eligibility interview. Initial employment assessments are completed for all TANF and Safety Net applicants. Individuals who have completed their eligibility interview will then be referred by DSS Intake Team to WFD Employment Team so an appointment can be scheduled to have their assessment completed. Assessment appointments are scheduled within 7-10 business days from the date of the referral. The WFD Employment Team allots for 1 hour for the completion of each assessment although some may take less time to complete. Assessments are updated annually and as needed.

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

Wayne County DSS Workforce Development Employment Team.

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)]

*Please see attachments: E&T ASST, Principal SWE, Sr. E&T Counselor, E&T Counselor, E&T Coordinator postings for job qualifications.

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?

Annually and if an employment code change occurs.

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.

The employment plan is completed as part of the assessment. Short and long term goals are discussed as well as what is needed to achieve self-sufficiency.

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

The employment plan is updated at every assessment. Employment history, education levels and any new skills related to employment are discussed. The employment plan is updated when new skills, education and work history are obtained/achieved. Any changes in the customer's employability status are also updated in 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:

The local district plans to meet the Federal and State Temporary Assistance participation rate requirements by making sure that all non-exempt recipients are participating in countable work activities for the required number of hours. The district anticipates that all non-exempt individuals will be engaged in countable work activities within 14 days of the case opening, and for recipients whose employability status changes from exempt to non-exempt within 7 days of the change in status once reported. The local district will monitor engagement in activities and participation rates through the utilization of COGNOS reports. The local district will also monitor engagement and participation on an ongoing basis. The district reserves the right to assign any non-exempt client to participate, within any limitations, in up to 40 hours per week of work activities if deemed necessary and appropriate.

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

	Households with Dependent Children Average Monthly	Households without Dependent Children Average Monthly
Individuals	27	46

- 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:

Principal SWE, Sr. Employment & Training Counselor as well as the WFD Employment Coordinator utilize COGNOS and CMS weekly to monitor client's participation as well as clients who are non-participating. The Participation and Engagement Status Report and the Preliminary Countable Reports are used. COGNOS is also utilized to ensure client's activity hours match in the CMS and WMS systems. COGNOS is used by the Senior WFD staff to refer non-participating clients to WFD Counselors for placement in activities for participation.

- 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):

Agency does not mandate NTA SNAP applicants and recipients to do work activities.

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

Upon customer request, the district makes available appropriate SNAP activities to all SNAP applicants and recipients. Wayne County verbally informs NTA SNAP clients of the availability of job search assistance at application and recertification.

- 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:

Non-exempt TA applicants Non- are engaged in the 2 Day Worksop and Job Club.

Applicant Job Search	Minimum Number of Contacts	Minimum Number of Hours	Additional Information
TANF and SNA MOE	5	20	weekly
SNA Individuals	5	20	weekly

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

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

Non-exempt TA recipients are engaged in Job Club. Workforce Development Employment staff enroll non-exempt recipients in the 2 day Job Seeker's Workshop and Job Club. Non-exempt TANF and SN-MOE recipients will be enrolled in Job Club, which meets on a weekly basis. Each week at Job Club, the participant will meet with their counselor from the district's Workforce Development agency and be given 5 job referrals to follow up on. Participants may make additional job search contacts if they wish. Participants will be required to document their job search on a job search log which they will provide to their counselor each week at Job Club. The log will include the dates, times, and all other pertinent information regarding their job contacts. The job counselor will assist the client with any obstacles they may be encountering.

Nonexempt SN non-MOE recipients will be required to make a minimum of 5 job contacts per week. They will meet with their Workforce Development Employment and Training Counselor on a weekly basis, at which time they will submit a job search log that documents the dates, times, and all other pertinent information regarding their job search contacts for that week.

- 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.

Self-employment will be approved if the client has documentation that shows fulfillment of required hours and proof that the client is earning at least a hourly minimum wage. Self-employed individuals not meeting that requirement may be required to participate in another work activity in order to meet their work requirements.

