



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

April 9, 2008

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Mr. Ervin J. Fuller
Commissioner
Herkimer County Department of Social Services
301 North Washington Street, Suite 2110
Herkimer, New York 13350

Dear Commissioner Fuller:

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,

A handwritten signature in black ink, appearing to read 'RSY', written over a horizontal line.

Russell Sykes
Deputy Commissioner
Center for Employment and Economic Supports

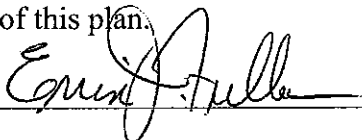
Enclosure

cc: Barbara Guinn
Joseph Bellino
Jerrod Ogden

**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 **Herkimer County** 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 **Herkimer 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: December 6, 2007

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 Employment Unit functions under the Commissioner of Social Services. It is comprised of:

1. **Employment Coordinator** (reports directly to the Commissioner of Social Services)
2. **Employment Counselor** (TANF caseload)
3. **Senior Clerk** (Work Experience, TANF, Safety Net, NPA Food Stamps, SNF)
4. **Social Welfare Examiner** (Exempt population – TANF, SNF, SN)
5. **Caseworker** (administers all day care programs – TANF and income eligible)
6. **Caseworker** (provides post employment services – TANF, SNF, 200%)
7. **Clerk** (full-time, clerical support)
8. **NYS Jobs Specialist** (TANF, SN, SNF, FS, 200%)
9. **Employment and Training Administration** (ERT program – Herkimer Co. One Stop)

(Staff members 2 thru 6 are located at the Herkimer Co. Working Solutions One Stop Center one day per week.)

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The Employment Unit works cooperatively with Temporary Assistance for on-going case issues as well as front-end diversion.

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
Employment & Training Adm.	\$ 22,500.00 – FFFS Funding \$ 22,500.00 – State/Local Funding		TANF / SNF – 50% SN- 50%	Employment Readiness Training
Employment & Training Adm.	\$ 7,000.00		TANF SN SNF	One-Stop Working Solutions Desk space for one employee who is stationed there Mon. – Fri.
Herkimer Area Resource Ctr.	\$250.00 – Intake /Assessment \$750.00 – Job Placement \$1,500.00 – 30 day retention \$750.00 – 90 day retention		TANF SNF	Job intake, assessment, placement, and retention.
	\$			

	\$			
	\$			
	\$			
	\$			
Total	\$			

TABLE 2 – Other Service Providers

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
Herkimer Co. BOCES		TANF SN FS SNF	GED/External Diploma
Herkimer Co. BOCES		Out of school youth under age 23	Project Re-connect Educational and Career Counseling
Herkimer Co. One-Stop		TANF SNF	Resume workshop, job search assistance, job interview workshop, basic computer skills training, how to job search on the internet, and in some cases on the job training financial assistance.

Section 2.3 – Jobs Agreement

Jobs Program Services – Target Groups

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

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

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.)

Jobs Program Staffing and Location (Address)

Number of Jobs staff **1**

Locations

- | | |
|--|---|
| 1. Herkimer Co. Dept. of Social Services | 301 N. Washington St., Suite 2110, Herkimer, N.Y. |
| 2. | |
| 3. | |

Jobs Program LDSS Staff Contact (Name & Phone Number)

Joseph Bellino (315) 867-1223 Email – jbellino@herkimercounty.org

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:

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.

"Engaged in Work" will encompass all activities, which will move the participant to self-sufficiency including those listed in Section 3.4. A participant will be expected to cooperate and follow through with employment activities, such as:

- *Assessment and periodic re-evaluation*
- *Counseling*
- *Rehabilitation*
- *File an application for SSI*
- *Etc.*

"Engaged in Work" will also include any combination of hours worked on an LDSS-approved work experience worksite, employment at the applicable state or federal minimum wage in subsidized or unsubsidized private or public sector employment, LDSS-approved Community Service, and/or LDSS-approved education/training as outlined in this plan.

All non-exempt individuals may be engaged up to 40 hrs. per week in an approved work activity. The hours of participation in the work experience are limited to the monthly TA grant and FS allotment divided by the State or Federal minimum wage, whichever is higher.

Individuals who are exempt from participating in employment activities may perform the above "Engaged in Work" activities or actions. These actions/activities will assist these individuals in overcoming the exemption.

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 applicant will also be notified of the in lieu of TA childcare guarantee option.

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 for exempt and non-exempt individuals is conducted both individually or a group setting. Orientation is completed during the application process by Employment Staff. At re-certification, orientation is done individually when the assessment and employability plans are updated.

