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David A. Paterson
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

David A. Hansell
Commissioner

May 5, 2008

Ms. Betsy Steger-White
Acting Commissioner
Chautauqua County Department of Social Services
H.R. Clothier Building
7 North Erie Street
Mayville, New York

Dear Ms. Steger-White:

I am pleased to inform you that your Temporary Assistance and Food Stamp Employment Plan for the period January 1, 2008 through December 31, 2009 is approved by the Office of Temporary and Disability Assistance (OTDA). A copy of your final plan is enclosed.

The plan will be made available to our Office of Administrative Hearings for use by administrative law judges when conducting employment-related fair hearings. Any amendments necessary to reflect changes to your district's policies or procedures that are covered by the plan must be submitted to your OTDA Employment Technical Advisor for approval.

We look forward to continuing our work over the next few years as we work to continually enhance employment services provided to low-income individuals so they are prepared to retain employment and access the array of work supports available in New York. As always, feel free to contact me or Barbara Guinn at (518) 486-6106 for any assistance to support your efforts.

Sincerely,

Russell Sykes
Deputy Commissioner
Center for Employment and Economic Supports

Enclosure

cc: Barbara Guinn
Rose Lancione
Darcell McDonald

"providing temporary assistance for permanent change"

bcc: S. Antos
D. Bloodstein

"providing temporary assistance for permanent change"



CHAUTAUQUA COUNTY
DEPARTMENT OF SOCIAL SERVICES

GREGORY J. EDWARDS
County Executive

KIRK MAURER
Commissioner of Social Services

CAROL DANKERT, LMSW
Deputy Commissioner of Social Services

February 14, 2008

Barbara Guinn
Director, Employment and Advancement Services
NYS Office of Temporary and Disability Assistance
40 N. Pearl Street, 11th Floor
Albany, NY 12243

Dear Barbara,

Enclosed is a hard copy of the revised Chautauqua County's 2008-09 Draft Employment Plan.

If you have any questions, please contact me at 363-3512 or by e-mail at lancionr@co.chautauqua.ny.us

Sincerely,

Rose Ann Lancione

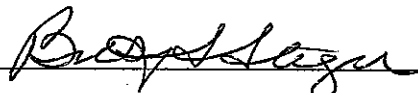
Rose Ann Lancione
Employment Coordinator

Cc: Darcell McDonald

**Temporary Assistance and Food Stamps Employment Plan
January 1, 2008 – December 31, 2009**

Section 1 Assurances/Signature

As a condition of the receipt of federal and State funds the Chautauqua Department of Social Services submits this Temporary Assistance and Food Stamp Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of the employment services for Temporary Assistance (TA) and Food Stamp (FS) applicants and recipients program for the period January 1, 2008 through December 31, 2009. As Commissioner of Chautauqua County Department of Social Services, I hereby affirm that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this plan.

 _____, Social Services Commissioner
Date 12/5/07 2/12/08 Revised

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 primary responsibility for the operation of Chautauqua County's employment program rests with the Case Managers within the Division of Transitional Assistance. The responsibilities of the Case Managers include: employability assessments, development of an individualized employability and/or rehabilitation plan, authorization of supportive services, maintaining WTWCMS, referrals to the Work Experience Program, TEAP Program, Job Readiness Program, educational programs and rehabilitative programs, and the monitoring of these assignments.

The Case Managers are located in two branch offices and work closely with the TA examiners who share in the operation of the employment program by their responsibilities to ensure the proper coding within WMS, promptly assigned applicants and employable recipients for assessment and to appropriate programs, initiate applicant job search, and to promptly notify case managers of changes in case status, income and household composition.

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WELFARE-TO-WORK DIVISION
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Section 2.2 TA and FSET Provider Agencies

Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and FS clients. These activities and services may include, but are not necessarily limited to, employability determinations, development of assessments and employment plans, conciliation and grievance activities, provision of work activities, 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.

Agencies/providers that offer services to participants but which have no direct financial agreement with the district are included in Table 2 (e.g., Bridge, EDGE, OTDA Wage Subsidy, etc.).

TABLE 1 - Contracts Associated with Employment Programs and Services

| Provider | Total Contract Cost (per yr.) | Funding Source(s) | Categories of Clients Served | Programs, Services or Activities Provided |
|----------------------------------|---------------------------------------------------------------------|-------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------|
| IMA | \$230,000 (Estimated yearly cost as contract is fee for service) | FFFS, Federal, State, Local funds | MA, FA, SN MOE, SN non MOE | Drug and Alcohol assessments, Functional Capacity Evaluations, Employability Determinations |
| Ross IES | \$299,858 (2007 Contract) | FFFS, SN-FNS, State and local funds | FA, SN-Moe, SN non-MOE, FS, 200% TANF | Work Experience Services, Job Preparation Services, Job Placement/Grant Diversion Services (TEAP) |
| Career Systems | \$85,000 (2007 Contract amount) | FFFS, SNP, SN-FNP | FA, SN MOE, SN non MOE | Income Security Services for Work Limited Individuals (Testing, Assessment and referral to VESID or SSI) |
| Chautauqua Opportunities | \$89,000 (2007 Contract amount) | FFFS, SN-FNP | FA, SN MOE, SN non MOE | Youth Development Services, Non Custodial Program (Note: NCP ends 1/31/07) |
| Chautauqua County Legal Services | \$54,000 (2007 Contract) | State and local | FA, SN MOE, SN non MOE | SSI advocacy |
| | \$ | | | |
| | \$ | | | |

| | | | | |
|-------|----|--|--|--|
| | \$ | | | |
| Total | \$ | | | |

TABLE 2 – Other Service Providers

| Provider | Funding Source(s) (if known) | Categories of Clients Served | Programs, Services or Activities Provided |
|--------------------------------------------------------------------|-------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Erie 2, Chautauqua, Cattaraugus BOCES | EDGE | FA, SN, FS | EDGE, GED, GRASP, ESL, Literacy, Evenstart, TABE |
| Chautauqua Works | | Everyone | All One Stop Services |
| Jamestown Community College | BRIDGE | FA, SN MOE, SN non MOE, TANF 200% | College preparation, Associate and Certificate Degrees |
| Chautauqua Home Rehabilitation and Improvement Corporation (CHRIC) | Wheels-to-Work, CST | FA and TANF 200% | JobStart Chautauqua (vehicle loans) Wheels-to-Work, public transportation passes, gas cards, car repairs (up to \$500, auto insurance (Up to \$200) |
| Everywoman Opportunity Center | | Displaced Homemakers | Self-sufficiency, job readiness,, basic skills |
| Joint Neighborhood Project | | Everyone | Advocacy, basic skills, ESL classes, food assistance |
| Learning Disabilities Association of WNY | VESID | Learning disabled | Supportive Employment |
| The Resource Center | VESID | Developmentally disabled and work limited | Basic, skills, job readiness, supportive employment, placement |
| Rural Opportunities | | Migrant and seasonal workers | Job readiness and placement |
| Southern Tier Environments for Living (STEL) | | Individuals with mental illness | Basic skills, assessment, job readiness, supportive employment, placement |
| OTDA Jobs Program | | FA, SN, SN MOE | Job Search, Job placement |
| | | | |

Section 2.3 – Jobs Agreement**Jobs Program Services – Target Groups**

("X" signifies those that apply in this district)

| Services | Target Groups |
|-----------------------------------------|--------------------------------------|
| Assessment/Employability Plan | Applicants <u> X </u> |
| Supervised Job Search <u> X </u> | TANF (inc. SN fam.) <u> X </u> |
| Job Readiness Training | Safety Net Singles <u> X </u> |
| Job Club | Food Stamps <u> </u> |
| Job Placement Services <u> X </u> | 200% of Poverty <u> </u> |
| Grant Diversion <u> X </u> | |
| Job Development (employer field visits) | |

Other Services Requested

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

Applicants and recipients with recent attachment to the workforce are referred to the Jobs Program staff. The goal is to divert the applicant from the use of welfare funds or reconnect recipients to the workforce. The Jobs Program Staff works closely with the DSS case managers to coordinate any diversion funds that may be needed to get the applicant employed and to keep them employed.

Jobs Program Staffing and Location (Address)**Number of Jobs staff****1****Locations**

1. Chautauqua Works, 2 East Third Street,
Jamestown, NY 14701

2. Chautauqua County Department of Social
Services, 335 Central Ave, Dunkirk, NY 14048

3.

Jobs Program LDSS Staff Contact (Name & Phone Number)

Rose Ann Lancione (716) 363-3512

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 the district determines they are ready, but no later than within 24 months of receiving federally funded assistance, the district's definition of "Engaged in Work" is:

Participating in one or more of the federal "core" activities

Compliance with assessment, employment planning, any activity included in the individual's Employment/Self-Sufficiency plan, or any of the work activities listed in Section 3.4. Also included is pursuit of other forms of income such as SSI and SSD.

