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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

April 15, 2008

Ms. Carol Ludwig  
Commissioner  
Orleans County Department of Social Services  
14016 Route 31 West  
Albion, New York 14411

Dear Commissioner Ludwig:

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

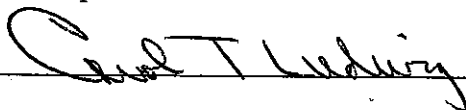
Enclosure

cc: Barbara Guinn  
Gloria Nauden  
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 Orleans 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 Orleans 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 13, 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 Department has a long-standing contractual relationship with the County of Orleans Job Development Agency in providing job-related services to Temporary Assistance clients. As we have entered the Welfare Reform era, the two Departments have worked very closely together to develop policy, train staff and implement change as quickly as possible.

The two Departments are within one half mile of each other. This promotes easy access to clients and ready opportunity to collaborate at both the administrative and operational levels. A significant outcome is the ability to refer intake TA clients to Job Development on the same day they first come in to apply.

The Welfare-To-Work contract is a calendar year contract and delineates each Department's responsibilities. It incorporates all the funding for Welfare-To-Work. Included in the contract responsibilities are client-focused activities such as: to conduct employment orientation, employment readiness activities, assessment and employability plan development. In addition, the contract defines

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responsibility to develop and implement a broad range of work activity options, to enroll sufficient clients in work activities to meet participation rates and to conduct data collection activities in sufficient depth to meet State and Federal reporting requirements.

**The total number of employees of the local Department of Social Services is 85.**

### 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**

<b>Provider</b>	<b>Total Contract Cost (per yr.)</b>	<b>Funding Source(s)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Job Development	\$289,000	FSE &T FFFS LAF	TANF SN Food Stamps	Orientation Job Readiness Assessment Employment Plan
Orleans Community Action Committee, Inc.	\$107,000	FFFS LAF	TANF recipients SN applicants	Job Readiness Training Job Search Initiative
IMA	\$ 10,000	FFFS	TANF	Employability Determination
	\$			
	\$			

	\$			
	\$			
	\$			
<b>Total</b>	<b>\$406,000</b>			

**TABLE 2 – Other Service Providers**

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
OTDA – Jobs Program	TANF	TANF, SN Applicants/ Recipients	Diversion, Targeted Referrals

Section 2.3 – Jobs Agreement

**Jobs Program Services – Target Groups**

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

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

**Other Services Requested**

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

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**Jobs Program Staffing and Location (Address)**

**Number of Jobs staff - 1**

**Locations**

1. 458 West Ave., Albion, NY 14411

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- 2.

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- 3.

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**Jobs Program LDSS Staff Contact (Name & Phone Number)**

Gloria Nauden  
 (585) 589-5335, ext. 114

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### **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.

#### **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 district's orientation provides the following:

##### **INTAKE:**

- The initial part of the Intake interview at DSS discusses the applicant's reason for requesting assistance, their educational and employment background and referral to services which may be available to assist the client in meeting immediate needs. The interview then proceeds to outline all the Orientation elements with special emphasis on the applicant's responsibility to be seeking employment at all times. The DSS intake unit will give all applicants a referral to Job Development, at the Work Force Development Center, 458 West Avenue, Albion, New York. At Job Development the applicant is given an appointment to return for the orientation and initial employment assessment.

##### **EMPLOYMENT:**

- The Employment staff conducts the orientation explaining the orientation elements outlined in Section 385.5. The initial emphasis is on job seeking responsibilities. In addition, time limits are clearly explained with references to "the clock is ticking", work requirements, clients responsibility to pursue child support, school attendance for teen parents, and clients responsibility to repay student financial aid. All employable applicants/recipients will be referred to either the Job Search Initiative class or Job Readiness Training at the Orleans Community Action Committee. All employable applicants/recipients are required to register with the local Department of Labor, and assigned a job search.

- The Jobs Program Specialist/Job Development staff explains the job search requirements and gives applicants/recipients pertinent information on conducting an adequate job search. In addition, current openings and employer recruitments are announced and job matches/referrals may be made.
- Upon request, daycare packets are available to applicants/recipients so they can obtain appropriate child care services.

#### **ADDITIONAL ORIENTATION ELEMENTS:**

- At the eligibility/recertification interviews, the social services workers give clients an explanation of their rights and responsibilities and explain the benefits and obligations of participation in work activities. Consequences for failure to comply are also explained to clients. Referrals to the Child Support Unit are made where appropriate.
- DSS is putting in the application packets the "In Lieu of TA Child Care" Dear Parent Letter until the new information is incorporated in Book 2.
- Each orientation explores the consequences that may occur if the client does not fulfill all of his/her responsibilities to participate in assigned work activities.

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 in a group setting where applicants/recipients are required to report on the assigned day. Job Development conducts group orientations once each week, on Wednesdays.
- If the client is working and not able to attend a group orientation, the Job Development staff will schedule an individual orientation session at a mutually convenient time. Other circumstances in order to meet the clients needs (eg. limited english speaking) may necessitate an individual orientation by Job Development staff.

#### **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:

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

- WRAT test for grade levels (attached)

c. The qualifications of the employees administering the assessment tool(s) are at minimum: (Refer to requirements listed in Dept. Reg. 1300.6 (c) and 1300.7(c).)