Section 3.3 Assessments 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:

The following activities may be assigned as part of the assessment process:

1. *A referral to ERT when appropriate*
2. *Direct referrals for job search*
3. *Referral to Temporary Agencies*
4. *Referral to NYS Jobs Program representative*
5. *Referral to Vocational Rehabilitation and GED if appropriate*
6. *A referral for alcohol evaluation and treatment, if it is determined this may be a barrier to the client's full employability.*
7. *A request for medical documentation if the applicant or recipient is stating they have limitations to their employability-required in order to determine the appropriate referral or activity for the client.*
8. *Verification of employment (if applicable)*

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

Employment Assessment attached.

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))

- *Assessments are conducted by Employment Unit Staff (see 2.1 Administrative Structure)*

- *All Employment staff have met and exceeded the qualifications for their positions under the Civil Service System. They are trained staff that has demonstrated the ability to perform this function. Staff: Employment Counselor, Senior Clerk, Examiner, and Caseworker.*
- An assessment is completed for Food Stamps prior to enrollment in an activity (see attached)

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

Herkimer County Dept. of Social Services Employment Unit

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:

Food Stamp Assessment is attached.

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:

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

In Herkimer Co. engagement in activities is immediate and continuous. All applicants for both TA and Food Stamps are given an appointment with the Employment Unit at their application interview. Appointments are usually scheduled within 7 days. Assessments and employability plans are completed. Employable individuals (TA) are given direct job referrals, an appointment with the Jobs Program for supervised job search, a referral to a staffing agency, and enrolled in ERT if applicable. Food Stamp applicants are also required to engage in Job Search. Potentially exempt are given medical/psychiatric statements to be completed by a medical professional and returned within 10 days.

Employable and exempt clients are engaged and participating from this point until the closing of their Temporary Assistance case. Their employment worker monitors employable participants for maximum participation. All case factors are included for participation (ex. Community service, training, work, work experience, job search, job readiness). Exempt participant information is included in Section 3.8. The weekly standard participation rate is 35 hours per week for all categories.

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.

X	X	X	X	<p>Subsidized Private Sector Employment</p>	<p>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.</p>
X	X	X		<p>Subsidized Public Sector Employment</p>	<p>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.</p>

X	X	X	X	<p>Work Experience</p>	<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		<p>On-the-Job Training (OJT)</p>	<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>

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>

X	X	X		<p>Job Readiness Training (JRT)</p>	<p>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.</p>
X	X	X	X	<p>Vocational Education</p>	<p>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.</p>

X	X	X	X	<p>Job Skills Training</p>	<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	X	<p>Education Training</p>	<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>

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Provision of Childcare for Individual Participating in Community Service	Providing unpaid childcare to enable another Temporary Assistance (TANF/MOE funded) recipient to participate in a community service program.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		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.

A TA applicant who is employable is referred to the Employment Unit for an employment assessment. The applicant is instructed to register with a Temp. Agency and also meet with the State OTDA representative. If the TA applicant is engaged in some type of paid or unpaid activity, then they're instructed to make 6 job contacts per week. If the TA applicant is unemployed and not involved in some type of assigned activity, then they're mandated to make 12 job contacts per week. The Job Search Log contains a section for Time In and Time Out so the TA applicant can keep a time log for how long they were at the employers, the time it took them to travel from one employer to another, and how much time they spent preparing for the contact. The TA applicant meets with the OTDA representative on a biweekly basis and the job logs are reviewed for completeness and reasonableness. This information is then sent to the Employment Unit. The TA applicant's participation is expected to total 20 hours for the week. The Employment Unit Representative will contact a sample of employers periodically to verify that the participant actually contacted the employer about the job. These reviews will not occur in instances where it is determined that contacting the employer would jeopardize current or future job entry efforts by other TA clients.

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.

Once the TA case is opened the TA recipient is assigned to the Employment Counselor who will then engage the client in an activity such as ERT or Work Experience. As the client transitions from applicant to recipient the Job Search remains ongoing with the OTDA representative. The job search activity is always in addition to another activity such as work experience or ERT. The recipient is expected to make 6 contacts weekly in addition to participating in the other assigned activity. The Job Search Log contains a section for Time In and Time Out so the TA applicant can keep a time log for how long they were at the employers, the time it took them to travel from one employer to another, and how much time they spent preparing for the contact. The TA recipient meets with the OTDA representative on a biweekly basis and the job logs are reviewed for completeness and reasonableness. This information is then sent to the Employment Unit. The TA recipient's participation is expected to total 20 hours for the week. The Employment Unit Representative will contact a sample of employers periodically to verify that the participant

actually contacted the employer about the job. These reviews will not occur in instances where it is determined that contacting the employer would jeopardize current or future job entry efforts by other TA clients.

Section 3.5 Job Developments

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:

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.

Herkimer Co. DSS has an agreement with Herkimer ARC. HARC agrees to provide job placement to individuals receiving services through Herkimer Co. DSS. HARC will provide monthly reports to DSS explaining the individual's progress towards employment. HARC will maintain regular contact with the assigned DSS worker in order to address any issues that occur. DSS will provide pertinent referral information that may have an impact on the type of employment for which the referred individual is suitable.