- 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
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Unsubsidized Employment - Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self-employment and/or paid internships.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Subsidized Private Sector Employment - Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Subsidized Public Sector Employment - Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Work Experience - Unpaid work performed at a public or not-for-profit organization to enable a participant who 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	
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>On-the-Job Training (OJT) - Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.</p> <p>OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Community Service - A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</p> <p>Community service assignments will primarily be voluntary in nature including participation in VISTA, AmeriCorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or a nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances, where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Job Search - The act of seeking or obtaining employment or preparing to seek or obtain employment and will include: looking for suitable job openings in a group or individual setting; making contact with potential employers; learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing; preparing and applying for, and/or interviewing for jobs and related activities.</p>
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Job Readiness Training (JRT) Activities - Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual's employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.</p> <p>Traditional JRT activities will include: resume preparation, training in interview skills, instruction in workplace expectations, training in effective job seeking, life skills essential to workplace success, time management, goal setting, budgeting, basic math and literacy skills, household management, interpersonal skills, decision making skills, anger management, parenting skills when it has been determined that such training could help reduce unplanned work leave or apprehension toward entering employment.</p> <p>For TANF and SNA MOE funded families, JRT also includes substance abuse and other treatment and rehabilitative services that are required for individuals who are unable to work or individuals whose employability and employment retention requires such services. Such services, which should be reported on WTWCMS as such, will be deemed within WRTS participation rate logic to be JRT for recipients of TANF and SNA MOE funding but will be deemed to be Community Service for recipients of SNA non-MOE, include:</p> <ul style="list-style-type: none"> • Physical health treatment and rehabilitation services including attending necessary physical therapy, and doctor appointments. Such treatment will include medical, behavioral and other treatment necessary for individuals suffering from substance abuse (current and former users) with such required treatment ranging from detoxification services to after care/abstinence maintenance. • Mental health services including therapy, counseling, and other services to address mental or emotional disorders that can interfere with an individual's daily life functions, ability to work, looking for work or the ability to retain employment.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Vocational Education - Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training up to a four-year degree. Vocational education does not generally include basic or remedial education or English as a Second Language (ESL) but may include work focused general education and language instruction that is a regular or integral part of a vocational education program. Social services districts are responsible for ensuring that any such remedial education or ESL is a regular part of the program for participants with similar skill sets as the TANF/SNA MOE client, is determined necessary by the program provider, and is limited in hours to less than one half of program participation. Vocational education programs include the completion of activities that provide individuals the knowledge and skills to perform a specific trade, occupation or vocation. Vocational education must be provided by an education or training organization.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Job Skills Training - Training or education in job skills to improve a participant's employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed, such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post-secondary education courses leading to a bachelor's or other advanced degree, or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction, or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client's assessment that such instruction is needed to improve the participant's employability.</p>

Activity and Definition	
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Education Training - Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant's employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, ESL instruction and education leading to a high school equivalency diploma as determined as necessary to improve the participant's job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Secondary School - Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalence (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a HSE diploma as determined necessary by the educational institution. Secondary School or HSE programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Fam <input checked="" type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<p>Other - Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.</p>

Section 3.5 Job Development

The district conducts or accesses job development services to expand job opportunities for TA and SNAP 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.:

The local district utilizes the services of 1 Employment and Training Counselor on the WFD Employment Team to conduct business services in an effort to create OJT and job placement opportunities for TA participants. The Employment and Training Counselor contacts a minimum of 40 businesses per month.

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.

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:

The district has established relationships with Wayne Finger Lakes BOCES and Finger Lakes Community College. These educational program providers supply the district with information regarding their program offerings, program schedules, and locations. In addition to already established relationships, the district's Employment & Training Coordinator is responsible for outreach throughout the community to identify other educational programs that may be available for our clients. The Employment & Training Coordinator will meet with newly identified providers and gather information regarding the program(s) offered. The Employment & Training Coordinator will disseminate the information to WFD employment staff so they may discuss all options with clients at assessment and reassessment. WFD employment staff also meet quarterly with educational program providers to discuss program needs, referrals, scheduling and other issues impacting client participation in educational programs. WFD employment staff and educational training providers also communicate on an as-needed basis.