- The Employment Counselor/Employment Representative will have at least a 2 year college degree; or the equivalent in work experience in a related field with similar duties of Job Development, DOL, or Social Welfare Examiner, as approved by Orleans County Civil Service.

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

- Orleans County Job Development  
458 West Avenue  
Albion, New York 14411

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:

- a. Educational and basic skill level, including literacy and English language proficiency;
- b. Supportive services needs including the need for assistance with transportation or child care;
- c. Prior work experience and skills;

- d. Training and vocational interests;
- e. Family circumstances as they relate to WTW participation, including any special needs of a child.

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:

The WTWCMS employability plan is used.

- a. In addition, the employability plan includes:
- We have contact with all TANF people some of whom are exempt from work activities on a monthly basis. At these contacts further assessing is done and a review is conducted of what other agencies the person is involved with.
  - Referral for Community Case Management may be done.
  - The person's attendance and progress in assigned activities is carefully monitored.
  - Updates to the employment plan are done as a person progresses and is assigned new activities.
  - The agreed plan of action is signed by the staff and the client, with a copy going to the client.
- b. The district administrative unit or contractor that develops employability plans is (list only if different from those performing assessments):
- c. The qualifications of the employees developing employability plans are (list only if different from the requirements for those performing assessments):

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 district plans to meet federal and state participation rate requirements by engaging individuals in activities immediately at opening. All employable applicants are enrolled in a job search prior to case opening. Before the case opens the Job Development staff/Jobs Program Specialist meet with applicants on a weekly basis to assess employability, skills, and to review job searches. Clients are assigned to start a work assignment on the day the case opens. When the status changes from exempt to nonexempt the Social Welfare Examiner refers the client to Job Development and the client is scheduled to attend the next orientation and assessment. These clients are engaged in activities immediately.
- The district requires the *minimum number* of hours of participation for - **true** single parent families with a child under 6 to participate 20 hours weekly. Single parent families with a child six or older to participate 30 hours weekly. Safety Net Non-Moe individuals are required to participate 35 hours weekly or the hours of work experience as allowed by the amount of the public assistance and food stamps grant. Two parent families in which one parent is disabled are required to participate 30 hours weekly. Two parent families, in which neither parent is disabled, may be required to participate up to 40 hours. The participation rate is monitored by reviewing various Cognos reports or other reports provided by the State. The District can enroll recipients combining work activities up to 40 hours weekly to lead them towards self-sufficiency.

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	Subsidized Private Sector Employment	<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	X	Subsidized Public Sector Employment	<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	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		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>

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	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	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.

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>

X	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.
X	X	X		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.

c. 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.

- TANF applicants are assigned a job search at Orientation and are required to make at least six employer contacts per week. The Jobs Programs Specialist meets weekly with applicants to review and monitors their job search until a case determination is made. Upon case opening the case is transferred to Job Development staff.
- Safety Net applicants are assigned a job search at Orientation and are required to make at least six employer contacts per week. The Job Development staff meets weekly with applicants to review and monitor their job search. Safety Net applicants are assigned to a one week Job Search Initiative Program, 15 hours per week, held at the Main Street Store, Albion, New York. This program helps Safety Net applicants search for employment and gain pre-employment skills. This program also focuses on interview skills and job search techniques. This program is held once a month.
- Applicants participating in self-directive job search will be required to maintain and submit a log detailing the amount of time spent looking for work.

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.

- TA recipients are assigned a job search at Orientation. The hourly requirement for assignment to ongoing job search will vary depending on whether or not the recipient is enrolled in other activities. When job search is combined with another work activity, the client will be required to make a minimum of six employer contacts weekly, with the minimum required weekly hours determined by the Job Development staff. The Job Development staff meets weekly with recipients to review and monitor their job search.
- Recipients participating in self-directive job search will be required to maintain and submit a log detailing the amount of time spent looking for work.

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:

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.

- Employer contacts are made when a Temporary Assistance participant has been identified as job ready by their Employment Counselor. The Employment Coordinator will contact the prospective employers to explain all incentives available if they agree to hire a Temporary Assistance participant.

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:

- The district has an on-going relationship with educational providers in our area and the availability to immediately enroll clients in appropriate educational activities listed in Section 3.6 a. The District has education services available through Niagara/Orleans BOCES.

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 has had an on-going relationship with many educational and vocational training providers in our area in the past. They are aware of our attendance and satisfactory progress requirements. The district will notify them of our approval process as it has changed slightly regarding the length of training allowed. In addition, all educational and vocational training providers must be certified by the State Education Department. The district will track the successful completion rate of students from their programs, the number entering training related jobs and their degree of cooperation in obtaining attendance and satisfactory progress report.
- 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.

The District goal is to enroll 8 individuals in a Vocational Education or Job Skills training program based on their individual assessments.