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

Section 3.6 Training Approval & 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:

Providers must be accredited by the New York State Dept. of Education and have demonstrated history of serving the educational needs as it relates to providing education and/or training that leads to job placement.

- 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 Employment Unit Representative may identify the need for vocational education or job skills program by reviewing the employment assessment section that covers past employment history or by a face-to-face interview where the client may verbally express an interest in a certain job field. The client's past participation history would be considered in the decision process. If the Dept. finds that the client is a good candidate for a vocational or skills program then the appropriate agency will be contacted for further information.

- 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.

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.

An Employment Representative will contact such agencies as the local One Stop, Community College, Nursing Homes (CNA Training), and BOCES to determine what is available and what the process is to involve a client in one of their programs. The Dept. may inquire to see if a representative from one of these agencies will come to the Dept. and meet with interested clients. Approvals will depend on how much funding is available.

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

Providers must be accredited by the New York State Dept. of Education and have demonstrated history of serving the educational needs as it relates to providing education and/or training that leads to job placement.

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

A recipient is notified of approval or denial of training by letter. Prior to approval or denial, the supervisor reviews the information.

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

An individual must complete a face-to-face interview/assessment prior to training approval. Herkimer County's training approval policy is attached.

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

Enrollment in a work activity is discussed at the assessment and is included on the applicant/recipient's employability plan. This plan is signed by the applicant/recipient and a copy is given. The specifics of the placement are supplied by mail.

- 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.

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

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

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

Additional reasons as stated below:

The Department may be unable to schedule a work activity assignment around academic schedules. The Department may not find it possible to enroll individuals in activities for the number of hours required to meet work participation rates or to enroll individuals in activities the Department believes are necessary to achieve self-sufficiency. Therefore, if a required work activity is only available during hours that conflict with the student's academic schedule, the Department may assign the student to that work activity even though there is a conflict.

- 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:

Teen school attendance – a child who is under the age of 19 and attending full-time secondary, vocational or technical school is exempt from participation. Attendance is monitored through monthly attendance sheets completed by the school due by the third of the following month. If the student falls below full-time attendance, as defined by the school district's attendance policy, he/she will be called in for orientation/compliance to work programs.

- 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:

To ensure that accommodations are made for a work limited individual in a work activity, the participant's health related limitations are included in the activity placement letter. The worksite agency will be notified if any conditions change.

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 WTWCMS, 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):

Herkimer Co. will perform a random sample of 8 cases per quarter for paid work activities. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms, and direct phone contact with the employer documented in case notes. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTWCMS and documentation is in the file to support hours reported on WTWCMS and that the scheduled hours on WTWCMS is consistent with the documentation.

Herkimer Co. will perform a random sample of 8 cases per quarter for participation in unpaid work activities. The employment case files will be reviewed. Attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time will document actual hours of attendance. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTWCMS, excused absences and holiday time are documented in the case file and correctly reported on WTWCMS in accordance with federal limitations, and that documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTWCMS by district or provider staff.

Herkimer Co. will sample all cases per quarter in which a case member is reported as an employability code 38-needed in the home fulltime to care for a disabled household member. The temporary assistance case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption and that the individual is the appropriate caretaker.

Herkimer Co. will sample all cases per quarter in which a case member is reported as an employability code 31-caretaker of a child under the age of 12 months. The temporary assistance case file will be reviewed to ensure there is a birth certificate present to verify the child under the age of one.

Herkimer Co. will perform a random sample of 8 cases per quarter in which a case member is reported to be incapacitated to determine if s/he remains incapacitated or is now a work eligible person. The temporary assistance case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption

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):

The ERT instructor has the participants sign in and the instructor also completes an attendance sheet. The Employment Counselor will then compare the attendance sheet with the sign in log. The log in sheets along with who didn't show information is reviewed on a daily basis. The employment representative who is stationed at the One-Stop will also personally verify the attendance for that particular day. The work site supervisor provides work experience attendance sheets. Attendance sheets are submitted to the Dept. on a monthly basis. The Employment Counselor will contact the work sites by phone on an intermittent basis to check attendance for that particular day. Both the ERT Instructor and the work site supervisors are instructed to report absences immediately.

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.):

All exempt individuals (TANF, SNF, and SN) are case managed by an employment worker (examiner). A full assessment, employment/treatment plan, and documentation are completed at application and re-certification. A medical review of the case is completed every 3 months or sooner if the statement dictates. All appropriate statements are required; referrals and

recommendations from physicians, psychiatrists, specialists, rehabilitation services, etc. are monitored for compliance. If clarification of employability is needed the medical professional is contacted by phone or correspondence.

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

An employment/treatment plan is completed at application, recert, or as needed. All medical and psychological recommendations are included in their employment/treatment plan. Individuals will be required to access all services to remove or reduce barriers to employment. Verification is required for compliance to treatment recommendations. A medical review of the case is completed every 3 months or sooner if the statement dictates. Appropriate documentation is required.