N/A

Section 3.2 Orientation (Reference 18 NYCRR 385.5)

Check one of the following:

The district provides orientation in accordance with Dept. Reg. 385.5 and no additional information is provided at orientation.

In addition to the requirements outlined in Section 385.5 of the regulations, the district's orientation provides the following.

- The means by which a client would notify his/her Case Manager of conflicts (medical or otherwise) with activity assignments that may arise after assignment and options for resolution.
- The work activity conciliation and dispute resolution processes
- Information on Child Care in Lieu of TA

Described below is the manner in which the district completes the required orientation, e.g. done in a group setting or individually or a combination of both.

Orientation is done by the DSS case manager individually with each participant at the time of the initial assessment appointment and each subsequent assessment. This orientation includes: explanation of work requirements, supportive services available, brief overview of conciliation/sanction process and dispute resolution, excused vs. unexcused absences, available training and educational opportunities, work activities available, child care overview.

Section 3.3 Assessment and Employability Planning

Temporary Assistance Assessment (Reference 18 NYCRR 385.6 and 385.7)

a. Check one of the following:

The district conducts assessments in accordance with 18 NYCRR 385.6(a) and 385.7(a) with no additional requirements.

In addition to the requirements outlined in 18 NYCRR 385.6(a) and 385.7(a), the district's assessment also includes the following elements:

N/A

b. A copy of the assessment tool used by the district is attached. (Attachment B) Additional assessment tool(s) used by the district is (are):

1. Intake and Initial Assessment Form
2. Sections 1-5 of the draft New York State Welfare-to-Work Employability Evaluation Tool
3. TABE Testing – English and math (Spanish version also used)
4. Drug and Alcohol Screening tool administered by DSS staff
5. Drug and Alcohol Assessment administered by Certified Alcohol and Substance Abuse Counselor
6. Mental Health screening form – (completion is voluntary and not subject to case denial or sanction)
7. Learning Disabilities screening form

c. The qualifications of the employees administering the assessment tool(s) are at minimum: (Refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c))

- DSS Case Managers – job description attached (Attachment C)
- Educational Assessment Specialists employed by Erie 2, Chautauqua, Cattaraugus BOCES administer the TABE test
- IMA certified alcohol and substance abuse counselors administer the drug and alcohol assessments

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

Chautauqua County Department of Social Services Case Managers.

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

Yes No

Applicants in households without dependent children are required to participate:

Yes No

Food Stamps Assessment

A district may require a food stamp work registrant to participate in an assessment.

a. The district does does not require work registrants to participate in a formal employment assessment.

b. If assessment is required, the assessment includes the following elements:

N/A

Temporary Assistance Employability Plans (Reference 18 NYCRR 385.6(b) and 385.7(b))

a. A copy of the district’s employability plan is attached and:

The district completes employment plans in accordance with 18 NYCRR 385.6(b) and 385.7(b) and no additional information is contained in the plan.

In addition to the requirements outlined in 18 NYCRR 385.6(b) and 385.7(b), the employability plan includes:

Short term and long term life goals

b. The district administrative unit or contractor that develops employability plans is (list only if different from those performing assessments):

N/A

c. The qualifications of the employees developing employability plans are (list only if different from the requirements for those performing assessments):

N/A

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

a. Described below is how the district plans to meet federal and State Temporary Assistance participation rate requirements. Included is the typical time period it takes for nonexempt individuals to be engaged in activities for both newly opened cases and individuals whose status changes from exempt to nonexempt. Information regarding engaging exempt individuals is entered in Section 3.6

- The social services district will enroll temporary assistance and food stamp clients in work activities that will meet or exceed the State and Federal requirements for participation rate purposes, but does not exceed 40 hours per week; and will lead clients to employment and financial independence
- Applicants are assessed prior to case opening and are typically enrolled in an activity within 2-3 weeks of the determination of non-exempt status
- Recipients whose status changes from exempt to not-exempt are typically enrolled in an activity within 2-3 weeks of the determination of non-exempt status.

- All non-exempt applicants are immediately assigned to Job Search at the time of the eligibility interview
- On-going job search is required of all recipients in addition to other work activities to which they are assigned
- Increase the use of TEAP contracts
- Continue work with sanctioned population and those in conciliation in an effort to increase the number meeting participation rates requirements
- The district monitors participation and engagement rates by:
 - Conducting quarterly individual case manager audits
 - Conducting monthly contractor contacts to assure coordination
 - Providing staff with individual participation rate information. This information is reviewed and discussed at the case manager's one-on-one supervisory session with his/her supervisor
 - COGNOS Upfront reports are generated and reviewed monthly by Employment coordinator, case manager supervisors and by case managers
 - Locally produced Participation and Engagement Rate Report and Graph is produced monthly and displayed in each office.
- Continuous outreach to local employers to increase our numbers of Work Experience slots as well as opportunities for TEAP placements, develop employment opportunities for our work-limited and our non-English speaking populations
- Coordinate with Chautauqua Works to educate local employers on poverty awareness and how to deal with this population

b. The allowable work activities that are available in the social services district are listed and defined as follows. An "X" in the appropriate column indicates the activity is available for individuals receiving FA, SNF (indicating SN households with children or Safety Net Families), SNA, (SN households without children), and/or FS (indicating NTA Food Stamp).

If a column is blank it indicates that the activity is not available for that household/case type.

| FA | SNF | SNA | FS | Activity | Definition |
|----|-----|-----|----|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| X | X | X | X | 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. |

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| X | X | X | 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-e. Subsidized private sector employment will include positions subsidized through grant diversion, 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. |
| X | X | X | 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. Subsidized public sector employment will include positions subsidized through grant diversion, 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. |

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| X | X | X | X | Work Experience | <p>Unpaid work performed at a public or not for profit organization to enable participants who cannot find unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire the general skills, training, knowledge and work habits 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 will be reported as employment.)</p> |
| X | X | X | X | On-the-Job Training (OJT) | <p>Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and Adequate performance of the job.</p> <p>OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment due to the fact that the individual must participate in workplace training to attain full and adequate job performance and the subsidy provided is intended to offset the cost of such training.</p> |

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| X | X | X | Community Service | <p>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> |
| X | X | X | Job Search | <p>The act of seeking or obtaining employment or preparing to seek or obtain employment and will include looking for suitable job openings in a group or individual setting, making contact with potential employers, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, preparing to or applying for and/or interviewing for jobs and related activities.</p> |

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| X | X | X | Job Readiness Training (JRT) | Participation in programs that include seeking and preparing for work. 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. |
| X | X | X | 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 other than a baccalaureate or advanced degree. Vocational education does not generally include basic or remedial education or 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/SN 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. |

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| X | X | X | Job Skills Training | <p>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> |
| X | X | X | Education Training | <p>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, English language instruction and education leading to a GED or HS 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> |

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|---|---|---|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| X | X | X | Secondary School | Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school leading to a general equivalence diploma (GED), 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 GED as determined necessary by the educational institution. Secondary School or GED 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. |
| | | | Provision of Childcare for Individual Participating in Community Service | Providing unpaid child care to enable another Temporary Assistance (TANF/MOE funded) recipient to participate in a community service program. |
| X | X | X | Treatment Plan for Substance Abuse | Substance Abuse 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. For FA families with dependant children this activity will be deemed to be Job Readiness Training within participation rate reporting. For SN households without children this activity will be deemed to be community service. |
| X | X | X | Treatment Plan Other than Substance Abuse | Physical health treatment and rehabilitation services including attending necessary physical therapy, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary. For FA families with dependant children this activity will be deemed to be Job Readiness Training within participation rate reporting. For SN households without children this activity will be deemed to be community service. |
| | | | 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. |

Local District Job Search Procedures:

The district assigns Temporary Assistance applicants to Job Search. Yes No

If yes, please describe the local district procedure for TA Applicant Job Search, including the generally required number of job search contacts and hours per week assigned. Also include a description of how often applicants are generally required to report job search outcomes and if activities other than job search are routinely expected of TA applicants during the application period.

Non-exempt applicants are assigned to job search at the eligibility interview and are expected to spend 20 hours per week in a job search and make a minimum of 10 contacts per week. The job search logs are reviewed at the Assessment appointment (usually done within 2 weeks of the eligibility interview) or at their appointment with the JOBS Program staff, whichever comes first. If the TA case opens, recipients will be seen weekly and their job search logs will be reviewed and monitored by the clerical staff. Random contacts with employers are made to verify that contacts are actually being made.

TABE testing is also done during the application period.

The district assigns TA recipients to Job Search
 Yes No

If yes, please describe the local district procedures for TA Job Search, including the required number of job search contacts and hours per week assigned. Also include a description of how often recipients are generally required to report job search outcomes.