- We will monitor more closely TANF clients involved with VESID to see if vocational/job skill training is being offered to recipients and encourages them to take advantage of the opportunity. Staff will monitor their attendance and meet with them on a regular basis to track their progress.
  - Staff will encourage clients to enroll, if appropriate, in Certificate Programs offer at local colleges.
  - There is a *possibility* that Niagara/Orleans BOCES will be offering a program called "Basics of Vocational Preparation" to TANF recipients. It will offer computers in the workplace and resume preparation.
  - Staff will review the exempt population to see if they're interesting in training.
- d. Education and training providers are evaluated by the following standards:
- The district has referred clients to many educational and vocational training providers in our area in the past. The providers are aware of our attendance and satisfactory progress requirements. The district will notify them of our approval process as it has changed slightly regarding the length of training allowed. In addition, all educational and vocational training providers must be certified by the State Education Department. Curriculum will be evaluated based on documented

labor market demands and the employment needs in the area. The district will track the successful completion rate of students from their programs, the number entering training related jobs and their degree of cooperation in obtaining attendance and satisfactory progress report.

- e. The district procedure for advising participants of the approved training providers is:
- The agency has books and pamphlets available from training facilities for the recipient's use. Our counselors will sometimes suggest a training facility that is currently running a specific program the recipient is interested in and suggest to the recipient to look into course offered.
- f. Participants must meet the following requirements in order to be assigned to education/training activities:
- The approval of an individual recipient into a vocational education training program will be based upon (1) the individual must show an active job search has been unsuccessful with the current skills and abilities (2) the individual's current ability to reasonably compete for jobs in the chosen occupation without additional training, (3) attendance and satisfactory progress evaluations from previously assigned work activities, (4) prerequisite educational levels needed to be successful in the program, and (5) the client's readiness to seek employment after the training is completed. This readiness includes availability of transportation and daycare.
  - Prior approval is required to enroll a client in vocational or educational training. An approval procedure is currently in place. The criteria are; the training cannot be more than 52 weeks in length, must be in a demand occupation and must provide sufficient skills enabling the trainee to move directly to employment.
- g. The district procedure for notifying participants of approval for training or enrollment in a work activity is:
- The recipients are given written notification of the start date if there is sufficient time. If there is not sufficient time they are notified by phone or personal contact.
- 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:

- 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 attendance policy will be monitored by the Employment staff and verification from the school will be requested on a monthly basis. Academic reports will need to be provided at time of next report date.
  
- 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:
  - The Job Development staff will provide in writing participants' medical restrictions or limitations to the Supervisor at their work assignment. **(Privacy laws prohibit disclosure of medical conditions).**

### 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):

- Orleans County will perform a random sample of 4 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 WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.
- Orleans County will perform a random sample of 3 cases per quarter for participation in unpaid work activities. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTCMS, excused absences and holiday time are documented in the case file and correctly reported on WTCMS in accordance with federal limitations, and that documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTCMS by the District.

- Orleans County will perform a random sample of 2 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.
- Orleans County will perform a random sample of 1 case 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.
- Orleans County will perform a random sample of 2 cases per quarter in which a case member is reported to 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.
- Orleans County will assess and verify that participation in the work activities reported for work eligible individuals meets the Federal definition for the activity.
- A summary report will be prepared following each review period, and forwarded to Kathy Nagy @Kathleen.Nagy@otda.state.ny.us.

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):

Orleans County does not currently have program providers who are responsible for collection of documentation or entry of data in WTWCMS.

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.

- 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.):

- The LDSS will require the individual’s practitioner to complete a medical to determine whether or not the individual can recover from a mental or physical impairment. The individual must accept medical care provided by the social services district or made available through other agencies to assist the individual in recovering from a mental or physical impairment and in restoring the individual to self-sufficiency. DSS may make a referral to IMA for further evaluation. Information gathered is reviewed by DSS and the Job Development staff.
- b. Following is the district’s procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc.:
- The recommendation of the physician is followed.
- 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 District reviews an individual’s exemption status at recertification or sooner if there is a reason to believe the status has changed. The District tracks and monitors participant compliance with treatment plans on a regular basis. Job Development has a staff person who monitors the exempt TANF population and schedule appointments to review their medicals, compliance with treatment recommendations, and if needed, gather further medical documentation. The District may refer individuals to IMA for further evaluations. TA reviews the SN exempt population.

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.

To provide intensive case services for noncompliant families so they can become fully engaged in countable work activities by contacting them immediately when the infraction occurs.

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:

At the time a participant is sanctioned the Welfare Fraud Investigator contacts them by letter. The letter explains they are required to meet with her to review how the basic needs are being met now that one or more persons in the household are being sanctioned. It is the goal to

help the sanctioned individuals into compliance within the guidelines of welfare reform. They are requested to come to an appointment dressed as they were to be interviewed for a job and they must arrive on time. They are assigned job searches to be completed in 2 weeks. The sanctioned individual is required to provide receipts or other acceptable verifications of how the previous month's bills, such as shelter, fuel, utility, phone and food were met. All efforts are made to encourage the client back into compliance. It is the hope of the district that the client will see the benefits for the family if they comply and the sanction can be lifted at the end of the durational period.

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

A referral is made to Job Development to schedule the individual for orientation and to engage the individual in an activity immediately.

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

#### Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

The district uses several diversion strategies. With the addition of the Jobs Program Staff person each TANF applicants are seen weekly to have their job search reviewed and job referrals made. Safety Net applicants are seen weekly by the Job Development staff to have their job search reviewed. Each applicant is required to complete at least 24 job searches in a 4 weeks period, meet with eligibility worker for intake appointment and meet with a Job Development staff. Applicants' failure to complete an adequate job search during the application process may result in a case denial.