- 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.:

The case manager monitors all recommendations in the medical and psychiatric statements for compliance (ex. physical therapy, pain clinics, mental health, vocational rehabilitation, etc.). Verification is required (monthly attendance sheets or statements). A referral to SSI is also made and monitored if appropriate.

Section 3.9 Strategies/Procedures for Increasing Program Attendance

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

The Employment Representatives, as part of their interviews, assist the clients in developing a childcare plan as well as a back-up plan. The Employment Representative also counsels the client on the importance of scheduling appointments so that they don't conflict with their work hours. Herkimer Co.'s practice is to schedule agency appointments in a way that doesn't conflict with the client's work activity schedule. The Caseworker who is responsible for post-employment assistance also is available to assist clients through problems that may be affecting their work attendance.

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:

If a parent is the only eligible parent on a Temporary Assistance case and is sanctioned off that case, he/she would be scheduled for a payee appointment prior to the effective date of the sanction. At this appointment, the process is explained and a budget is completed to examine how the family will make ends meet on less income. Job search and compliance, if a first time sanction, is discussed as well. The client is given an appointment to pick up their check. Benefits are no longer available at the store and can be picked up at the Department of Social Services in check form. At the check pick-up appointment, job search and how the family is making ends meet is discussed again. An appointment is given for the following week to provide receipts to verify how the money was spent. The client must show that the money was spent on the children's needs and not on him/herself. Self-sufficiency and compliance are stressed throughout the payee process. The Employment worker will continue to work with the sanctioned individual until compliance or the closing of the Temporary Assistance case.

Herkimer Co. will also provide enhanced services to sanctioned TANF families through expanded home visits. This program will attempt to facilitate a non-compliant individual to participate in appropriate work activities.

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

Same as above.

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

Same as above.

Section 3.11 Diversion Strategies

[] District has no specific diversion strategies.

[X] District's diversion strategies are described below:

Herkimer Co. Dept. of Social Services utilizes diversion strategies to facilitate and promote an individual's ability to obtain employment, retain employment and eliminate their need for Temporary Assistance. Strategies include: mandatory participation in a 4 week Employment Readiness Program for SN applicants and two parent cases who are able to work, referrals to Temp Employment Agencies and an in-house NYS Jobs representative; direct referrals to job openings and referrals to the One Stop Career Center. Day care applications for individuals requiring services to accept employment are expedited.

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: The Herkimer Co. Dept. of Social Services will provide the following supportive services to enable individuals to participate in Employment activities:

- *Transportation – the least expensive form of transportation that is available will be reimbursed to a participant on a monthly basis after the successful completion of activity requirements. The Herkimer Co. Dept. of Social Services will reimburse transportation at a rate of actual expenses or the rate set for County employees; whichever is less. Bus passes will be issued when public transportation is available. The rate set for mileage reimbursement is the IRS rate per mile*
- *Herkimer Co. Dept. of Social Services will reimburse participants for work related expenses, which are essential for participation in work activities, within limits, and pre-approved by the Herkimer Co. Dept. of Social Services (\$100 max).*
- *The Herkimer Co. Dept. of Social Services will provide case management to all Temporary Assistance recipients who are participating in work activities including employment.*
- *In Herkimer County, as long as CST funding is available, employed TANF and SN family adults will be eligible to receive the following services: bus passes, gas cards to travel to and from work, Guaranteed Ride passes (short term), car repairs (\$500 max), car insurance (\$50/month for 12 months, \$500 max), and Driver Readiness Services including permit fees, driving lessons, and licensing fees.*

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):

The lack of transportation does not exempt Temporary Assistance, SN, or FS applicants and recipients from participating in work activities. Case managers will work with applicants/recipients who do not live where public transportation is available to identify alternate means such as car pools, friends, neighbors or family and assist them to develop a transportation plan. When an individual is placed in a work experience assignment, the district will make a reasonable effort to assign as close as possible to the individual's home. If an applicant or recipient chooses to live where transportation is not available, it is their responsibility to participate in assigned work assignments, job referrals, etc. Herkimer Co. will reimburse mileage at the IRS rate.

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:

Herkimer Co. would require a participant to walk to a work activity assignment that is within the village limit where they reside. This distance should be no more than 2 miles.

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:

Herkimer Co. may authorize, within limits and pre-approval, emergency services such as: clothing, tools, car repairs, insurance, license fees, bus passes, gas card, Guaranteed Ride passes (short term), etc., to assist applicants at risk of needing Temporary Assistance. To receive emergency transportation services, a TANF-eligible client must complete an application for Emergency Aid to Families and provide documentation to prove eligibility. A client must also provide verification of employment for the last month, driver's license and registration for the vehicle, and be 200% certified.

