



RECEIVED MAY 2 - 2008

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 25, 2008

Ms. Joyce Boyd
Acting Commissioner
Otsego County Department of Social Services
197 Main Street
Cooperstown, New York 13326

Dear Ms. Boyd:

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

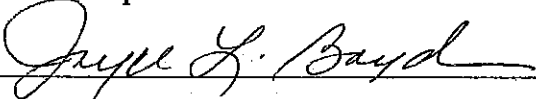
Enclosure

cc: Barbara Guinn
Deborah Currie
James Yonkers

**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 Otsego 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 Otsego 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 Acting Commissioner

Date Click here and type the date signed 4/14/08

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.

LDSS only –See Exhibit A, agency's organizational chart
-See Exhibit B, Job descriptions for Employment Staff

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.

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
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
Total	\$			

TABLE 2 – Other Service Providers

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
SUNY Morrisville Morrisville, NY	Bridge	FA, TANF 200%	Assessment, Case Management, Job Development and Placement, Job Readiness Training, Life Skills
Del/Chen/Mad/Ots BOCES Norwich, NY	Edge	FA, TANF 200%	Job Readiness, Training, Literacy/ Math Testing
Oneonta Community Ed Services Oneonta, NY		FA, SNA, FS	GED Preparation, ABE, ESOL
Afton Consortium of Schools Afton, NY		FA, SNA, FS	GED Preparation, ABE
One Stop Service Center Oneonta, NY		FA, SNA, FS	Interest and Aptitude Testing, Resume services, Employment resources
Otsego County Chemical Depend- encies Clinic Oneonta, NY		FA, SNA	Drug and Alcohol Assessment and Counseling
Otsego County Mental Health Clinic Cooperstown, NY		FA, SNA	Mental Health Evaluation and Counseling

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

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

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

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 Specialist will present workshops such as, Dress for success, How to interview, Resume preparation and others as needed. Monitoring job searches for compliance – contacting employers to verify that client has applied for the position indicated on the job search form; case conferencing

Jobs Program Staffing and Location (Address)**Number of Jobs staff****1 Full Time JOBS Program Specialist****Locations**

 1. Oneonta One Stop Center, Oneonta, NY

 2. Department of Social Service, Cooperstown, NY

 3.

Jobs Program LDSS Staff Contact (Name & Phone Number)

Deborah J Currie

Principal Welfare Examiner (607) 547-1748

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, and 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.

[Click here and type the additional items included]

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.

- Rights and Responsibilities of applicant/recipient and of the LDSS will be reviewed
- Video "Temporary Assistance for Permanent Change: What You Need to Know About Welfare"
- Overview of the LDSS Job Readiness/Applicant Job Search and Workfare Programs
- Overview of 24 month "Engaged in Work" requirement and 60 month TANF clock
- "In Lieu of TA Child Care" Dear Parent letter provided and reviewed

Orientation can be available one on one with the Employment Worker if the applicant shows good cause and cannot attend the group orientation. For example; Employment conflict, medical reason, residing out of district. (For treatment purposes)

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.

Conducted by LDSS Employment staff for TA applicants within 30 days of application in a group setting. Orientation is conducted once each week.

For redetermination of TA cases, the above-described orientation is reviewed by Employment staff one on one after recertification interview is completed with Income Maintenance Worker.

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):

A hard copy of an assessment is used in applicant status. Once case opens, WTWCMS assessment is completed. See Exhibit C.

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)

See Exhibit B

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

LDSS 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.

Educational level, basic skills proficiency, childcare, supportive service needs and family circumstances are discussed prior to assignment of an activity.

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

Click here and type the elements

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.

A hard copy is completed as an applicant. Once case opens, WTWCMS plan is completed. See Exhibit D.

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

[Click here and type additional information]

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

[Click here and type 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):

[Click here and type ONLY if different from 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

Assessment and employment plan are completed within following guidelines:

FA applicant, within 30 days of application;

SN applicant, within 45 days of application;

TA recipient, within 30 days when change in employment status to non-exempt for engagement in activities.









Employment staff utilizes WTWCMS ticklers and alerts to assist in monitoring engagement and participation in activities. Principal Welfare Examiner utilizes local Cognos Impromptu reports as well as Cognos Upfront reports to monitor overall client participation and participation rates.

The district's participation standard is the minimum set forth in Dept. Reg. 1300.8 up to 40 hours per week, based on the recipient's completed employment assessment.