All non-exempt recipients are required to do an ongoing job search. Required job search hours and required employer contacts per week will vary, depending on whether or not the client is enrolled in other activities. When job search is combined with another work activity, the client will be required to make a minimum of 3 contacts weekly, with the minimum weekly hours determined by the employment case manager. Recipients will be seen weekly and their job search logs will be reviewed and monitored by clerical staff.

Section 3.5 Job Development

Yes No The district conducts or receives job development activities to expand job opportunities for TA and FS clients, either directly or by contract or agreement.

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

- District staff contact employers to solicit jobs for Temporary Assistance participants. Below is the description of how this is done, including number of staff, frequency of contacts, etc:

N/A

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

The contract agency currently has 1 staff person who solicits for jobs. Usually, the contract agency looks for jobs that could match the client's skill base, strengths and barriers. After reviewing the assessment, a "cold" call is usually made to employers to determine if the employer has any positions for which the participant may be qualified. At times, the match can be done in reverse. After learning about the employer's job openings and the skills necessary to perform the jobs, the contractor will attempt to find a participant t who may have the necessary skills. Frequency of contact varies depending on the current participants in need of placement and the current employment opportunities in the community. Contacts may be as frequent as several times a day with employers that are currently looking for staff, to monthly or bi-monthly for others.

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

Applicants who have a recent attachment to the workforce shall be referred to the Jobs Program staff.

Section 3.6 Training Approval & Activity Enrollment Policy (Reference 18 NYCRR 385.9)

- a. Describe how the district identifies/provides appropriate education (Adult Basic Education, GED preparation), and English language instruction, program services that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

Generally, training providers must be WIB or SED certified for training under consideration. Curricula will be evaluated based on documented labor market demand for the skill being taught. For skills developed for local labor markets, demand will be established based on regional labor market data developed by the NYSDOL and/or demand validated by the WIB and WIB One-Stop Operator, as well as evidence that the skill can be mastered to the demand level within the time frame allotted for training. For skills developed for regional or national demand, the above criteria will be considered as well as the ability of the trainee to attain wage rates which will offset the extraordinary expenses related to relocation to another labor market.

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

The district uses the local Jobs Demand List to determine the likelihood of job placement following the program. We also consider the participants skills and strengths before assigning to the program

- c. OTDA is requesting each district to increase the number of vocational training or job skills enrollments by at least 20 percent by January 2009 (generally as compared to September 2007) as one method to increase the skill development of recipients to support improved job entries. Districts that have at least

Describe what steps the district will take to increase the number of participants engaged in vocational education and job skills training programs. Such steps may include increased use of contracted services through local training providers, including WIA funded services, or use of OTDA funded Bridge or EDGE training programs. Districts should consider additional blending of activities such as work experience or employment with job skills training in fields that would improve participants' ability to obtain employment or increase wages or hours of employment.

- Provide Jamestown Community College (Bridge Program) with a COGNOS list of all non-exempt recipients with at least a 11th grade education. The Bridge Program will begin outreach in an attempt to increase the number enrolled in their program
- Erie 2, Chautauqua, Cattaraugus BOCES is now providing various mini-training programs at some worksites (offered before or after worksite shifts). These programs include: telephone etiquette, customer service skills, use of cash register and basic math skills, carpentry skills.
- BOCES is now offering Work Readiness Credentialing Preparation classes for 35 hours over a period of 5 weeks.
- BOCES is also offering a program based on Phillip DeVol's "Getting Ahead in a Just Getting by World". This course is 45 hours over a 6 week period.
- We are also exploring the formation of work crews which would incorporate work experience and job skills training while performing various work projects for not-for-profit organizations throughout the county. Projects could include painting, carpentry, repair work, clean-up, etc.

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

Generally, training providers must be WIB or SED certified for training under consideration. Curricula will be evaluated based on documented labor market demand for the skill being taught. For skills developed for local labor markets, demand will be established based on regional labor market data developed by the NYSDOL and/or demand validated by the WIB and WIB One-Stop Operator, as well as evidence that the skill can be mastered to the demand level within the time frame allotted for training. For skills developed for regional or national demand, the above criteria will be considered as well as the ability of the trainee to attain wage rates which will offset the extraordinary expenses related to relocation to another labor market.

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

Participants will be advised during assessment (and reassessment). There are also brochures and pamphlets available as well as some posters in DSS interviewing rooms and waiting rooms.

- f. Participants must meet the following requirements in order to be assigned to education/training activities:

- The participant must meet the minimum achievement/aptitude levels, which are prerequisites for the program requested
- The participant must have an approved employment plan which demonstrates the capacity of the individual to meet the scheduled class hours of the training/education selected as well as the scheduled hours of work required by the district.
- The participant must demonstrate and continue to demonstrate satisfactory attendance (75% attendance), grades/performance (at least a "C" average) and progress commensurate with other students in good standing.
- A client requesting approval of a specific training will be required to complete and submit a written justification (in the participant's own words) of how the training will help him/her in becoming self-sufficient. It will also explain how the participant expects to overcome any obstacles in completing the training while continuing to meet the number of required participation hours. (Copy attached) (Attachment D)

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

Notification will be by form letter from DSS case manager followed by a phone call.

- h. 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 check below:

It has been determined that the student voluntarily quit a job or reduced earnings to qualify for initial or increased Public Assistance.

A job or on-the-job training position that is comparable to the work-study, internship, externship or other work placement cannot reasonably be expected to exist in the private, public or not-for-profit sector

The student is not maintaining a cumulative C average (or the equivalent). The district may disregard this provision if the student documents an undue hardship.

[X] Failure of the institution or student to monitor and report information regarding the student's attendance and performance as required.

[X] Failure of the student to progress toward the completion of a course of study without good cause, as determined by the district.

[X] The student has previously enrolled in work-study, internship, or other work placement and failed to complete the work placement without good cause as determined by the district.

[] Additional reasons as stated below:

N/A

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

The District maintains an Excel spreadsheet of all 16-18 recipients with employability code 35. At least 3 times during the school year, listings of these recipients are sent to the appropriate school districts to verify the status of each youth listed. This status form includes information as to whether the youth is enrolled, their attendance, their absenteeism, whether they have graduated, moved to another district, etc. The responses are distributed to the DSS case manager. Any students with significant patterns of absences or tardiness are contacted by the DSS case manager for resolution plans. Any participant no longer enrolled, is called in for an assessment and work activity assignment.

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

When assigning an individual with limitations to a work activity, the DSS case manager provides written notification of such limitations to the WTW service provider.

Section 3.7 Work Verification

Consistent with Work Verification Plan (WVP) requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan for addressing the work participation rate it reports. The plan must include the district's procedure for monitoring attendance in paid employment and work activities and the controls in place to ensure that federal exclusions from work participation rate requirements are accurately made, work eligible individuals are correctly identified, hours of attendance reported by providers is accurate and documented, data entry is accurate and that the district and its providers adhere to approved district and State policy for work activity definitions and the determination of excused absences and holiday reporting. Districts must describe how it will determine that system entries agree with documentation in case files. The district must also explain how it will sample cases, the sample size, and how frequently cases will be reviewed.

After the reviews are completed, the district should provide a summary of findings for management and State review, including errors identified. In addition, the district must include the corrective action it will take when monitoring reveals substantial problems.

The Quality Assurance plan must explain how staff will:

- Assure that documentation of wages and actual hours of employment are verified and accurately projected/reported and present in the case file;
- Assure 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 meet the federal definition for the activity;
- Assess that the data entered into either WTCMS, NYCWAY or other automated system used for reporting work activities is accurate, including actual hours, excused absences and holidays; and is based on documentation in the case record; and,
- Make sure that documentation necessary to exempt an individual due to being the caretaker of a disabled household member (Employability Code 38) is present in the case file and that individuals meet the exempt status based on the required documentation.

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

Chautauqua County will perform a random audit of each Case Manager caseload quarterly. A minimum of five cases from each caseload will be reviewed. One case from each of the following categories will be chosen: Paid work activity, unpaid work activity, cases with employability code of "31", cases with employability code of "41", and cases with employability code of "70". In addition ALL cases with employability code of "38" will be reviewed quarterly. The cases will be selected by the Employment Coordinator, using a randomizer. The reviews will be done during a supervision conference with the Case Manager and his/her supervisor. A TA supervisor will also participate in these audits.

In all, the district shall review 15 cases per quarter for each of the five categories listed above. This does not include the code "38" cases which will be reviewed quarterly. (At last count, there were a total of 18 cases in this category.)

For paid work activities, we will review both the TA file and the case management file. The district will verify the hours of employment through the receipt of current pay stubs, employer verification forms, The Working Number and direct phone contact with the employer documented in the case notes. We will ensure that the hours of employment on the ABEL budget

are consistent with the hours reported on WTCMS and that documentation in the file supports the hours reported on both WTCMS and ABEL.