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):

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:

Herkimer Co. provides post employment services after a TANF or SN family case closes due to excess earned income. Post employment services include:

- *Case management, assistance in:*

*Accessing child support Day care providers
Upgrading of employment Vocational training
Transitional child care Transitional Medicaid
NPA Food Stamps*

As long as CST funding is available, employed FA and SN family adults with income below 200% of the poverty level will be eligible to receive the following services: bus passes or gas cards to travel to and from work, Guaranteed Ride passes, car repairs and insurance, driver readiness services, including permit fees, driving lessons and licensing fees.

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.

Post employment services mentioned above would be provided for up to 90 days after a TANF or SN family case closes due to earned income if the household income does not exceed 200% of the poverty level.

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.

Post employment services mentioned above would be provided for up to 12 months after a TANF or SN family case closes due to earned income if the household income does not exceed 200% of the poverty level.

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:

The rate of reimbursement is the same rate allowed by the IRS for travel expenses.

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

The district will provide \$50.00 clothing reimbursement as needed.

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:

The Herkimer Co. Dept. of Social Services will provide the following conciliation process:

Individuals who failed or refused to comply with Welfare-To-Work activity assignments are issued a Conciliation Notification. Temporary Assistance individuals are allowed ten (10) days to respond and are set up with a conciliation meeting at the agency. Safety Net individuals are allowed seven (7) days to respond and are set up with a conciliation meeting.

Individuals will be advised that they will be required to show good cause at this meeting, including documentation as to why they were unable to comply with the requirements of the activity. The conciliation meeting will consist of the individual, an Employment Unit representative and supervisor, and a supervisory level staff person who is not directly responsible for the customer’s case(s). If, in the Herkimer Co. Dept. of Social Services judgment, the individual fails to show good cause or fails to respond to the Conciliation Notification within the prescribed time limit(s), a sanction of the case(s) will be imposed. The Herkimer Co. Dept. of Social Services has ten (10) days to arrive at a determination and inform the individual, in writing, of the agency’s decision. When the individual fails to show good cause, and a sanction is imposed, the agency will issue a 10-day Notice of Intent. If the individual is in disagreement with the conciliation finding, a Fair Hearing may be requested

The good cause/willfulness determination is made by:

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

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 sanctioned individual signs a willing to comply statement. The sanctioned individual is then assigned to an approved activity. Once the individual starts the activity, a memo is sent to the FA Examiner requesting that the sanction be lifted. The benefit coverage is backdated to the date the willing to comply statement was signed.

Section 5.3 Dispute Resolutions

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)

Applicant/recipients who fail to comply with Food Stamp program work registration requirements or assignment to work activities will be sent a conciliation notification with an effective date of 10 days. The Employment worker will determine good cause. When the individual responds, the district will consider the facts and circumstances including information by the client. The applicant/recipient is responsible for notifying the district of the reasons for non-compliance and for furnishing evidence to support their claim of good cause. If there is no contact or good cause is not valid, a Food Stamp sanction will be imposed. For Food Stamp recipients, the district will issue a timely and adequate notice of adverse action within 10

calendar days. For Food Stamp applicants who have failed to comply without good cause, the district will notify the household of the individual's disqualification in the notice of action taken.

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.

Following is the district's process for determining an individual's disabilities and/or work limitations:

At application, re-certification, or as necessary, a determination of an individual's ability to work is made. If a person states they are unable to work, Employment Staff requests a medical/psychiatric statement to be returned in 10 days. If a medical is not received, the case is ineligible until compliance. If a person is not able to work and meets the criteria for SSI, a referral is made. A re-assessment of ability to work will be made at re-certification or when appropriate. The case continues to be monitored and tracked.

If a person has limitations to their employability, Employment Staff will request a medical/psychiatric statement (10 days) during their employment assessment. This will be necessary to develop their EP in order to recommend the appropriate employment activities in which the individual is able to participate. Individuals with verified limitations must work with Herkimer Co. Dept. of Social Services staff to access services such as education/training, rehabilitation, etc., that is necessary to remove or reduce their barriers. Individuals must also work with Herkimer Co. Dept. of Social Services staff to apply for SSI/SSD benefits and exhaust all possible appeals in the process.