#### 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: Expenses related to child care such as registration, application or service fee to secure or hold a day care slot.

- 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): Mileage will be paid at 25 cents per mile, and reimbursement will be made for transportation provided by an approved community transportation agency.

We have two Mobile Work Crews for recipients who have no means of transportation to various worksites throughout the county. Participants are picked up at their homes, transported by passenger vans to the worksite and return home at the end of the workday

- 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:

The District will try to assign participants to worksites in close proximity to their homes. A participant would be expected to walk 2 miles to their assignment. The school district dictates that students in grades Kindergarten through 8th can be expected to walk 2 miles, and students in grades 9<sup>th</sup> through 12<sup>th</sup> can be expected to walk three miles. Reasonable accommodations are made based on an individual's work limitations or individual circumstances.

- 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:
- a. Expenses related to child care such as registration, application or service fee to secure or hold a day care slot
  - b. Up to \$500.00 of necessary repairs to a recipient's automobile and payment of automobile insurance premiums (up to six months) provided such expenditure is the least costly means of meeting the individual's transportation needs
  - c. Up to \$100.00 of necessary repairs to an applicant's automobile for the purpose of job search and employment readiness training
  - d. Fees and licenses necessary for employment
  - e. Counseling, including life and parenting skills coursed, family-counseling and alcohol and drug counseling
  - f. Referrals to providers of assistance with housing, health and family problems
  - g. Clothing, for applicants or recipients, necessary to obtain or retain employment up to a maximum of \$150.00
  - h. Transportation services include reimbursed mileage at 25 cents per mile, contracted van/bus service for select training programs, public transportation and reimbursement for taxis when used to participate in an approved work activity.
  - i. Up to \$150.00 for tools needed for an applicant or recipient in order 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 non-English speaking participants are scheduled for 1 on 1 orientation and assessment appointments where an interpreter is available. Most forms are available in Spanish.

[ ] 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:

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.

- Expenses related to child care such as registration, application of service fee to secure or hold a day care slot
- Up to \$500.00 of necessary repairs to a recipient's automobile and payment of automobile insurance premiums (up to six months) provided such expenditure is the least costly means of meeting the individual's transportation needs
- Fees and licenses necessary for employment
- Counseling, including life and parenting skill courses, family counseling and alcohol and drug counseling
- Referrals to providers of assistance with housing, health and family problems
- Clothing necessary to obtain or retain employment up to a maximum of \$150.00
- Post employment services, counseling, case management
- Transitional medical assistance as provided under Medicaid regulations

#### 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.

We will cover costs (within reason) for auto repairs and auto insurance in excess of what is covered under services provided in Section 4.1

The cost of repairs can not exceed the Blue book value for the vehicle.

#### 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:

Mileage will be paid at 25 cents per mile. The district now has public transportation and the social services district will provide limited bus passes to assist with temporary transportation until permanent transportation is secured.

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

- a. Expenses related to child care such as registration, application or service fee to secure or hold a day care slot
- b. Up to \$500.00 of necessary repairs to a recipient's automobile and payment of automobile insurance premiums (up to six months) provided such expenditure is that least costly means of meeting the individual's transportation needs
- c. Up to \$100.00 of necessary repairs to a recipient's automobile for the purpose of job search and employment readiness training
- d. Fees and licenses necessary for employment
- e. Counseling, including life and parenting skills courses, family-counseling and alcohol and drug counseling
- f. Referrals to providers of assistance with housing, health and family problems
- g. Clothing, for recipients, necessary to obtain or retain employment up to a maximum of \$150.00
- h. Up to \$150.00 for tools needed for a recipient in order to retain employment

The above supportive services will be paid as long as funding is available to cover the expense.

**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 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:

Participants will need to demonstrate their willingness to comply with an assigned employment activity for at least 10 working days to be considered in compliance.

### 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)

### 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.

The local process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work-limited is as follows.