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

The Employment and Training Counselors are responsible for outreach throughout the community to identify vocational education and job skills training programs that may be available for our clients. When a new program is identified the E&T Counselor meets with the provider and gathers information about the program and target population. The E&T Counselor will disseminate the information to the Employment Team so they may discuss all options with clients at assessment and reassessment. The district's WFD Employment Team may refer clients to job skills/vocational training when deemed appropriate for clients who have enrolled in programs independently.

- 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:

Temporary Assistance applicants are informed of the option to participate in educational activities at orientation and during the initial employment assessment. Applicants whose assessments indicate the need for ABE, HSE, and/or ESL training are encouraged to contact one of the district's educational providers. Recipients are referred to programs by the DSS Social Welfare Examiner or Employment & Training Counselor at Workforce Development or Case Manager at ARC Wayne.

- 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:

Any client, exempt or non-exempt, whose assessment indicates a need for basic literacy, HSE, or ESL training will have enrollment in appropriate educational training incorporated into their employment plan. Clients will be provided with referrals to service providers and their enrollment in these activities will be approved. The district will coordinate the client's educational training with other countable work activities in order to accomplish required participation rates. An example of how the district currently coordinates educational training with other work activities is the combination of HSE classes during Job Club. It is expected that the district will also accommodate participation in educational training. The Agency identifies the clients through the assessment and development of the employment plan and then makes the necessary referrals after discussing options with the client. The district would not deny a client's request to participate in educational activities.

- e. Describe the district's process and policy for determining whether a participant is approved/assigned to participate in job skills or vocational education activities:
 1. A need for education/training must be demonstrated through client's assessment and employment plan.
 2. Client must demonstrate willingness and the ability to enroll in and successfully complete training.
 3. Client has prior history of complying with work requirements.
 4. Client's training will better prepare client to compete for employment in the local economy.

5. Only programs of study that directly relate to the preparation of individuals for current or emerging in demand occupations requiring other than a baccalaureate or advanced degree will be approved.
- f. Describe the highest level of post-secondary level education that the district will approve as a work activity, up to a four-year college program:
The district will approve as a work activity, up to a four year college program when appropriate and suitable related to the client becoming employed based on the education for up to one year of the training program.
- 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:
Before the completion of the client's first year of post-secondary education, WFD employment staff will complete an assessment to explain and enroll the client in a core activity of at least 20 hours per week throughout the remainder of their post-secondary education.
- h. Education and training providers are evaluated by the following standards:
1. Be licensed by the State Dept. of Education or sponsored by a government agency.
2. Be willing to cooperate with local district in the planning of programs and the achievement of mandated work/participation requirements.
3. Provide the local district with necessary information i.e., attendance and progress reports.
4. Provide clients with training that meets the needs of the local economy.
- i. The district procedure for advising participants of approved training providers is:
1. During orientation
2. During assessment and during development of employment plan.
3. Via posting of available training and providers in agency lobby.
4. Via mailings to clients providing information on upcoming training programs.
5. Via information provided at district's one-stop location.
- j. The district procedure for notifying participants of approval for training or enrollment in a work activity is:
The WFD E&T Counselor assigned to the case utilizes WTWCMS to prepare a referral for the enrollment letter that is either hand delivered or mailed to the client. Appearance at the provider on the indicated date and time indicates compliance with the referral for enrollment. The employment activity provider notifies the WFD employment team member of the client's compliance or non-compliance via fax/email.
For those individuals who are already involved or enrolled in activities at the time of application, the district utilizes a specific letter format that has been created for the purpose of notifying clients of their approval for enrollment into an allowable work activity.
- k. In accordance with 18 NYCRR 385.9(b), regardless of whether the college program is approved for the participant as an employment work activity, the district will approve as a

work activity a work-study, internship, externship or other work placement that is part of a non-graduate student's curriculum unless one or more of the following conditions applies as checked below:

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

- I. To verify continued exempt status, the district will monitor the high school attendance of 16-18 year old students in the following manner:
The teen must be considered a student in good standing by the school. The district will verify the student's standing at each application and recertification via written documentation of the student's status from the local school district.
- m. The district's procedure for ensuring that an individual's health related limitations are accommodated when assigning the individual to a work activity is:
The local district will inform the worksite and/or training provider in writing, at the time of the activity assignment, of any health-related limitations of the assigned individual and any special accommodations that must be made.