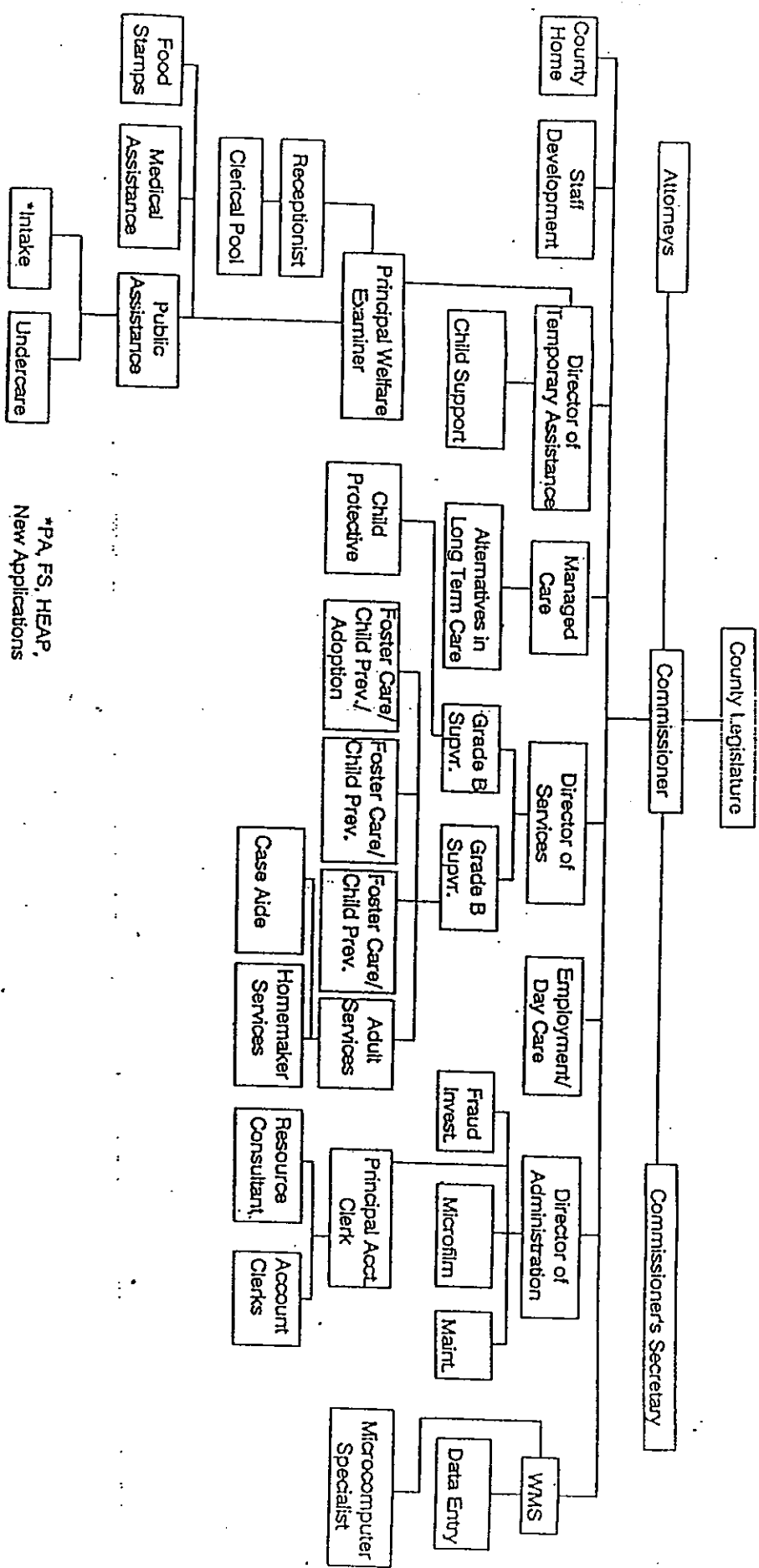
Whenever a determination of an individual's medical condition is made the Department will notify the applicant or recipient in writing of such determination. The LDSS-4005 Notification of Disability Review Findings and the Right to Contest is sent. The district will inform work activity providers of any individual's work limitations identified as part of the disability review process.

When a recipient with limitations is placed on a worksite, the Herkimer Co. Dept. of Social Services will send a notice advising the agency of these conditions and the necessity of not exceeding the specified limitations. The worksite will be notified if any conditions change.

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:

The above procedure is followed for all employability determinations.



*PA, FS, HEAP,
New Applications

Section 3.5**Employment Education/Training Policy**

All training programs will be evaluated in accordance with New York State Social Services rules and regulations.

The following may not be approved:

- (1) Training for single childless safety net individuals
- (2) Self initiated training
- (3) 1 year or more degree/certificate programs (with the following exceptions. See*)

Education/Training approval will be based on:

- (1) An employment assessment/employability plan – consideration will be given to education level, previous training history, etc. A recipient must demonstrate the ability to successfully complete the program. A recipient must participate in pre-placement testing as determined to assist in the appropriateness to the education/training program.
- (2) Curriculum/job placement possibilities – enrollment must be in a specific vocational program that will offer employment in the local labor market. Training must be for positions that are “in demand” areas.
- (3) Work experience (CWEP/PWP) participation – satisfactory attendance and progress must be maintained.
- (4) Participants must demonstrate a willingness to participate and cooperate. They must show motivation in employment programs and be in compliance with employment requirements.
- (5) Proof that the participant has applied for financial aid or that participant is being sponsored by another agency. Participant must not have defaulted on a student loan.
- (6) * Participant must be approved by Herkimer Co. Dept. of Social Services and sponsored by TAA (NYS Employment Office).