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	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-c. 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>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>
				<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>

				<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>
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<div style="display: flex; justify-content: space-between;"> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> </div>	<p>Job Search</p>	<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. *Food Stamp applicants are not required to participate in job search.</p>

X	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	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.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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>

■	■	■	■	Secondary School	Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school leading to a general equivalence diploma (GED), in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a GED as determined necessary by the educational institution. Secondary School or GED programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.
■	■	■	■	Provision of Childcare for Individual Participating in Community Service	Providing unpaid child care to enable another Temporary Assistance (TANF/MOE funded) recipient to participate in a community service program.
■	■	■	■	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.
■	■	■	■	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.

Employable TA applicants are referred to the OTDA/JOBS Supervised Job Search Orientation. Orientation is held weekly. Client attends a group orientation to explain what resources are available, how to complete the job search form and how to notify agency if employment is obtained. After group is completed, an individual meeting is held with the JOBS Specialist and the client is enrolled into a job search. Five contacts per week are required, a minimum of 10 hours per week of participation are required as well. Weekly appointments are scheduled with the JOBS Specialist to review job search and issue a new form for the following week. While client waits for their individual session to be enrolled into job search, employment staff assist with completing a generic application and help with navigating the internet searching for available job openings.

As an applicant, clients are also required to obtain their TABE scores and complete the employment assessment and employment plan.

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.

When the case opens and if the client was enrolled as an applicant and attended OTDA/JOBS orientation, the weekly job search for Family Assistance cases, is now monitored by the Employment staff. Five contacts per week are required, a minimum of 10 hours per week of participation are required as well. Weekly appointments are scheduled with the Employment staff to review job search and issue a new form for the following week. If a Non-Moe SNA case, OTDA/JOBS Specialist maintains the job search with the same requirements. If case opens and client was not referred as an applicant, the referral is made and requirements are the same.

Section 3.5 Job Development

[X] 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:

[X] 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:

As part of the Intensive Case Services grant, the Employment and Training Assistant Will do job development as needed for the individuals they are working with.

[] 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.

Click here and type the description

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

Click here and type additional information

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:

Reading and math levels are determined by the local Community Education Center. When either Reading or Math or both are below an 8.9 level, regardless of educational level, they are referred to our Community Education Center for Adult Basis Education. Clients under twenty-one, and are in need of their GED, are referred to their local school district for directions on returning to school or attending GED classes. All others are referred to our Community Education Center to enroll into a GED program.

- 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:

Clients that have an interest in attending a vocational facility are required to complete an interest and aptitude test at our One Stop. If the vocational interest is supported by the testing results, our local BOCES or Utica School of Commerce has classes or certificate course that may be accessible. Job skills programs/workshops are offered at our One Stop and can be accessed when space is available. Our LDSS job opportunities office is equipped to hold workshops to allow clients to access computers and to complete assessments. Our district will be utilizing the Bridge program to enable the workshops to be held locally and assist client in developing job skills and learning basic computer navigation.

- 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.

Otsego County LDSS will be utilizing the Bridge program to enable job skills workshops to be held on site with assistance from our Employment Staff and JOBS Specialist. With the workshops being held in house, work experience site can be blended in without having transportation issues arise. Attendance can be monitored closely and causes for absences can be addressed more efficiently.

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

For All Facilities

1. The training/education must:
 - a) by itself be sufficient to greatly enhance the participant's opportunity to secure unsubsidized employment, or
 - b) when coupled with or in conjunction with other training, represent part of a comprehensive plan for participants to secure unsubsidized employment.
2. The provider of training/education must be one of demonstrated effectiveness. The local labor and job market conditions should indicate the likelihood of placement in unsubsidized employment for graduates of the program.

3. The program must be of no more than two (2) years duration and result in a degree or certificate.
4. All available avenues of funding including, but not limited to, grants, scholarships etc., must be pursued by the participants to cover the costs of vocational occupational training or post secondary education.

NOTE: It is the Department's policy that no four (4) year college programs may be approved except those that grant two-year degree programs.

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

The district will refer the New York State Workforce Eligible Training Provider List located at www.workforcenewyork.org/etp as the approved list of training providers.