Section 3.7 Work Verification

Consistent with New York State's approved Work Verification Plan (WVP), and in accordance with the requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan to ensure that the data reported, from which their work participation rates are derived, are accurate. The plan must include the district's procedure for monitoring reported scheduled and actual attendance in paid employment and unpaid work activities and the controls in place to ensure that reported exemption statuses resulting in federal exclusions from the work participation rate calculation are accurately made, work eligible individuals are correctly identified, hours of attendance

reported are accurate and documented, data entry is accurate and that the district and its providers adhere to the approved work activity definitions and the determination of countable excused absences and holiday reporting within federal limits. Each district must maintain the documentation to verify what is being reported to NYS OTDA.

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

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

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

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

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

The District's Quality Assurance Process is as follows:

The district will perform a random sample of (6) 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 WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.

The district will perform a random sample of (6) 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 (3) 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 (3) 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:

Wayne County does not currently have program providers who are responsible for collection of documentation or entry of data into WTCMS.

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:

When needed, DSS employs an Interpreter, which is paid for administratively. Arrangements are made for a date and time when the interpreter can be available and appointment scheduled with the participant. When minimal information is needed from a Spanish-speaking individual, DSS has bi-lingual examiners able to assist. We also utilize the Spanish-speaking LSR at the One-Stop and the County's approved interpreting Voiance Service.

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 District will emphasize the importance of employment program attendance with clients beginning at client orientation. The District's Workforce Development employment team will also place emphasis on the importance of program attendance during the 2 Day Jobseeker's Workshop for nonexempt applicants/recipients. All program providers will be required to stress the importance of program attendance at initial client contact and program orientation sessions. Employment & Training Counselors, along with Workforce Development and ARC Wayne Work Impaired and Non-Compliant programs, work with individual clients to deal with specific attendance problems.

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:

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

At the time the sanction is processed, referrals are made by the WFD Employment & Training Counselor to the district's service provider for case management of sanctioned clients, ARC Wayne. The case manager schedules an in-home meeting to gather information. The case manager will assess interest, abilities, goals, and limitations. Barriers that are preventing the individual's compliance will be identified and a plan developed to achieve compliance. The following services will be provided as needed:

1. Assessments of ability, interests and aptitudes, as well as full vocational assessments
2. Work experience placement and monitoring
3. Assistance with filing for ACCESS-VR/SSI
4. Classroom instruction on career counseling, including job readiness training
5. Counseling focusing on individual's strengths and increasing self-esteem

6. Mentoring

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

For clients who choose not to participate in the district's case management program for sanctioned clients as described previously in this section the following strategy is used:

Clients who are on their first sanction, or until compliance, are approached at each client contact about the benefits of getting into compliance and are offered the opportunity to do so. ARC Wayne is to have weekly contact with the individuals.

Section 3.11 Strategies for reducing the need for TA

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

The district offers diversion payments as specified in Section 4.1(d) of this plan. In order for a TA applicant to receive said diversion payments the individual must provide verification of employment or the offer of employment, and verification of the necessary diversion expense such as; car repair cost, uniform/tools cost, etc.

The district also views orientation and applicant job search as diversion activities. Orientation is held prior to the applicant's eligibility interview. During the orientation prospective applicants are informed of alternative programs to cash assistance resulting, in some instances, in their decision not to pursue cash assistance. Applicants who are successful in obtaining employment during applicant job search often eliminate their need for cash assistance.

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:
 1. Expenses related to childcare such as registration, application, or service fees to secure or hold a daycare slot.
 2. Fees and licenses necessary for employment.
 3. Testing fees necessary to complete training or secure employment.
 4. Up to \$200.00 for clothing necessary to participate in approved training or secure and/or maintain employment.
 5. Up to \$500.00 for tools, equipment, and/or supplies necessary to participate in approved training or secure and/or maintain employment.