Section 3.5

Employment Education/Training Policy

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Education/Training approval will be based on:

- (1) An employment assessment/employability plan – consideration will be given to education level, previous training history, etc. A recipient must demonstrate the ability to successfully complete the program. A recipient must participate in pre-placement testing as determined to assist in the appropriateness to the education/training program.
- (2) Curriculum/job placement possibilities – enrollment must be in a specific vocational program that will offer employment in the local labor market. Training must be for positions that are “in demand” areas.
- (3) Work experience (CWEP/PWP) participation – satisfactory attendance and progress must be maintained.
- (4) Participants must demonstrate a willingness to participate and cooperate. They must show motivation in employment programs and be in compliance with employment requirements.
- (5) Proof that the participant has applied for financial aid or that participant is being sponsored by another agency. Participant must not have defaulted on a student loan.
- (6) * Participant must be approved by Herkimer Co. Dept. of Social Services and sponsored by TAA (NYS Employment Office).

(Section 3.5 – continued)

All students enrolled in approved Education/Training must comply with the following:

- (1) Timesheets must be submitted as required.
- (2) Participants must demonstrate satisfactory progress (as defined by DSS and the provider). Participants must maintain a 2.0 or above grade point average (if applicable) – if grades fall below a 2.0, training approval will be re-evaluated by Department of Social Services.
- (3) Training approval must be completed each semester.
- (4) Participants must fulfill his/her work experience responsibilities if required.
- (5) Students must comply with job search activities as requested.
- (6) Participants must comply with all TAA requirements if sponsored by TAA.



Herkimer • Madison • Oneida

Office of:
Herkimer County
Employment & Training Administration
320 N. Prospect Street
Herkimer, NY 13350
Phone: (315) 867-1400 Fax: (315) 867-1313
E-Mail: eta@herkimercounty.org

Steven R. Billings, Director

Employment Readiness Training

Problem Solving – How to deal with the issues that arise, learning how to solve problems that cause people to miss work/ lose jobs. Dealing with co-workers, bosses and customers.

Money & Time Management - How do you manage your time, how does it effect your work and life. Spending wisely, planning ahead. EITC, credit reports – obtain free copy over internet.

Goals- Importance of working on setting, how to set them, 3 goal sheet for Employment Unit. List goals, barriers, help, and time line.

Manners and Habits – How behavior on the job affects you, what employers expect. Good and bad habits. Learn how to distinguish and work on changing bad ones.

Interviewing – Do's and Don'ts, sample questions, how to answer, know what to ask, how to dress. Illegal questions and how to deal with them. What employers are looking for.

Stress – What it is, how to deal with it. How to get rid of some of the stress in your life. Stress scale and the physical effects.

Applications – How to properly fill out an application, wording, how to answer difficult questions.

Job Search Technique – How to go about the job search, what works and what doesn't.

Career Interests and Choices – Clarify and research your interests, Choices program.

Resume & Cover Letters – Complete a resume, a cover letter, and references.

Retention – What you need to do to keep a job. Problems that arise and how to deal with them/ prevent them.

Employment Assessment

Date: _____

Name: _____ Cin: _____ Case #: _____

Mailing Address: _____ Zip: _____

Street Address: _____ Tel. #: _____

Message # _____

Employability Code: _____ D.O.B.: _____ SS#: _____

Case Type: TANF () 2 Parent () SN ()

Child Care: Certified () Informal () Not required ()

Employment History (beginning with the most recent)

Employer Name & Address Supervisor/Type of Business	From Start	To End	Job Title Description Work Duties	Reason for Leaving
	From:	To:		
	Wages: \$	/		
	From:	To:		
	Wages: \$	/		
	From:	To:		
	Wages: \$	/		

Volunteer activities: _____

Education

Highest grade completed _____ Diploma _____ GED _____

Is participant currently in school? () yes () no If yes, where: _____

Date of Enrollment: _____ Anticipated completion date _____

Sponsored by: _____

Test Results: Reading _____ Math _____

ESL - () yes () no If yes, list native language: _____

Special needs (i.e., learning disabilities, literacy) _____

Military

Veteran: () Yes () No Branch _____ From _____ To _____

Type of discharge: _____ Training received: _____

Offender Status

Has participant ever been convicted of a felony or misdemeanor? () Yes () No

If yes, type of crime: _____ and when _____

Currently on probation? () Yes () No

Duration of probation _____ Probation Officer _____

Currently on parole? () Yes () No

Duration of parole _____ Parole Officer _____

Substance Abuse

Alcohol: () Yes () No Drugs: () Yes () No

Received treatment? () Yes () No If yes, describe source of treatment: _____

Health

Do you have a disability (physical, mental) which would interfere with your ability to work?
() Yes () No If yes, explain (list limitations, restrictions, medications) _____