For unpaid work activities, we will review the case management file to verify that actual hours of attendance are documented by attendance sheets showing actual hours of attendance, any excused absences, any unexcused absences and any holidays. The district will verify that work activities reported meet the State approved definition for the activity. We will verify that the information is correctly reported in WTCMS

For cases with employability codes of "31", we will review the TA case record to ensure that there is a birth certificate that verified the child under the age of one.

For cases with employability code of "41" and "70", we will review the TA record and the Case Management record to verify the existence of current medical documentation. Determine if the current employability status is correct, and determine if the individual should be referred to IMA for a second opinion or to Career Systems for VESID testing.

For cases with employability code of "38", we will review the case management file and the TA file to ensure the existence of current medical documentation to verify that there is a disabled household member who is in need of care full time, that the individual exempted is the appropriate caretaker and that the documentation has a timeframe for the exemption.

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

All provider documentation is in the DSS Case Manager record. DSS Case Managers and clerical staff perform data entry for all documentation. No process is necessary.

A summary report will be prepared following each review period and forwarded to Kathleen.Nagy@otda.state.ny.us

Section 3.8 Requirements for Exempt Temporary Assistance Participants (Reference 18 NYCRR 385.2 (e))

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

- a. Following is the district's procedure for determining if a disabled individual has the potential to be restored to self-sufficiency. This determination is different from the determination of the individual's disability exemption as covered in Section 6 of this plan. Included here is who (e.g. physician, employment worker, Temporary Assistance worker, local review team, etc.) makes or assists in this determination that an individual can restore or improve

employability through treatment or other rehabilitative activities. Also included is the source and type of information used to make the determination (e.g. information from individual's physician, district contracted provider, specialist evaluation obtained as result of district referral, etc.):

Chautauqua contracts with Career Systems Development, Inc. (CSD) to provide services for the work-limited population. The purpose of the program is to develop, establish and sustain effective linkages that will benefit the work limited population. These benefits include both direct services and access to additional services and funds from the New York State Office of Vocational and Educational Services for Individuals with Disabilities (VESID).

This program will provide psychosocial assessment services to seventy (70) work limited public assistance recipients to identify employment barriers and to determine the appropriate steps to be taken to move toward employment and self-sufficiency through vocational rehabilitation services. For those individuals who are determined to be totally and severely disabled, program staff will provide assistance accessing Social Security or Supplemental Security benefits. After being assessed, clients will be referred to VESID for vocational rehabilitation services or to Chautauqua County Legal Services Inc. for assistance in applying for and obtaining SSI or SSD benefits.

During the assessment period, it may be determined that some individuals are in need of additional pre-vocational or diagnostic services prior to referral to VESID or CCLS. These may include, but not be limited to, additional mental health or substance abuse evaluation, entry into and active participation in mental health or substance abuse treatment, or the completion of a course of physical therapy. These individuals will be referred back to CCDSS with specific recommendations for services necessary to prepare for the next steps. CSD staff provides participants with linkages to community resources, particularly VESID and Chautauqua County Legal Services. CSD also provides ongoing case management services to participants while they are in the program.

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

See above

- c. Following is the district's procedure for tracking the participant's compliance with the treatment plan. Include if monthly attendance at rehabilitation is received, etc.:

Career Systems continues to monitor these individuals and reports progress and compliance directly to DSS Case Managers

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.

- We are in the process of re-educating the worksite supervisors on the proper reporting of absences.
- Case Managers are making more frequent home visits when participants are failing to participate in their work activities.
- We are in the process of developing a group orientation (to ensure that all participants are hearing the same strong message) and/or an orientation "script" to be used by Case Managers during one-on-one orientations.
- In the past, we allowed one automatic reschedule for all appointments. We have eliminated this reschedule unless there is good cause.
- We are in the process of making our waiting areas more "employment" oriented. We are displaying want ads, hanging employment oriented posters, etc.
- We are looking for appropriate employment related videos (as well as videos that explain work requirements) to be played in our waiting areas. If we are unable to find videos, we are considering producing them ourselves.

Section 3.10 Strategies/Procedures for Engaging Sanctioned Temporary Assistance Participants

District has no specific strategies to engage sanctioned participants.

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

Under the Intensive Case Services Project, Case Managers conduct a home visit to fully assess the family's strengths and barriers. (The initial visit is usually made during the conciliation period.) The assessment will incorporate sections of the draft assessment tool created by OTDA. Upon completion of the in depth assessment, the team will complete our local Family Measurement Scale (copy attached). (Attachment E) This tool will be used as a measure of progress in the family's development.

If the participant is willing to work on their barriers, break their sanction and move toward self-sufficiency, the team will continue to work with the participant independently, through home visits, office visits, community visits and educational "field trips".

We also plan to offer incentives for compliance. Incentives may include items such as: a card for a free haircut/styling, a phone card for calling possible employers, resume paper, envelopes and stamps, motivational tapes or books, or gas cards (for general use, transportation for work related activities will continue to be paid as supportive services). Incentives will be given only after the client has met a certain benchmark. Some possible benchmarks include: breaking a sanction and complying for at least 7 days, remaining compliant for 30 days, new or increased earned income, case closing due to new or increased income.

For individuals unwilling to work with the ICS team, he/she will be assigned to a semi-monthly sanction workgroup ("Pathways"-like). Clients are notified by letter (copy attached-Attachment F) that explains that participation is an eligibility requirement and failure to attend may result in case closing. At these meetings we will provide information, such as

what their TA grant would look like if the individual were no longer sanctioned and what would happen if they had earned income and supportive services that are available; interviewing techniques, appropriate, workplace behavior, etc. Following the group session, case managers will meet individually with each client to review their PA budget and their expenses. If it appears the household expenses exceed the household income, the Case Manager and a Fraud Investigator will conduct a home visit to assess the home situation and determine whether there may be a possibility of unreported income.

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

See above

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

See above. The ICS Team will continue to contact the sanctioned individuals on a regular basis.

Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

Referral from Eligibility, FS worker or telephone inquiry is received.

If the person is not on FS or MA, an application must be completed. If they are on FS or MA the last recertification can be used.

The worker investigates the availability of resources in the household (checking, savings...) or if any outside resources are available (funding from another agency, family that can lend a hand...). If any resources are available, the client will be responsible to access these resources first. The application is denied and a notice (LDSS 4002) "Action Taken on Your Request for Assistance to Meet an Immediate Need or A Special Allowance" is sent.

If there are no available resources to meet the emergency, the client is advised to obtain necessary estimates. When all required information is received, the worker evaluates the most cost effective means that will meet the client's needs. If a diversion payment is being made, the client is required to write out a plan on how they will pay for future emergencies. The client is informed of the decision using client notice LDSS 4002.

Section 4 Support Services (Reference 18 NYCRR 385.4)

Section 4.1 For Temporary Assistance Applicants and Recipients in Work Activities

- 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 to participants the following expenses which the district deems necessary for the individual to participate in orientation, assessment, employment planning, work activities and activities to restore self-sufficiency:

See Supportive Services Plan (Attachment G)

- b. The district will use the following approach to assist those participants who need transportation to and from a work activity site (including any applicable mileage reimbursement rate and the method used by the district to arrive at that reimbursement rate):

Generally, clients who live within walking distance (2.0 miles) of a site will be expected to meet their own transportation requirements. Clients who live more than 2.0 miles from a worksite, parents of preschool children who live more than 1.0 miles from the worksite and/or childcare, and clients whose medical limitations prevent them from walking 2 miles will be provided transportation assistance through district supportive services.

Their Case Managers will assist clients in making transportation arrangements. Schedules will be adjusted to accommodate those recipients who must rely on car pooling or public transportation to get to and from worksites and day care. The Chautauqua County Rural Transportation System (CARTS) will provide transportation brokering services to arrange transportation solutions for unique situations such as rural residence, reverse commutes, non-traditional working hours, etc. CARTS offers fixed routes from 6:00 a.m. to 6:00 p.m. Monday through Friday within and between major communities as well as demand-response service for times and routes not served by fixed route buses. When necessary, CARTS will use private contractors to meet public transportation gaps. GIS technology is being used to modify routes of the county supported rural transit carrier to accommodate the needs of welfare-to-work participants.

The County also provides mileage reimbursement of \$.25 per mile for individuals who must use private vehicles. This rate was calculated by determining the farthest distance that a participant may need to drive to an appointment or work activity, considering a gas cost of \$3.30 per gallon, and an average of 15 miles per gallon for an older model vehicle.

Where lack of transportation is a direct barrier to participation in a work activity, the county will make a reasonable effort to assign the individual to a site as close as possible to the individual's home. As needed, the county will reimburse private individuals providing transportation for recipients, utilize taxis, or will utilize the Senior Citizen volunteers through an arrangement with the County Office of the Aging.