*Exceptions to the above guidelines may be made on a case by case basis and only upon approval by agency's Head Social Welfare Examiner, Principal Social Welfare Examiner, Senior Employment & Training Counselor or the Employment & Training Coordinator who directly supervise the Workforce Development Employment Unit.

- 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): Transportation is discussed with applicants/recipients at orientation as well as at the 2 Day Jobseekers Workshop at WFD. Transportation needs are met by the district when possible with the utilization of the RTS Wayne (WATS). Transportation is scheduled by WFD employment staff with RTS Wayne (WATS) for attendance to work activities and employment. WFD employment staff also disperse monthly and single bus passes to assist with transportation needs. Mileage is also reimbursed using the IRS established rate for medical/moving purposes. WFD employment staff assess client's transportation needs and base their decision on which method of transportation to utilize in accordance with what is most affordable to the county.

- Authorization of up to \$1,000.00 for necessary repairs to participant owned vehicle. The expenditure must be the least costly means of meeting the participant's transportation needs and may not exceed the retail value of the vehicle.
- Authorization of up to \$500.00 for payment of automobile premiums (up to 6 months) for participant-owned vehicle provided such expenditure is the least costly means of meeting the individual's transportation needs.

- 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:

Wayne County provides an on demand transportation program funded through Community Solutions for Transportation (CST) for TANF recipients. This program was developed specifically to deal with the public transportation limitations in our rural county. The program provides expanded service by our local public transportation provider, RTS Wayne (WATS), so that individuals who live in rural areas that are not on

the established bus routes can still be transported to employment related activities. Wayne County would require individuals who live within 2 miles of their work activity assignment to walk. This policy aligns with local school district policies for students. Wayne County will provide accommodations on a case by case basis for individuals with limitations who walk to work activities.

- 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:
1. Diversion payments for nonrecurring employment related expenditures such as uniforms, tools, fees or other items needed to enable an individual to maintain employment.
 2. Diversion transportation payments for nonrecurring employment related transportation expenses such as the cost of public transportation, car insurance, and car repair.
 3. Diversion payments for nonrecurring, short-term expenses directly associated with resolving a housing crisis such as moving expenses and storage fees.
 4. Diversion rental payments for nonrecurring short-term payment of rent or rental arrears.

Section 4.2 Transitional Support Services

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

The district makes referrals for transitional child care for all potentially eligible clients at the time of case closure. Transportation, post employment services are provided by WFD employment staff on a case by case basis.

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:

At this time, the local district will not provide any transitional supportive services following case closure aside from transitional childcare and transitional medical assistance.

The local district reserves the right to review the necessity of providing additional transitional supportive services to closed cases in the future. Should the district's policy regarding this issue be altered then proper amendments to this plan would be submitted at that time.

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:

The local district utilizes FFFS to provide extended supportive services for individuals who are 200% TANF eligible on an as needed basis for items of need necessary to assist the individual maintain employment.

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

In accordance with Section 385.11 of the current regulations, clients who fail or refuse to comply with their work activity assignment will be sent written notification of their right to conciliation. Conciliation notices to clients will be generated by the worker through WTWCMS.

Clients will be informed of the specific non-compliance including the work activity and date(s) of non-compliance. Clients will be informed of the time frame in which they must respond to notice of conciliation; the recipient must respond within the required time frame for case type. Clients will also be informed of the potential consequences of not responding to the conciliation notice.

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

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

If the client responds, the Supervisor/Employment Worker will review all pertinent information relating to the non-compliance. If the Supervisor/Employment Worker determines there was good cause for the non-compliance, then the conciliation process terminates. If the Supervisor/Employment Worker determines that the non-compliance was willful and without good cause, the employment sanction will be imposed.

If the client does not respond, the Supervisor/Employment Worker will review all available information to determine if there was good cause for the non-compliance. If the determination is that the non-compliance was willful and without good cause, the employment sanction will be imposed and the client notified of their right to a fair hearing.