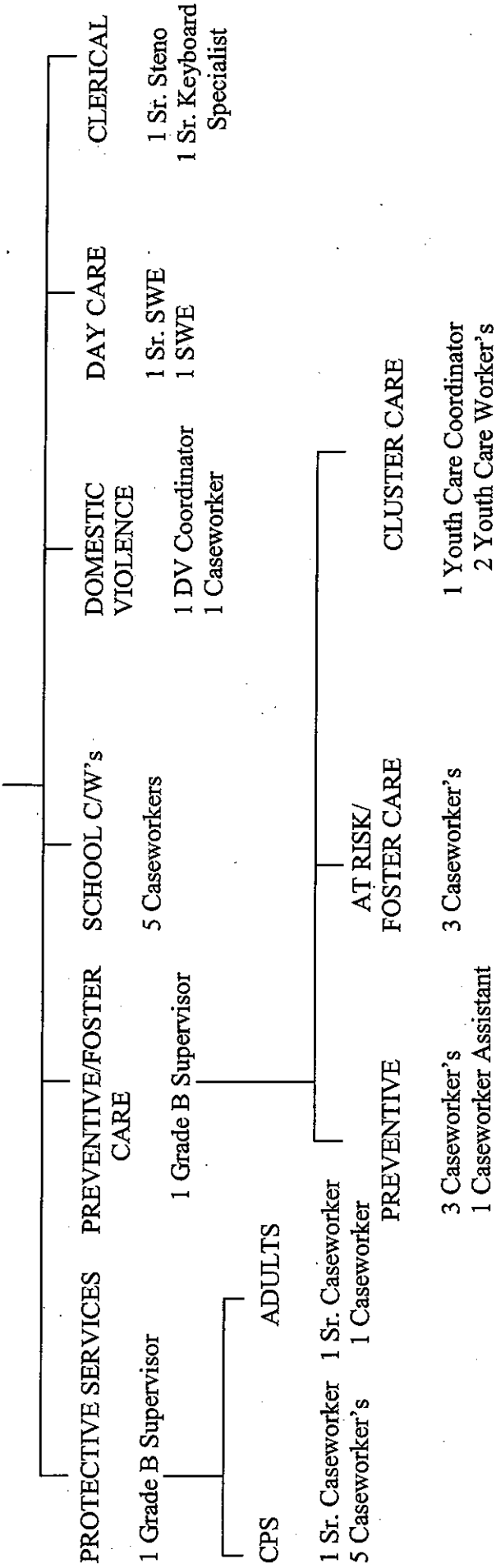
- District directs the contracted physician or individual's physician to determine status.
- District review team reviews and determines status (described below)
- Specialized disability/medical staff or unit reviews and determines status (described below).
- Other, described below:

Temporary Assistance eligibility workers reviews medical documentation and determine employability status.