- f. Participants must meet the following requirements in order to be assigned to education/training activities:
 1. Current Abilities - The individual's ability to reasonably compete for existing jobs, which would reduce or eliminate dependency, without training/education. Work history and skill level in trades will be evaluated.
 2. Training Record - The amount and type of prior training the individual has had and his/her performance. Past training is an indicator of a) whether the individual will seriously pursue future training opportunities; and b) whether there has been sufficient prior training to qualify the individual for existing local job opportunities. No person who, after receiving County Department of Social Services' approval, was terminated from a program of training/education without sufficient cause may be approved for training/education subsequently; the County Department of Social Services staff shall determine the sufficiency of cause of termination.
 3. Educational Level - The individual must possess the prerequisite skills for participation in the program, or receive approval to obtain such necessary skills through remedial education as part of an overall plan for self-support.
 4. Aptitude - The individual's aptitude and ability to benefit from the program, as determined in a consistent and reasonable manner, through an evaluation of past work/training performance, counseling and testing.

The standards of approval for both the training/education itself and an individual's eligibility for approval shall be the same whether enrollment is self- or agency-initiated.

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

Recipients will receive written notice of approval of their request for training or denial of the same based on the criteria described in section 3.5.

Recipients who are enrolled in other work activities will be notified by specific referral form to the activity, identifying the activity, date, time, place and hours of participation in the activity.

- 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 a 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:

[Click here and type the procedure]

- 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:
Teens enrolled and participating in school on a full time basis will be monitored through the use of the DSS-3708, School Attendance Verification, at application and recertification by an eligibility worker (Welfare Examiner). Monitoring is achieved via the results of the completed form.

- 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 district will share necessary information in regarding the individual's limitations with the activity site supervisor, in writing, prior to the activity start date to insure that the

individual is accommodated either in limiting activities he or she may participate in or physically accommodating the individual with special equipment or space.

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):

Paid Work Activities-

LDSS will perform a sampling of 100% of the TA & SNA MOE 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.

Unpaid Work Activities-

LDSS will perform a sampling of 100% of TA & SNA MOE 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 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.

Cases removed or excluded due to exempt caretaker status-

LDSS will perform a sampling of 100% of TA & SNA MOE 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.

LDSS will perform a sampling of 100% of TA & SNA MOE 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.

Work activities meeting federal definition

LDSS will perform a sampling of 100% of TA & SNA MOE 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.

LDSS will perform a sampling of 100% of TA & SNA MOE cases per quarter in which a case member is required to participate. As part of the review the district will assess and verify that participation in the work activities reported in meets the State approved definition of the activity.

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):

LDSS will perform a quality assurance review on a quarterly basis for all vendors the LDSS contract their employment programs out to.

A summary will be prepared after each quarterly review and forwarded to Kathy Nagy, OTDA.

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.):

When an individual advises the district that he or she has a mental or physical impairment, the district's employment worker will notify the individual in writing (Exhibit E) that he or she has ten days from the date of the notice to provide a completed medical form, DSS-4526 (sent along with the notice) and any other documentation he or she chooses to provide, or be referred by the district to a specialist for evaluation (Exhibit F).

The district's employment worker will review any and all documentation received and determine whether the individual will be exempt from participating in work activities due to a disability, required to participate in work activities taking into consideration "work limitations", or that the individual can participate fully in work activities. Individuals determined exempt due to a disability will be required to participate in activities that are expected to restore their employability, as determined by the Employment Worker. The district will notify the individual of this determination in writing with the DSS-4005, Notification of Disability Review Findings and the Right to Contest.

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

The district will review any and all documentation received with the individual and based on that documentation, determine the appropriate treatment. With the individual's cooperation and participation, a treatment plan will be developed as part of the employability plan taking into consideration, limitation, special needs, and other supportive services the individual will require in order to fully and successfully participate in the treatment plan.

- 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.:

Individuals are required to meet with their Employment and Training Assistant on a regular basis, but not more often than biweekly, to review progress and compliance with their treatment plan. At the same time, the Employment Unit Staff will contact the treatment provider to attain information on the individual's participation, compliance and if a level of care changes has occurred and document same [at least on a monthly basis].

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 Staff educate the client on the local bus systems; provide schedules and phones numbers as well as monthly calendars to assist with organizing the client's schedule and cold calls to remind the client of appointments. Otsego County DSS has acquired the Intensive Case Service for noncompliant and under engaged families grant and will be utilizing in house Employment Staff to implement. Being available to go into the homes, provided site monitoring and job coaching will be some of the ways to reduce any barriers that may cause a decrease in attendance.