- c. The district will use the following approach for those individuals who reside in an area where public transportation is not available. In those instances where the district would require a participant to walk to a work activity assignment, please identify the maximum distance the client would be expected to walk, along with a rationale for the maximum distance:

Please see above

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

Individuals at risk of needing public assistance may be referred to a One-Stop Office for employment services or may receive a diversionary payment for transportation or other work-related need that is deemed necessary to enable an individual to start a new job or to retain employment.

- e. Following is a description of how the district accommodates the needs of non-English speaking participants in accessing employment activities and services (or see below):

The district has Spanish versions of State-provided and local equivalent forms. Each of our client-service offices has Bi-lingual staff for interpreting. Two of our Case Managers are Bi-lingual. While limited, we do have some worksites that can accommodate non-English speaking individuals. We also will assign a Bi-lingual participant to a worksite along with a non-English individual. The bi-lingual recipient will assist the worksite by providing interpretation services.

[] This is not generally applicable in our area (never or rarely have occasion to serve such individuals).

Section 4.2 Transitional Supportive Services

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

Supportive services and Diversion payments. (See Attachment G)

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

All supportive services continue to be available for 90 days after case closing. (Refer to Attachment G for a list of Supportive Services)

Section 4.3 Extended Supportive 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.

(See Attachment G)

Section 4.4 Supportive Services for Food Stamp Employment & Training (FSET) Participants:
(Reference 18 NYCRR 385.4(b))

The district provides necessary childcare in accordance with the childcare section of the Child and Family County Services Plan.

- a. Following is the district’s policy for providing transportation services for FSET participants:

See Attachment G

- b. The district will provide the following supportive services in addition to transportation:

See Attachment G

Section 5 – Temporary Assistance Conciliation and Dispute Resolution Procedures; Food Stamp “Good Cause” Determination Procedures (Reference 18 NYCRR 385.11 and 385.12)

Section 5.1 Conciliation

The district’s conciliation process is in accordance with 18 NYCRR 385.11(a).
Conciliations are conducted (check all that apply.):

- in person
- by phone
- by mail, etc.
- other as described below:

N/A

The good cause/willfulness determination is made by:

- client’s employment worker
- a supervisor
- separate entity (please describe below)
- other (please describe below)

N/A

Section 5.2 Sanction

The district's procedure for determining compliance for those individuals who wish to end their employment sanction (18NYCRR 385.11(b), 385.12) is:

The individual signs a "Willing to Comply" form and then demonstrated such willingness by complying with an assigned activity for a period of 3 consecutive days. Eligibility is retroactive to the day the individual signs the "Willing to Comply" form.

Section 5.3 Dispute Resolution

The district's procedure for individuals who wish to dispute their work activity assignments, including individuals who dispute the district's response to their request for health-related accommodations is conducted in accordance with 18 NYCRR 385.11(b).

The grievance is mediated by:

- an agreement with an independent entity
- supervisory staff who are trained in mediation and who have no direct responsibility for the individual's case
- designated supervisory staff who have no direct responsibility for the individual's case but who are not trained in mediation

Section 5.4 Food Stamps Good Cause Determination

The district's procedure for determining if good cause exists for applicants and recipients who fail to comply with Food Stamp Program employment requirements is in accordance with 18NYCRR 385.12(c) and is conducted:

- conciliation is offered in the same manner as described in Section 5.1 of this plan;
- by the Employment worker using available information, including that provided by the participant if any, to determine if there was a good cause reason.
- Other (described below)

N/A

Section 6 – Disability Determinations (Reference 18 NYCRR 385.2(d))

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:

- 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, described below.

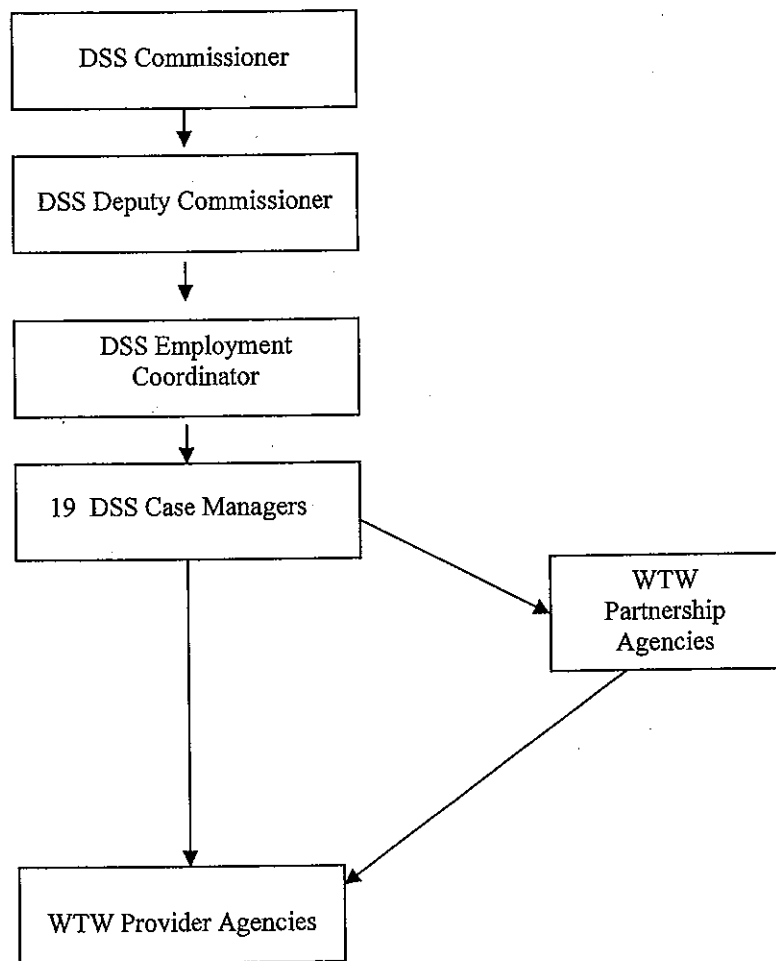
N/A

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, described below:
Employment worker (and/or TA eligibility worker) reviews the medical documentation and determines status. When the documentation, diagnosis, prognosis, or limitations are unclear, the worker may contact a nurse in our CASA Unit who may be able to offer some clarification, OR the worker may make a referral to IMA for an Employability Determination (second opinion).

Chautauqua County WTW Activities

Organizational Chart (2006-2007 Employment Plan)



CHAUTAUQUA COUNTY
INTAKE AND INITIAL ASSESSMENT FORM

Attachment B

Name: _____ Soc. Sec. # _____
Last First MI

Address: _____ School District: _____

Street Apt # PO Box City/Town Zip Code

Number of Years at that Address: _____ Telephone #: _____
Cell #: _____ Message # and Name: _____

Gender: _____ Male _____ Female Age: _____ Date of Birth: _____ / _____ / _____
Month Day Year

Marital Status: _____ Married _____ Single _____ Legally Separated _____ Divorced _____ Widowed

+++++

Are you a U.S. Citizen? _____ Eligible Alien? _____ Alien Registration No. _____

Are you legal to work in the U.S.? _____ Expiration Date _____ / _____ / _____

Ethnic Group:
_____ White _____ African American _____ Hispanic _____ Native American Indian _____ Asian _____ Other

Are you a Veteran: _____ If yes, are you registered for Veterans' Benefits? _____

+++++

Education:

Did you graduate from high school _____? If yes, what year and where? _____
If no, highest grade completed _____

Please check all that apply to you in regards to High School:

- _____ Never Attended
- _____ Out-of-School, Dropout
- _____ Student, currently attending High School
- _____ Attending Post High School
- _____ Some Post High School
- _____ Alternate School
- _____ Attending GED classes
- _____ Special Education
- _____ IEP (Individual Educational Plan)

_____ Vocational/Technical Training? _____ Last School Attended _____

Degrees:
_____ Associates Degree _____ Bachelor's Degree _____ Post Bachelor Degree

Certificate(s): _____ Other: _____

Employment:

Are you presently employed? _____ If no, number of weeks unemployed? _____

If yes, Where? _____

How many hours per week? _____ How much per hour? \$ _____

When did you start working? _____

Are you currently collecting Unemployment Insurance Benefits (UIB)? _____

Employment History:

Previous Employer: _____ Job Title: _____

Address (Street #, city, state, zip) _____

Dates employed: FROM: ___/___/___ TO: ___/___/___ Hourly wage:\$ _____ Hours per week: _____

Duties/skills: _____

Why are you no longer employed there? _____

+++++

Previous Employer: _____ Job Title: _____

Address (Street #, city, state, zip) _____

Dates employed: FROM: ___/___/___ TO: ___/___/___ Hourly wage:\$ _____ Hours per week: _____