COMMISSIONER

CHILD & FAMILY SERVICES

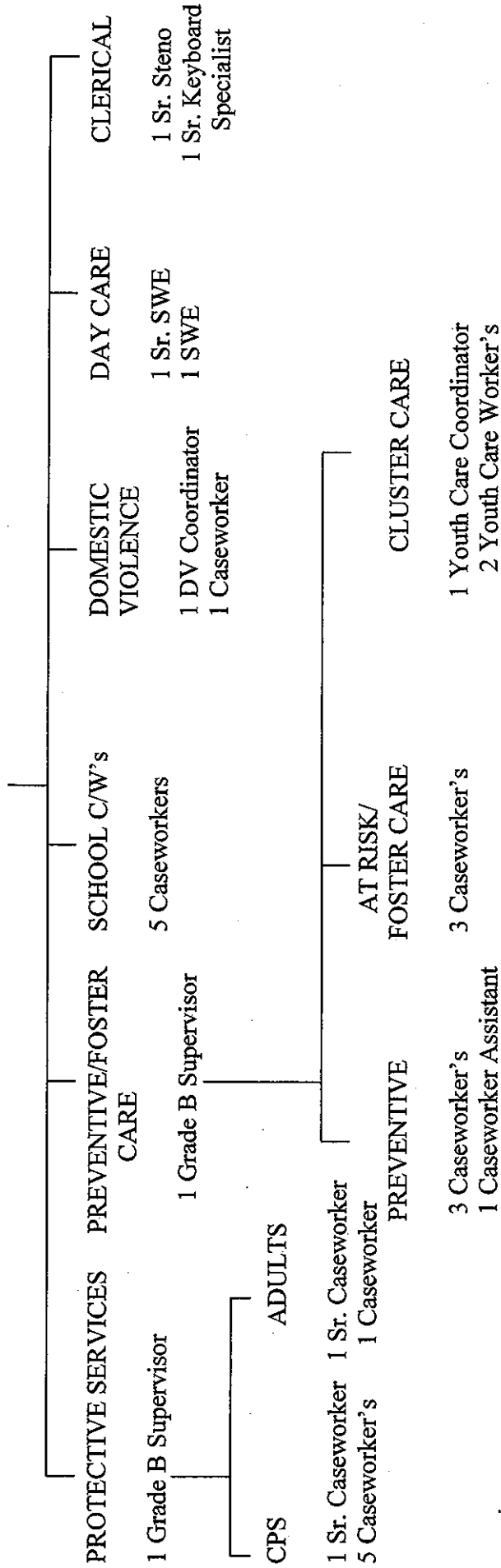
DIRECTOR



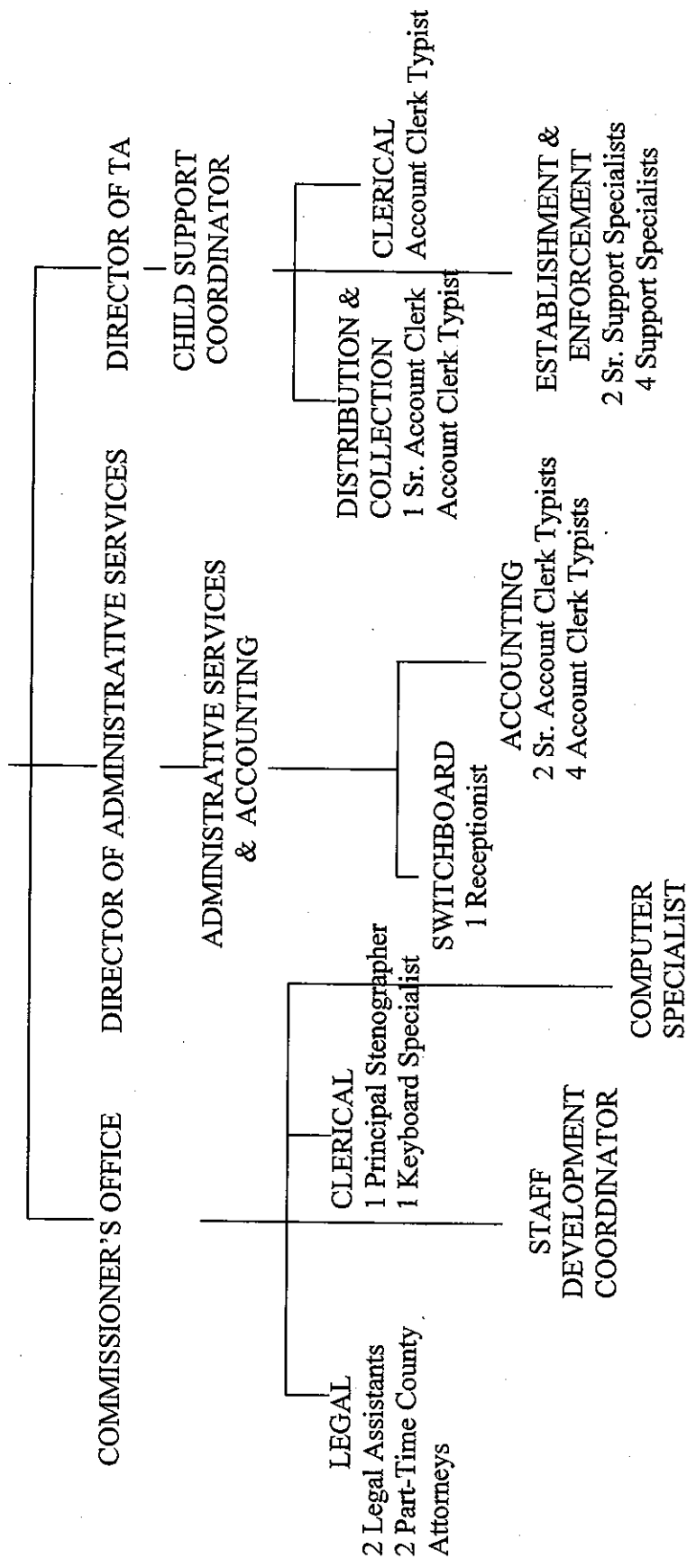
COMMISSIONER

CHILD & FAMILY  
SERVICES

DIRECTOR



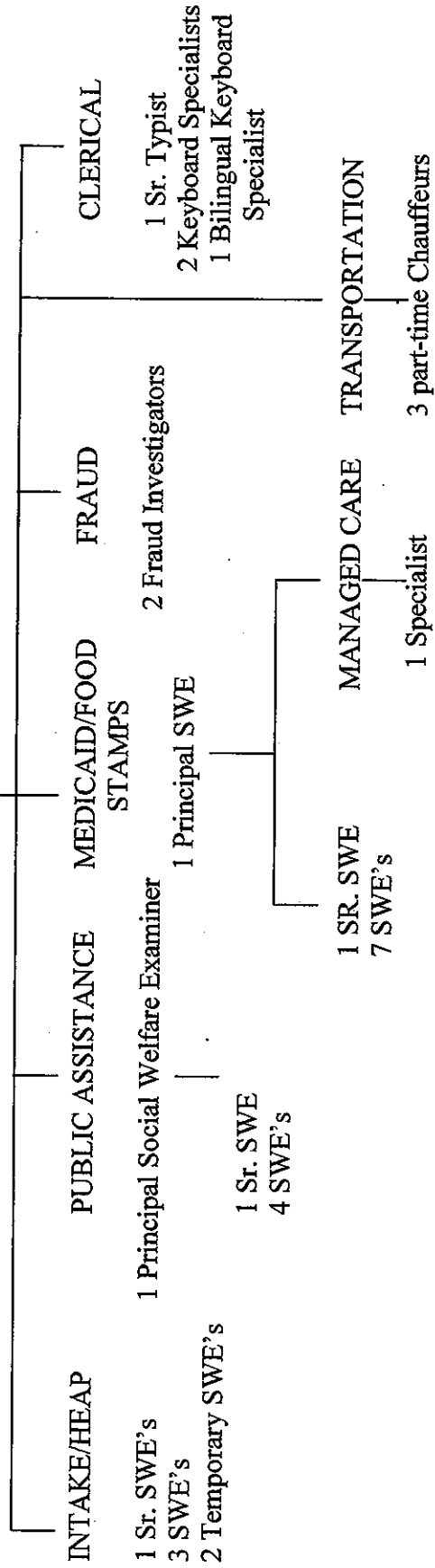
COMMISSIONER



COMMISSIONER

TEMPORARY ASSISTANCE

DIRECTOR



NAME:

CORRECT:

DATE:

GRADE EQUIV:

CIRCLE THE CORRECT ANSWER

1. Concluding speech

1. Confusing
2. Convincing
3. Final
4. Principal

2. Decorate the interior

6. Balcony
7. Entry
8. Inside
9. Landscape

3. Contagious disease

1. Catching
2. Curable
3. Dreaded
4. serious

4. Continual noise

6. Common
7. Distant
8. Disturbing
9. Unending

5. Prolong the assembly

1. Commence
2. Disturb
3. Extend
4. Lead

6. Retain it's color

6. Change
7. Darken
8. Hold
9. Lose

7. Narrow slits

1. Beams
2. Cuts
3. Shreds
4. Slips

8. Frequently late

6. Actually
7. Apparently
8. Often
9. Periodically

9. Precise number

1. Exact
2. Indefinite
3. Prime
4. Small

10. Confidential meeting

6. Confusing
7. Dignified
8. Memorable
9. Secret

11. Talented musician

1. Amateur
2. Determined
3. Gifted
4. Inspired

12. Exert authority

6. Energy
7. Imagination
8. Power
9. Opposition

13. Absurd idea

1. Absolute
2. Important
3. Interesting
4. Ridiculous

14. Fundamental goals

6. Basic
7. Distinct
8. Foolish
9. Proposed

15. Sudden transition

1. Change
2. Descent
3. Transaction
4. Transgression

16. Proclaim loudly

6. Accuse
7. Declare
8. Proceed
9. Rejoice

17. Wise counsel

1. Advice
2. Behavior
3. Custom
4. Decision

18. Spoke frankly

6. Feebly
7. Harshly
8. Openly
9. Persuasively

19. Commendable action

1. Haughty
2. Impolite
3. Praiseworthy
4. Reckless

20. Divert his attention

6. Capture
7. Distract
8. Invite
9. Resume

27. Shun him

1. Avoid
2. Search
3. Seek
4. Tease

34. Intricate design

6. Adequate
7. Balanced
8. Complex
9. Experimental

21. Punctual arrival

1. Ceremonious
2. Hurried
3. Prompt
4. Unexpected

28. Diminished supply

6. Consumed
7. Contaminated
8. Reduced
9. Renewed

35. Advocate a cause

1. Await
2. Oppose
3. Reject
4. Support

22. Fully committed

6. Concealed
7. Considered
8. Occupied
9. Pledged

29. Great fortitude

1. Courage
2. Elation
3. Fortune
4. Freedom

36. Strong incentive

6. Instinct
7. Magnet
8. Motive
9. Penalty

23. Complete comprehension

1. Adjustment
2. Command
3. Cooperation
4. Understanding

30. Obstruct progress

6. Encourage
7. Hinder
8. Observe
9. Review

37. Convey a message

1. Communicate
2. Compose
3. Disregard
4. Trace

24. Strict supervision

6. Direction
7. Procedure
8. Reliance
9. Sequence

31. Serene atmosphere

1. Agreeable
2. Bleak
3. Calm
4. Polluted

38. Thorough accord

6. Account
7. Agreement
8. Displeasure
9. Proof

25. Dispute the matter

1. Affirm
2. Argue
3. Deny
4. Discuss

32. His native province

6. Appeal
7. District
8. Property
9. Tradition

39. Revise the rates

1. Amend
2. Reject
3. Restore
4. Reveal

26. Extremely rude

6. Certainly
7. Consistently
8. Exceedingly
9. Explosively

33. Exceptional lecture

1. Acceptable
2. Expensive
3. Expert
4. Extraordinary

40. Concise report

6. Compact
7. Complicated
8. Contrary
9. Controversial

## READ TO APPLICANT

Purpose- These items measure how well you know the meaning of words

Directions- This section contains 40 vocabulary items. For each item choose the best meaning for the word that is underlined. Circle the number of the answer you choose.

You have ten minutes

### ANSWER KEY

1. 3	21. 3
2. 8	22. 9
3. 1	23. 4
4. 9	24. 6
5. 3	25. 2
6. 8	26. 8
7. 2	27. 1
8. 8	28. 8
9. 1	29. 1
10. 9	30. 7
11. 3	31. 3
12. 8	32. 7
13. 4	33. 4
14. 6	34. 8
15. 1	35. 4
16. 7	36. 8
17. 1	37. 1
18. 8	38. 7
19. 3	39. 1
20. 7	40. 6

COR.	GE
0-11	5.0
12	5.2
13	5.5
14	5.8
15	6.2
16	6.5
17	6.8
18	7.0
19	7.2
20	7.4
21	7.6
22	7.8
23	8.0
24	8.3
25	8.5
26	8.8
27	9.1
28	9.4
29	9.7
30	9.9
31	10.1
32	10.4
33	10.7
34	11.2
35	11.5
36	12.7
37-40	12.9

DATE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_

LAST GRADE COMPLETED \_\_\_\_\_

- 1)  $2+7 = \underline{\quad}$     2)  $8-4 = \underline{\quad}$     3)  $43 + 6 = \underline{\quad}$     4)  $73 + 9 = \underline{\quad}$     5)  $36 - 15 = \underline{\quad}$     6)  $94 - 64 = \underline{\quad}$     7)  $3 \times 4 = \underline{\quad}$     8)  $18 \div 6 = \underline{\quad}$     9)  $512 \times 3 = \underline{\quad}$     +10

- 10)  $\$ 4.95 \times 3 = \underline{\quad}$     11)  $726 - 349 = \underline{\quad}$     12)  $4 \frac{1}{3} + 3 = \underline{\quad}$     13)  $2 \frac{1}{2} + 1 \frac{1}{2} = \underline{\quad}$     14)  $\frac{1}{2}$  of 18 =  $\underline{\quad}$     15)  $\frac{1}{6}$  of 30 =  $\underline{\quad}$     16)  $229 \times 22 = \underline{\quad}$     5048
- 63  
+1381