Section 3.10 Strategies/Procedures for Engaging Sanctioned Temporary Assistance Participants

[] District has no specific strategies to engage sanctioned participants.

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

The sanctioned individual is required to meet with the employment worker on a semi-monthly basis. During this meeting the client will verify to the worker how he/she has been meeting basic expenses in the previous month, discuss any employment opportunities that may be available and

encourage the client to comply with requirements if the sanction period is ended. The individual will also receive his/her benefit check at this time.

This process continues until the individual either complies with employment requirement (following the end of the sanction period) or the case is closed.

In addition, Otsego County is implementing the Intensive Case Service for noncompliant families grant and will be utilizing in house Employment Staff to case manage the non compliant families. Engaging sanctioned clients after an in depth assessment; create a plan of action, job searching, and coaching while developing employment opportunities. Explaining budgeting and how wages can benefit the household. Assist in accessing available resources to enhance their self sufficiency.

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

See above

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

See above

Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

Employment worker and/or eligibility examiners prescreen SNA applicants to review TA and Employment requirements, TA eligibility and resource standards, and potential resources available to the individual. Other diversion options are to apply for Food Stamps, medical assistance, unemployment insurance, day care subsidy; active pursuit of child support; apply for emergency payments to avoid on going assistance for rent arrears, heat, car insurance and or car repair; enroll and complete an active job search; and attend job development classes, when available.

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:

Clothing allowance, as necessary for participation in assigned activities, up to \$150.00 per any period of eligibility for cash assistance.

Car insurance payment up to \$500.00 in any period of eligibility for cash assistance, when this is the least costly means of meeting the transportation needs of the participant. The insurance policy must meet minimum State requirements. Increased policy costs related to violations and convictions will not be paid by the LDSS. Any premium balance the A/R must pay in order to activate or keep the policy in force, must be made prior to the LDSS issuance of payment.

Driver's license/permit and/or vehicle registration/title fees, up to \$75.00 for each item during any period of eligibility for cash assistance, when this is the least costly means of meeting the transportation needs of the participant.

Car repairs, up to a maximum of \$500.00 or the retail value of the automobile, which ever is less, during any period of eligibility for cash assistance for reasonable costs of necessary repairs to the participant's automobile.

Professional license fees, up to \$100.00 for each license, necessary for participation in assigned employment activities or employment during any period of eligibility for cash assistance.

Tuition, books and supplies associated with an approved training program, up to \$2,000.00 for one year of programming. A/R cooperation with WIA to seek other funding to meet unmet costs will be a prerequisite to LDSS payment.

Other expenses as deemed necessary by the LDSS to maintain participation in a work activity or to maintain or secure employment, up to \$500.00 for each period of eligibility for cash assistance.

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): Transportation, not to exceed the rate required for public transportation where available, or a reimbursement to the recipient of actual cost of gas, if public transportation is not available.

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:

Activities are assigned; considerations are given so that worksites, community educational centers, and One Stop sites, are easily accessible. The bus will deviate up to three miles, with additional cost, to pick up an individual off the main bus route. Clients assigned to activities can utilize the bus even if they are three miles from the bus route. If the client resides within two miles of their assigned work activity site or treatment provider, they will be expected to walk. In all instances, individuals with limitations will be accommodated.

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:
Car insurance premium, car repairs, and cost of public transportation

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):

[X] 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 Employment Staff will complete an exit interview with the client, by phone or in person, whichever is convenient. Support Services will be explained. Congratulation certificates will be sent along with a list of support services that were discussed at the exit interview. Also included will be a person note from the worker informing the client to contact the agency when they have any questions.

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.

Clothing, needed to maintain employment, up to \$150.00.

Transportation, not to exceed the rate required for public transportation where available, **or the actual cost of gas for private transportation**, when public transportation is not available, not to exceed four weeks of transportation costs. Car insurance payment up to \$500.00, when this is the least costly means of meeting the transportation needs, needed in order to maintain employment.

The insurance policy must meet the minimum State requirements. Increased costs related to violations and convictions will not be paid by LDSS. Any premium balance the A/R must pay in order to activate or keep the policy in force must be made prior to LDSS issuance of payment.

Driver's license/permit and/or vehicle registration/title fees, up to \$100.00 for each item, when this is the least costly means of meeting the transportation need, needed in order to maintain employment.