Duties/skills: _____

Why are you no longer employed there? _____

+++++

Are there any other employment skills you have that are not listed above? _____

Are you involved with any volunteer work or community services? _____

If yes, where _____ How many hours per week? _____

Are any other family members involved in any volunteer work or community services? _____

If yes, where _____ How many hours per week? _____

Transportation:

Do you have a valid driver's license? _____ If no, why not? _____
If yes: Class: _____ Expiration date: _____ State: _____ License #: _____

If you do not have a license, do you have a driver's permit? _____

Does anyone in your household have a car? _____ Who is it registered to? _____
Whose name is the insurance in? _____ Make: _____ Model: _____ Year: _____

Disability:

Are you disabled in any way? _____
Have you applied for SSI or SSD? _____
Do you have any medical, physical, or emotional work limitations? _____
What is your diagnosis? _____ Are you taking any medications that
would limit your ability to work? _____

Are you or have you ever been in mental health counseling? _____ When? _____

Who is your Primary Care Physician? _____
When was the last time you saw your Primary Doctor? _____

Substance Abuse/Offender Status:

Do you now have or have you ever had a problem with:
Alcohol? _____ Drugs? _____
Have you received treatment in the past? _____ Are you currently in Treatment? _____

If yes, what type/where/when: _____

Have you ever been arrested? _____ If yes, when and what were you charged
with? _____ Have you been convicted of a felony or misdemeanor? _____ If yes,
what is the date of conviction and what were you convicted of? _____

Are you on probation/parole? _____ Are you in violation of probation/parole? _____
Duration of probation/parole _____ How often do you report? _____
Who is your probation/parole officer? _____

FOR STAFF USE ONLY

Tabc test scores:
Reading _____ Math _____
Scale Scores: _____ Diagnostic Score: _____

Supportive Services received at this intake: _____

How many months has the client used _____ Effective _____

Case Manager _____ Team _____ Date _____

AUTHORIZATION FOR RELEASE AND EXCHANGE OF INFORMATION

For Chautauqua Works

*I understand and have had explained to me that this release authorizes an exchange of information between Service Agency members in order to provide me and/or my child(ren) with the most complete and thorough services available. It does not allow the release of HIV-related information, drug and alcohol records, or mental health reports. It does not authorize release to any other person or agency except those agencies which are partnership members' of **chautauqua Works**. Unless revoked in writing, this release and exchange shall remain in force for a period of 12 months from the date of authorization. My signature below indicates that I have been informed of and understand the eligibility information provided within this form and certify that it is true and correct and subject to verification. I understand that falsification is grounds for termination and may result in action to recover any monies paid to me while participating in the program.*

Signature of Participant

Date

Print Name

Case Manager

Signature of Parent/Guardian
(When required)

Date

Print Name

Date

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

I hereby authorize the use or disclosure of my individually identifiable health information as described below. I understand that this authorization is voluntary. I understand that if the organization authorized to receive the information is not a health plan, health care provider or clearinghouse, the released information may no longer be protected by federal privacy regulations and may be released, except that a recipient may be prohibited for re-disclosing substance abuse information under the federal substance abuse confidentiality requirements. State law governs the release of HIV information and you may request a list of persons authorized to re-release information.

Persons/Organizations providing the information:

Persons/Organizations receiving the information:

1. Description of information **including date(s)**: *Medical information contained in the Department of Social Services case file from _____ to as long as the case remains open.*

I consent to the release of any HIV/AIDS information and alcohol and substance abuse information unless a line is checked.

Do not disclose HIV information

Do not disclose drug & alcohol information

2. Purpose of the use/disclosure: *Enrollment in employment/work activities.*

3. Will the person/program requesting the authorization receive financial or in-kind compensation in exchange for using or disclosing the health information described above?

Yes No

4. I may revoke this authorization at any time by notifying the Department of Social Services in writing, but if I do it will not have any affect on any actions they took before they received the revocation. This authorization will expire on: *when the case is closed.*

Signature of client or legal representative

Date

Printed name of client's legal representative: _____

Relationship to the client: _____

Program Privacy Contact and telephone number: _____

CASE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is para-professional social casework involving counseling of program clients seeking services. Supervision of operational assistants, community services workers or clerical staff may occur. Does related work as required.

TYPICAL WORK ACTIVITIES:

Counsels program candidates to establish goals for individual and family self sufficiency including identification of barriers to effective family functioning, labor market participation and educational/skill development;
Develops self sufficiency plans for program candidates and advises and assists participants in planning and implementing specific elements of self sufficiency plans, money management skills and similar skills;
Assists in the development and delivery of program recruitment services including one-on-one and group presentation, written materials and other approaches required to establish and maintain enrollment levels;
Oversees the progress of program candidates in pursuing and completing specific program and self development options;
Conducts and assists in design of workshops, support groups, orientation sessions and other structured activities intended to promote participant understanding and attainment of program objectives;
Assesses needs of individual clients and caseload for specialized services and expands or adjusts program activities accordingly;
Serves as an advocate for participants with community service organizations and works as broker to arrange necessary education, job placement and related services for program participants;
Compiles reports on individual client progress, levels and types of program activities, client characteristics and other data or events necessary to evaluate program impact and effectiveness, utilizing a personal computer;
Assigns and supervises the work of subordinate staff as required;
Conducts comprehensive eligibility interviews and reviews of client documents initially and regularly thereafter to establish program eligibility;
Authorizes payments using the Welfare Management System and related functions for financial eligibility and all benefits;
Works closely with economic security staff to coordinate services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of social welfare system concepts and issues; ability to establish and maintain successful relationships with people, ability to apply concepts of personal and interpersonal development to problems in family functioning; ability to supervise the activities of others; tact; ability to clearly set expectations for clients; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional - One (1) year of permanent competitive class status as a Social Welfare Examiner, Social Welfare Examiner (Spanish Speaking) or Community Services Worker in the Chautauqua County Department of Social Services.

Open Competitive - Graduation from a recognized college or university with an Associate's degree and two (2) years of experience in examining claims for assistance against eligibility criteria, job placement, job counseling, general counseling, teaching at the primary or secondary school level or above, or in the delivery of client services in a human services setting.

NOTE: The minimum educational requirement for Open Competitive qualification is an Associate's degree or successful completion of 60 semester credit hours. There is no experience substitute for this minimum educational requirement.

Revised (Prom. Quals.) 8/16/2000
Revised (Prom. Quals.) 2/7/2005

case manager.doc

Training Justification Sheet Attachment D

Name _____ Date _____
SSN _____ Case Manager _____
Education Highest Grade Completed _____
Type of Training _____
Location of Training _____
Start Date _____
Expected Date of Completion _____

Please explain in your own words how this training will assist you in getting off of public assistance.

Please Complete the Following:

It would be helpful to include information from newspaper advertisements, Career Zone, WD Suite Job Bank and America's Job Bank, which can be located at the One Stop when completing the following.

1. What is the demand for the training you are interested in? Please list current job openings in this field of employment.

2. When you are finished with the training and working, how much do you think you will make to start? How much do you think you will make after one year?

**Family Measurement Scale (FMS)
Chautauqua County Department of Social Services
Case Management Assessment**

Attachment E

Name: _____

Date: _____

Completed by: _____

Housing and Maintenance

| | | | | | | | | | | | |
|-----------|---|---|---|---------------------|---|--------------------|---|---|-------------------|---|-------------------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | Able to secure home | | Affordable housing | | | Housing of choice | | Thriving |
| Comments: | | | | | | | | | | | highclass housing |

Income and Budgeting

| | | | | | | | | | | | |
|-----------|---|---|----------------------------------------|--------------|---|--------------------|---|---|-----------------------------------|---|---------------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | unable to meet basic needs, high debt, | Unpaid bills | | Pays bills on time | | | Manages debt w/o depriving family | | Thriving |
| Comments: | | | | | | | | | | | \$ in Savings |

Employment

| | | | | | | | | | | | |
|-----------|---|---|--------------------------|--------------------------|---|-------------------------------|---|---|----------------------|---|------------------------------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | Lacks job seeking skills | minimum job entry skills | | Steady employment with skills | | | Long-term employment | | Thriving |
| Comments: | | | | | | | | | | | Steady advancement in career |

Use of Community Resources

| | | | | | | | | | | | |
|-----------|---|---|---------------------|----------------------------|---|--------------------------------------|---|---|------------------------------|---|-----------------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | In continual crises | Lack of resource knowledge | | Occasionally uses community services | | | Appropriately uses resources | | Thriving |
| Comments: | | | | | | | | | | | Self-sufficient |

Family Relations

| | | | | | | | | | | | |
|-----------|---|---|--------------------|----------------|---|------------------------------------|---|---|----------------------------|---|--------------------------------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | Frequent conflicts | Limited coping | | Occasional conflict but stabilizes | | | Conflict Resolution Skills | | Thriving |
| Comments: | | | | | | | | | | | Positive and supportive family |

Training Justification Sheet Attachment D

Name _____ Date _____
SSN _____ Case Manager _____
Education Highest Grade Completed _____
Type of Training _____
Location of Training _____
Start Date _____
Expected Date of Completion _____

Please explain in your own words how this training will assist you in getting off of public assistance.