- 17)  $5 \overline{)215}$     18)  $9 \overline{)4527}$     19)  $1 \frac{1}{3}$  ft. =  $\underline{\quad}$  in.    20)  $2 - \underline{\quad} = \frac{1}{4}$     21) ADD:  $6 \frac{1}{4} + 1 \frac{5}{8} = \underline{\quad}$     22)  $809 \times 47 = \underline{\quad}$     4  $\frac{1}{2}$

- 23) Write as a percent:  $.42 = \underline{\quad}\%$     24) Subtract:  $10 \frac{1}{4} - 7 \frac{2}{3} = \underline{\quad}$     25) Multiply:  $6.23 \times 12.7 = \underline{\quad}$     26) Find average:  $34,16,45,39,27$     27) Write as a Decimal:  $52 \frac{1}{2}\% = \underline{\quad}$     Ans.  $\underline{\quad}$

- 28) Write as a Percent:  $\frac{3}{8} = \underline{\quad}\%$     38

- 29)  $2.9 \overline{)308.85}$     30) ADD:  $3 \text{ ft. } 6 \text{ in.} + 5 \text{ ft. } 5 \text{ in.} + 8 \text{ ft. } 11 \text{ in.} = \underline{\quad}$     31)  $M + 2 = 5$     32)  $6 \times 3 \frac{7}{8} = \underline{\quad}$      $M = \underline{\quad}$
- 33)  $2x = 3$     34)  $15\%$  of 175 =  $\underline{\quad}$      $x = \underline{\quad}$

- 35) Write as a common fraction in lowest terms:  $.075 = \underline{\quad}$     36) The compliment of an angle of  $30^\circ = \underline{\quad}$



# ANSWER KEY PAGE 1

DATE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ LAST GRADE COMPLETED \_\_\_\_\_

ADDRESS \_\_\_\_\_

1. $2+7 = \underline{9}$	3.43	4. $73$	5. $36$	6. $94$	7. $3 \times 4 = \underline{12}$	9. $512$	+10
2. $8-4 = \underline{4}$	$\begin{array}{r} + 6 \\ 49 \end{array}$	$\begin{array}{r} + 9 \\ 82 \end{array}$	$\begin{array}{r} -15 \\ 21 \end{array}$	$\begin{array}{r} -64 \\ 30 \end{array}$	8. $18 : 6 = \underline{3}$	$\begin{array}{r} \times 3 \\ 1536 \end{array}$	19

10. $\$ 4.95$ $\begin{array}{r} * 3 \\ \$ 14.85 \end{array}$	11. $726$ $\begin{array}{r} -349 \\ 377 \end{array}$	12. $4 \frac{1}{3} + 3 = \underline{7 \frac{1}{3}}$	14. $\frac{1}{2}$ of 18 = <u>9</u>	16. $229$ $5048$ $63$ $+ 1381$ $6721$
		13. $2 \frac{1}{2} + 1 \frac{1}{2} = \underline{4}$	15. $\frac{1}{6}$ of 30 = <u>5</u>	26

17. $5 \overline{)215}$ $\begin{array}{r} 43 \end{array}$	18. $9 \overline{)4527}$ $\begin{array}{r} 503 \end{array}$	19. $1 \frac{1}{3}$ ft. = <u>16 in.</u>	21. ADD: $6 \frac{1}{4}$ $1 \frac{5}{8}$ $4 \frac{1}{2}$ $12 \frac{3}{8}$	22. $809$ $\begin{array}{r} * 47 \\ 38,023 \end{array}$
		20. $2 - 1 \frac{3}{4} = \underline{1/4}$		32

23. Write as a percent $.42 = \underline{42\%}$	24. Subtract $10 \frac{1}{4}$ $\begin{array}{r} 7 \frac{2}{3} \\ 2 \frac{7}{12} \end{array}$	25. Multiply $6.23$ $\begin{array}{r} 12.7 \\ 79.121 \end{array}$	26. Find average $34, 16, 45, 39, 27$ Ans. <u>32.2 or 32 1/5</u>	27. Write as a Decimal $52 \frac{1}{2}\% = \underline{.525}$ or <u>.52 1/2</u>
				28. Write as a Decimal $\frac{3}{8} = \underline{37.5\%}$

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29. $2.9 \overline{)308.85}$ $\begin{array}{r} 106.5 \end{array}$	30. ADD 3 ft. 6 in. 5 ft. 5 in. $+ 8 \text{ ft. } 11 \text{ in.}$ 17 ft. 10 in. or 17 5/6 ft.	31. $M + 2 = \underline{5}$ $M = \underline{3}$	32. $6 * 3 \frac{7}{8} = \underline{23.25}$ or 23 1/4
		33. $2x = 3$ $x = \underline{1.5}$ or <u>1 1/2</u>	34. 15 % of 175 = <u>26.25</u> or 26 1/4

35. Write as a common fraction in lowest terms:  $.075 = \underline{3/40}$

36. The compliment of an angle of  $30^\circ = \underline{60}$

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