Medical statement requested? () Yes () No Date of submission: _____

Has applicant applied for SSI, Social Security Disability or VESID? () Yes () No
If yes, what were the results: _____

Comments: _____

Special Services Needs of Adults

Is there an adult in the home (other than the participant) with a disability or with special needs?
() Yes () No If yes, please describe needs and for whom _____

Documentation requested _____ Date of submission: _____

Employability Plan

Name: _____ Case Number: _____ CIN: _____

Client Employment Preferences: _____

Goals (To help achieve self-sufficiency)

Short Term Goal: _____

Long Term Goal: _____

Employment & Training Plan -

Herkimer Co. DSS responsibilities:

- | | |
|--|--|
| <input type="checkbox"/> Job Search | <input type="checkbox"/> Work Experience |
| <input type="checkbox"/> Job Skills Training | <input type="checkbox"/> Employment Readiness Training |
| <input type="checkbox"/> Job Development/Placement | <input type="checkbox"/> Drug/Alcohol assessment, Evaluation & Treatment |
| <input type="checkbox"/> On-the-Job Training | <input type="checkbox"/> Medical/Psychiatric |
| <input type="checkbox"/> TEAP | <input type="checkbox"/> SSI |
| <input type="checkbox"/> Vocational Rehabilitation | <input type="checkbox"/> Employment Agency _____ |
| <input type="checkbox"/> HARC | _____ |

Client Responsibilities:

To attend and participate in the programs indicated above. To comply with employment requirements and attendance policies. Attendance requirements will be determined by activities. Attendance requirements will be explained by each service provider at onset of program. To notify DSS and/or service provider of absences in advance. To maintain an active job search and accept any offer of employment in which you are able to engage.

Supportive Services Plan

Herkimer Co. DSS Responsibilities:

1) Child Care: (payment during approved employment activities will be reimbursed up to the market rate by Herkimer Co. Dept. of Social Services)

- Certified list given
- Has child care
- Discussed payment process (informal/certified)
- Pursuing informal
- Does not need child care

2) Transportation: mileage reimbursement bus passes
 other _____ bus schedule given
 (describe)

3) Clothing/Uniforms _____ 4) Training _____ 5) Other _____

Client Responsibilities:

To notify employment worker of the need for the supportive services indicated above and complete the appropriate paperwork.

- Develop day care plan (informal/certified)
- Submit informal day care verification
- Submit day care timesheets when in approved employment activities
- Submit name of certified day care provider
- Review and confirm attendance sheet information for approved activities
- Submit transportation request for approved employment activities:
 mileage bus passes
- Other _____
- Plan does not reflect participant's preferences. Explain reasons why: _____

I have participated in the development of my Employability Plan and agree to make the commitment necessary to successfully reach my employment goals:

I have been involved in the development of the above plan and I understand that it is my responsibility to follow through with the activities to the best of my ability.

Jobs Participant

Date

Jobs Staff

Date

NYS Jobs Program

Population:

Tanf – Applicant/Recipient
SNF
SN

Supervised Job Search

- Applicant

Process:

- Jobs Representative explains job search program and tracks participants progress
- Client maintains job search booklet
- Job Search Contacts
 - 12 contacts per week (if not involved in an activity)
 - 6 contacts per week (if involved in an activity)
- Appointments
 - Every 2 weeks contacts completed and verified
- Verification
 - Information contained in Job Search Log
 - Valid contact – must have an application filed or the name of the contact person at the company.
- Notification to Employment Unit
 - Obtained employment
 - Non-compliance
 - did not complete required contacts
 - did not show for appointment
 - job search suspended until issue is resolved
 - Completion of job search (Log given to Employment Unit)

Continuous Job Search

- Recipient

- Participants are scheduled every two weeks (as schedule allows)
- Requested job search contacts are required and verified
- Notification of job entry or non-compliance to Employment Unit

Job Referrals/Match

- NYS Jobs Program

- Participants will provide written verification from employer to Jobs Program representative
- Jobs Representative will refer clients to on-site employer visits at the One Stop Center

Walk-Ins

Jobs Representative will service participants on a walk-in basis at the request of the participants or Employment Unit. Walk-ins will be seen as time and schedule permits.

Job Order Notebook

Jobs Representative will maintain updated job orders in a binder located in the D.S.S. lobby.

Jobs Program Report

Date (month and year) _____

Office: _____

	TANF Applicants	TANF Recipients	200%	Safety Net Families Applicants	Safety Net Families Recipients	Safety Net Singles
Referred to Jobs Program from DSS						
Referred for non-compliance						
Enrolled in Job Search						
Currently Active in Job Search						
Resume Assistance						
Referred to One Stop						
Referral Given						
Job Match Given						
Entered Employment Job Referral						
Entered Employment Job Match						
30 Day Follow Up						

Submitted by _____

Date: _____