Please Complete the Following:

It would be helpful to include information from newspaper advertisements, Career Zone, WD Suite Job Bank and America's Job Bank, which can be located at the One Stop when completing the following.

- 1. What is the demand for the training you are interested in? Please list current job openings in this field of employment.**

- 2. When you are finished with the training and working, how much do you think you will make to start? How much do you think you will make after one year?**

3. Please explain what you would be doing when you finish the training and are working in a job that you trained for.

4. Please list all problems, which you may experience during this training and your plans on how to overcome them. For example: transportation, daycare, study time, meeting number of participation hours as required by Federal and New York State regulations.

Application Process: *Please list all steps required for applying for the training. Please include date when application is required, pre-testing, interviewing and financial aide processing.*

Family Measurement Scale (FMS) Chautauqua County Department of Social Services Case Management Assessment

Attachment E

Name: _____ Date: _____

Completed by: _____

Housing and Maintenance
 At Risk
 0 1 2 3 4 5 6 7 8 9 10
 Deteriorating housing conditions
 Comments: _____
 Safe
 Affordable housing
 Housing of choice
 Thriving
 highclass housing

Income and Budgeting
 At Risk
 0 1 2 3 4 5 6 7 8 9 10
 unable to meet basic needs, high debt,
 Comments: _____
 Safe
 Pays bills on time
 Manages debt w/o depriving family
 Thriving
 \$ in Savings

Employment
 At Risk
 0 1 2 3 4 5 6 7 8 9 10
 Lacks job seeking skills
 Comments: _____
 Safe
 Steady employment with skills
 Long-term employment
 Thriving
 Steady advancement in career

Use of Community Resources
 At Risk
 0 1 2 3 4 5 6 7 8 9 10
 In continual crises
 Comments: _____
 Safe
 Occasionally uses community services
 Appropriately uses resources
 Thriving
 Self-sufficient

Family Relations
 At Risk
 0 1 2 3 4 5 6 7 8 9 10
 Frequent conflicts
 Comments: _____
 Safe
 Occasional conflict but stabilizes
 Conflict Resolution Skills
 Positive and supportive family

Health Care

| | | | | | | | | | | | |
|---------------------------------|---|---|---|------------------------|-------------------------------------|---|---|-----------------------------------------|-------------------|---|----------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Does not seek medical attention | | | | Emergency medical only | Seeks medical attention when needed | | | Annual physical, dental visits attended | Healthy lifestyle | | Thriving |
| Comments: | | | | | | | | | | | |

Mental Health

| | | | | | | | | | | | |
|-------------------------------|---|-------------------------------------|---------------------------------------------|---|---|---|---|--------------------|----------------|---|----------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Frequent mental health crisis | | Lack of coping impairs daily living | Symptoms of disturbance with minimal impact | | | | | Emotionally stable | Healthy coping | | Thriving |
| Comments: | | | | | | | | | | | |

Children Education

| | | | | | | | | | | | |
|----------------------------|---|------------------------------------------|---------------------------|---|---|---|---|----------------------|------------------|---|----------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Chronic failing of classes | | Children in conflict with other students | Few disciplinary problems | | | | | Excels above average | Merit/Honor roll | | Thriving |
| Comments: | | | | | | | | | | | |

Parenting

| | | | | | | | | | | | |
|-----------|---|--------------------------|--------------------------------|---|---|---|---|---------------------------------|-----------------|---|----------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Abusive | | Unrealistic expectations | Some knowledge of age develop. | | | | | Consistent, realistic standards | Parenting award | | Thriving |
| Comments: | | | | | | | | | | | |

Positive Activities

| | | | | | | | | | | | |
|------------------------------|---|------------------------|----------------------------------|---|---|---|---|----------------------------------|------------|---|----------|
| At Risk | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| No involvement in activities | | Interested in learning | Minimally involved in activities | | | | | Participates in extra activities | Volunteers | | Thriving |
| Comments: | | | | | | | | | | | |

Total Score _____



CHAUTAUQUA COUNTY
DEPARTMENT OF SOCIAL SERVICES

GREGORY J. EDWARDS
County Executive

KIRK MAURER
Commissioner of Social Services

CAROL DANKERT, LMSW
Deputy Commissioner of Social Services

April 29, 2008

Attachment F

Dear

Your Temporary Assistance grant has been reduced because there is a sanctioned person in your household. We would like to meet with you to discuss the possibility of increasing your assistance by complying to remove the sanction and to review your continued eligibility for cash assistance. It is our goal to help you or your family to become self-sufficient.

An appointment has been scheduled for you with:

Date: Tuesday,

Time: 10 AM

Place:



Chautauqua County Department of Social Services
110 E Fourth Street 5TH Floor
Jamestown, New York 14701



Chautauqua County Department of Social Services
335 Central Avenue
Dunkirk, New York 14048

Please fill out the attached Financial Inquiry Form and bring all household receipts with you to the above interview.

You are **REQUIRED** to come to the eligibility review of your case as a condition of continued eligibility for Temporary Assistance. If you do not come to this appointment, your entire case may be closed for Temporary Assistance. If you are unable to keep this appointment due to a prior appointment, Please call the Case Manager at 661-8314 **BEFORE YOUR APPOINTMENT.**

Chautauqua County Supportive Services Plan (For Years 2008-2009)