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

If the client responds, the Supervisor/Employment Worker will review all pertinent information relating to the non-compliance. If the Supervisor/Employment Worker determines there was good cause for the non-compliance, then the conciliation process terminates. If the Supervisor/Employment Worker determines that the non-compliance was willful and without good cause, the employment sanction will be imposed.

If the client does not respond, the Supervisor/Employment Worker will review all available information to determine if there was good cause for the non-compliance. If the determination is that the non-compliance was willful and without good cause, the employment sanction will be imposed and the client notified of their right to a fair hearing.

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

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

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

If the client responds, the Supervisor/Employment Worker will review all pertinent information relating to the non-compliance. If the Supervisor/Employment Worker determines there was good cause for the non-compliance, then the conciliation process terminates. If the Supervisor/Employment Worker determines that the non-compliance was willful and without good cause, the client is offered the option to complete a work activity assignment to avoid a SNAP sanction. The client will be referred to the local Labor office to register with the NYS Department of Labor's job search service. If the assignment is completed, no sanction will be imposed.

If the client does not respond, the Supervisor/Employment Worker will review all available information to determine if there was good cause for the non-compliance. If the determination is that the non-compliance was willful and without good cause, the employment sanction will be imposed and the client will be notified of their right to a fair hearing.

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:
When feasible, the district requires that an individual who wishes to end their employment sanction comply with the employment activity which they failed to comply with originally. The district also generally requires compliance with the activity for 10 consecutive working days to demonstrate their ongoing willingness to comply. In such instances where it is not feasible for the client to comply with the original activity, such as a sanction for a voluntary job quit by a recipient, the district will assign the client to another work activity (i.e. work experience) and require that the client demonstrate compliance with that activity. Temporary Assistance benefits are restored retroactive to the date the individual indicated a willingness to comply, but no earlier than the expiration of the minimum duration period.
- 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:
When feasible, the district requires that an individual who wishes to end their employment sanction comply with the employment activity which they failed to comply with originally. The district also generally requires compliance with the activity for 10 consecutive working days to demonstrate their ongoing willingness to comply. In such instances where it is not feasible for the client to comply with the original activity, such as

a sanction for a voluntary job quit by a recipient, the district will assign the client to another work activity (i.e. work experience) and require that the client demonstrate compliance with that activity. Recipients must request to be added back to the case after the minimum duration has ended and comply with work requirements as assigned by the district. Those who document an exemption may have their SNAP sanction lifted before the end of the durational sanction period.

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):

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:

Local district TA eligibility worker will inquire whether the applicant/recipient has a physical or mental health condition which would limit his/her ability to participate in work activities. Such

inquiry will be made at application, recertification or when there is reason to believe an applicant/recipient has an impairment.

When an applicant/recipient claims to have a mental health or physical impairment, he/she will be given written notification that he/she has ten calendar days, from the date of written notice, to present medical documentation from his/her health care practitioner. The documentation must include a specific diagnosis, specify work limitations and specify the length of time the condition will prevent the applicant/recipient from taking part in work activities. The district will not assign the applicant/recipient to work activities while waiting for medical documentation or while the district is conducting a review of the medical documentation.

The district will assess the information submitted by the applicant's/recipient's health care practitioner and determine if the applicant/recipient is disabled, work-limited or not disabled. Written notice of the results of the determination and the right to a fair hearing to contest the determination will be provided to the client, via the LDSS 4005 and 4005(a) forms.

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.):

Local district will obtain medical/psychiatric report from individual's medical practitioner. TA/Employment Worker will review diagnosis and prognosis found in report to determine if individual has potential to be restored to self-sufficiency. Specific recommendations by the medical practitioner for treatment/vocational rehabilitation will be taken into consideration.

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

Treatment plan will be based primarily on recommendations of medical practitioner and referral made based on medical practitioner's recommendation(s) for appropriate treatment, etc

- 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:

District will require the individual to submit updated medical reports when appropriate. If participating in rehabilitation, monthly verification of attendance and progress will be required. This will be the responsibility of the Employment & Training Counselor assigned to the client's case to monitor. The Principle Examiner also runs a monthly report through COGNOS to identify client's who need to verify treatment compliance.