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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

August 4, 2008

Ms. Janice Mayne  
Employment Coordinator  
Onondaga JobsPlus  
677 South Salina Street  
Syracuse, New York 13202

Dear Ms. Mayne:

This letter is to inform you that your request to amend page 24 of your previously approved Temporary Assistance and Food Stamp Employment Plan for the period January 1, 2008 through December 31, 2009 has been approved. The amended page 24 is enclosed.

Please contact your Employment Technical Advisor Krista Etters at 315-4284759 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Barbara C. Guinn".

Barbara C. Guinn  
Director  
Employment and Advancement Services

Enclosure

cc: Commissioner Sutkowy  
Krista Etters

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. The district will assess and verify that participation in the work activities reported meets the State approved definition for the activity as part of the review of sampled cases.

Onondaga will perform a random sample of 5 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 and employment case files 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.

Onondaga will perform a random sample of 5 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 and employment case files will be reviewed to ensure there is a birth certificate present to verify the child under the age of one.

A summary report will be prepared following each review period and a copy of the report forwarded to Kathy Nagy at OTDA, using the A&QI outline.

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 documentation is collected and data entry done by JOBSplus! staff.

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

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**WELFARE-TO-WORK DIVISION**

**JUL 20 2008**