Attachment G

| Supportive Services Benefit | FA and SN MOE | SN non MOE | TANF 200% (EAF) | Food Stamps |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <p>Motor Vehicle Repair</p> <p><u>Purpose:</u> 1. To accept or maintain employment or 2. To participate in an approved work activity</p> <p><u>Basis of Decision:</u> When auto repair is the least expensive long-term method of providing transportation to employment or an approved work activity</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • The applicant or recipient must be in compliance with their employment plan or otherwise cooperative • Motor Vehicle must be registered in the name of a member of the assistance unit • The title of the vehicle must be in the name of a member of the assistance unit • There must be at least one licensed driver in the assistance unit. • Two repair estimates are required. Estimates MUST be from licensed auto repair businesses (cannot use friends, handymen, etc.) • Household must seek assistance from any other available programs and funds available in the community <p><u>Limit:</u> 1. \$500 or value of the car, whichever is less (blue book value). Any exceptions will require the approval of the District Employment Coordinator 2. \$500 per period of eligibility, with maximum lifetime limit of \$1000</p> | <p>Additional requirements: None</p> | <p>Additional requirements: Must use all liquid resources first</p> | <p>Additional Requirements: Employment must be for a minimum of 30 hours per week All liquid resources must be used prior to authorization of supportive service. The client must have a plan on how they deal with future emergencies.</p> | <p>This supportive service is not available unless the household can qualify under the TANF 200% (EAF) provisions</p> |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) Additional Requirements: | Food Stamps |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <p>Auto Insurance</p> <p><u>Purpose:</u></p> <ol style="list-style-type: none"> To accept or maintain employment or To participate in an approved work activity <p><u>Basis of Decision:</u> When auto insurance is the least expensive long-term method of providing transportation to employment or an approved work activity</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> The applicant or recipient must be in compliance with their employment plan or otherwise cooperative Motor Vehicle must be registered in the name of a member of the assistance unit The title of the vehicle must be in the name of a member of the assistance unit There must be at least one licensed driver in the assistance unit. A written estimate of cost from an established insurance company must be submitted. Client must submit a written plan for future payments The term should not exceed six (6) months, except the term may be up to one year if not otherwise available for a shorter period <p><u>Limits:</u></p> <ul style="list-style-type: none"> Up to \$1000 for up to 6 months of coverage or the least coverage and time period available to meet legal requirements to operate the vehicle One payment per period of eligibility, including 90 days post case closure | <p>None</p> | <p>None</p> | <p>Employment must be for a minimum of 30 hours per week</p> <p>All liquid resources must be used prior to authorization of supportive service.</p> <p>The client must have a plan on how they deal with future emergencies.</p> | <p>This supportive service is not available unless the household can qualify under the TANF 200% (EAF) provisions</p> |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit Auto Registration: | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) Additional Requirements: | Food Stamps |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <p><u>Purpose:</u></p> <ol style="list-style-type: none"> To accept or maintain employment or To participate in an approved work activity <p><u>Basis of Decision:</u></p> <p>When auto registration has expired or is within 30 days of expiration and the use of a private auto is the least expensive long-term method of providing transportation to employment or an approved work activity</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> Motor Vehicle must be registered in the name of a member of the assistance unit The title of the vehicle must be in the name of a member of the assistance unit The applicant or recipient must be in compliance with their employment plan or otherwise cooperative An approved written plan for future payments must be submitted by the client <p><u>Limits:</u></p> <ul style="list-style-type: none"> Actual fees charged by NYS Motor Vehicles Once per period of eligibility, and up to 90 days post case closure | None | None | <p>Employment must be for a minimum of 30 hours per week</p> <p>All liquid resources must be used prior to authorization of supportive service.</p> <p>The client must have a plan on how they deal with future emergencies</p> | <p>This supportive service is not available unless the household can qualify under the TANF 200% (EAF) provisions</p> |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit Transportation: | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) Additional Requirements: | Food Stamps |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Purpose:</u></p> <ol style="list-style-type: none"> 1. To accept or maintain employment or 2. To participate in an approved work activity <p><u>Basis of Decision:</u> Needs will be determined on a case-by-case basis</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • The applicant or recipient must be in compliance with their employment plan or otherwise cooperative • Verification of attendance at place of employment or WTW work activity is needed • An approved written plan for meeting future transportation needs must be submitted by the client • Verification of the need for and approval of transportation by DSS case manager <p><u>Limits:</u></p> <ul style="list-style-type: none"> • Generally, the one-way trip must exceed 2 miles. Exceptions may be made for compelling reasons such as illness, physical disabilities, or transportation of children under the age of 6 years. • Generally, the least expensive method feasible and available to meet the client's need and schedule • Payment for use of public transportation shall be at a negotiated rate, not to exceed fares incurred by general users. • Payment for the use of a family's private motor vehicle or rides in a car owned and driven by an unrelated individual living outside the household shall not exceed \$.25 per mile • Taxi fare may be paid if less expensive transportation is unavailable and only until less expensive arrangements can be made | <p>None</p> | <p>None</p> | <p>Employment must be for a minimum of 30 hours per week</p> <p>All liquid resources must be used prior to authorization of supportive service.</p> <p>The client must have a plan on how they deal with future emergencies.</p> <p>Payment can be made until the applicant has received his next paycheck, not to exceed 30 days.</p> | <p>This supportive service is available to FS eligible individuals for the purpose of obtaining employment. It is NOT available to assist in retaining employment.</p> |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit Professional Licenses and fees: | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) | Food Stamps |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------|
| <p><u>Purpose:</u></p> <ol style="list-style-type: none"> 1. To accept or maintain employment or 2. To participate in an approved work activity <p><u>Basis of Decision:</u> License or fees are required for participation in employment or a WTW activity and are not otherwise available from the employer or trainer</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • The applicant or recipient must be in compliance with their employment plan or otherwise cooperative • Verification of the need and cost • Verification that the license or fee is not otherwise available <p><u>Limits:</u> Up to \$300 per eligibility period</p> | None | None | This supportive service is not available for TANF 200% (EAF) | This supportive service is not available for FS recipients |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit Tuition, Books and Fees | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) | Food Stamps |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------|
| <p>Purpose: To allow participation in an approved course of training that is contained in the participant's employment plan, is in the WIB listing of demand occupations and is offered by approved providers</p> <p>Basis of Decision:</p> <ul style="list-style-type: none"> • On a case-by-case basis, the training program should be necessary and reasonable to prepare the client for self-sufficiency. • Generally, the training should prepare the participant for a "demand occupation" for the local area, as determined by the WIB • Generally, payment for training will not be available to a client who already possesses marketable skills for employment that should lead to self-sufficiency within the county or within 20 miles of the county border. • The costs of self-initiated training will not be paid unless: <ul style="list-style-type: none"> ○ The training meets to preceding criteria ○ the training has been approved as an essential component of the individual's employment plan ○ Alternate funding source are not available ○ Costs are reasonable <p>Requirements:</p> <ul style="list-style-type: none"> • The applicant or recipient must be in compliance with their employment plan or otherwise cooperative • The training is determined to be a necessary part of the client's employment plan • Verification of costs and fees to complete the training • Verification of grants and entitlements from other sources • Quarterly verification of attendance and performance • Payments will b made one semester at a time, dependent on satisfactory attendance and progress. <p>Limits:</p> <ul style="list-style-type: none"> • Up to \$2100 per year, less funds available from other sources • Must be an approved education or training program • Limited to vocational education programs of no more than two (2) years in duration | None | None | This supportive service is not available for TANF 200% (EAF) | This supportive service is not available for FS recipients |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit Tools and Equipment | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) Additional Requirements: | Food Stamps |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <p><u>Purpose:</u></p> <ol style="list-style-type: none"> 1. To accept or maintain employment or 2. To participate in an approved work activity <p><u>Basis of Decision:</u></p> <ul style="list-style-type: none"> • When tools or equipment are identified as needed for participation in employment or in a WTW activity and are not ordinarily provided by the training provider or employer. <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • The applicant or recipient must be in compliance with their employment plan or otherwise cooperative • Verification of costs and fees of the tools or equipment. • Verification of enrollment in a WTW activity or employment. <p><u>Limits:</u></p> <ul style="list-style-type: none"> • Up to \$500 per lifetime, including up to 90 days after case closing | <p>None</p> | <p>None</p> | <p>Employment must be for a minimum of 30 hours per week</p> <p>All liquid resources must be used prior to authorization of supportive service.</p> <p>The client must have a plan on how they deal with future emergencies.</p> | <p>This supportive service is not available for FS recipients</p> |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit Job Related Safety Equipment | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) Additional Requirements: | Food Stamps |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Purpose:</u></p> <ol style="list-style-type: none"> 1. To accept or maintain employment or 2. To participate in an approved work activity <p><u>Basis of Decision:</u></p> <ul style="list-style-type: none"> • Equipment such as steel-toed boots, gloves, headgear, eye protection, etc. required to accept or maintain employment or participate in an approved work activity • Such items are not supplied by the employer. <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • The applicant or recipient must be in compliance with their employment plan or otherwise cooperative • Verification that such items needed and are not provided by the employer. • Verification of costs and fees of the tools or equipment. • Verification of enrollment in a WTW activity or employment. <p><u>Limits:</u></p> <ul style="list-style-type: none"> • Up to \$300 per lifetime, including up to 90 days after case closing | <p>None</p> | <p>None</p> | <p>Employment must be for a minimum of 30 hours per week</p> <p>All liquid resources must be used prior to authorization of supportive service.</p> <p>The client must have a plan on how they deal with future emergencies.</p> | <p>This supportive service is available to FS eligible individuals for the purpose of obtaining employment. It is NOT available to assist in retaining employment emergencies.</p> |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) Additional Requirements: | Food Stamps |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Clothing</p> <p><u>Purpose:</u></p> <ol style="list-style-type: none"> 1. To accept or maintain employment or 2. To participate in an approved work activity <p><u>Basis of Decision:</u></p> <ul style="list-style-type: none"> • Individual does not have clothing appropriate for his/her employment or assigned work activity. • Such items are not supplied by the employer <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • The applicant or recipient must be in compliance with their employment plan or otherwise cooperative • Verification that such items are needed and are not provided by the employer. • Verification of costs • Verification of enrollment in a WTW activity or employment. <p><u>Limits:</u></p> <ul style="list-style-type: none"> • Up to \$250 per lifetime, including up to 90 days after case closing | <p>None</p> | <p>None</p> | <p>Employment must be for a minimum of 30 hours per week</p> <p>All liquid resources must be used prior to authorization of supportive service.</p> <p>The client must have a plan on how they deal with future emergencies</p> | <p>This supportive service is available to FS eligible individuals for the purpose of obtaining employment. It is NOT available to assist in retaining employment</p> |

Chautauqua County Supportive Services Plan (For Years 2008-2009)

| Supportive Services Benefit | FA and SN MOE Additional Requirements: | SN non MOE Additional Requirements: | TANF 200% (EAF) Additional Requirements: | Food Stamps |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <p>Driver's License and Permits</p> <p><u>Purpose:</u></p> <ul style="list-style-type: none"> 1. To accept or maintain employment <p><u>Basis of Decision:</u></p> <ul style="list-style-type: none"> • Individual is employed • There are no available liquid resources (cash, bank accounts, etc.) in the household • There are no other means by which to get to and from work (such as carpooling, public transportation, etc.) • The license was not suspended due to unpaid fines <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • The applicant or recipient must be in compliance with their employment plan or otherwise cooperative • Verification of employment • Verification of costs <p><u>Limits:</u></p> <ul style="list-style-type: none"> • Once per lifetime | <p>None</p> | <p>None</p> | <p>Additional Requirements:</p> <p>Employment must be for a minimum of 30 hours per week</p> <p>All liquid resources must be used prior to authorization of supportive service.</p> <p>The client must have a plan on how they deal with future emergencies</p> | <p>This supportive service is not available unless the household can qualify under the TANF 200% (EAF) provisions</p> |