Car repairs, up to a maximum of \$500.00 or the retail value of the automobile, which ever is less, for reasonable costs of necessary repairs of the participant's automobile, needed in order to maintain employment.

Professional license fees, up to \$100.00 for each license, necessary to maintain employment.

Other expenses deemed appropriate by LDSS, up to \$500.00 to enable the participant to maintain employment.

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.

Referrals are made to:

Wheels to Work – Vehicle repair, vehicle purchase, insurance costs and bus passes.

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:

FSET individuals will receive transportation assistance that is necessary and directly related to participation in the FSET program and reimbursable by federal and state funding as well as cost that are deemed appropriate by the LDSS and when funding is available to obtain or maintain employment.

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

Any items deemed necessary for the individual to participate in an assigned FSET activity, such as, but not limited to, clothing, books, and protective equipment.

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:

Click here and type the procedure

The good cause/willfulness determination is made by:

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

Click here and type the process

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 LDSS will refer an individual to an assigned activity; the client must report as assigned on time and prepared to engage in the assigned activity. The client must successfully complete, at least one full day on site to be in compliance. If the sanction was taken on a job search that was not provided, not complete or could not be verified, compliance will be to provide a complete, verified job search.

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)

Click here and type the procedure

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.

Click here and type the process

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

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

Employment worker and Supervisor, when necessary, reviews and determines status.

Otsego County

EXHIBITS

- A - Otsego County Department of Social Services organizational chart
- B - Job Descriptions
- C - Manual Assessment
- D - Manual Employment Plan
- E - Letter advising client to provide documentation of disability
- F - Referral letter for Industrial Medical Associates

Otsego County - A

OTSEGO COUNTY ELIGIBILITY UNITS
607-547-1700

1 - Deputy Commissioner/Director of Income Maintenance

Principal Examiners

1-Pr. Examiner
TA/FS /HEAP

1 - Principal Examiner
MA

1-Pr. Examiner
DC, EMP, CLERICAL

1.5 - Housing Caseworkers

2 - Out stationed Sr. Examiners
1 - Managed Care Specialist

1 - Sr. Clerk - Records
1 - Community Services Worker

Supervisors

2 - Sr. Examiners (TA/FS)

3 - Sr. Examiners

1 - Employment
Representative
(Emp and DC)

1 - Sr. Examiner
(Clerical)

5 - Examiners Intake/Undercare

8 - Examiners Intake/Undercare
1 - Examiner NH Undercare

2 - Emp & Trng
Assistant
1 - Clerk
1 - DC Examiner

5 - Clerks

1 - Examiner HEAP
2 - CSW HEAP

Supervisor

1 - Sr. Examiner MA/FS

Data Entry
1 - Sr. Data Entry Operator

Staff

4 - Examiners MA/FS

Staff
2 - Data Entry Operator

PRINCIPAL SOCIAL WELFARE EXAMINER

GENERAL STATEMENT OF DUTIES: Depending upon the examining workload and the organizational structure of the agency, may supervise a group of examiners and senior examiners or a unit or a section responsible for determining financial eligibility for the various programs administered by the local Social Services district or the validation section; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending on the organizational structure of the agency. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under supervision of a higher-level social welfare examiner or under the general supervision of the Director of Social Services or Director of Income Maintenance if assigned to the Validation Section.

EXAMPLES OF WORK: (Illustrative only)

- Assists in the formulation of policies and procedures, which relate to financial eligibility;
- Interprets federal, state and local policies and programs as they relate to financial eligibility;
- Plans, coordinates, supervises and manages the activities within assigned area of responsibility;
- Establishes necessary controls for determining staff performance and makes necessary performance evaluations;
- Reviews recommendations made by lower level examiners and approves or disapproves them;
- Approves referral of clients to social service section for services;
- Maintains cooperative relationships with other units and sections of the agency through administrative channels;
- Maintains contact with community groups and other agencies in areas of responsibility.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance; thorough knowledge of the agency's overall programs, policies and procedures; good knowledge of other laws and programs which may affect eligibility (i.e. Worker's Compensation, Social Security and Unemployment Insurance); good knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to prepare reports; initiative; tact; judgment; leadership; emotional maturity and good health; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion: One year of permanent competitive status as a Senior Social Welfare Examiner or two years of permanent competitive status as a Social Welfare Examiner.

Open Competitive: Four years experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, one year of which shall have been in a supervisory capacity.

NOTE: Study in a regionally accredited college or university or one registered by New York State or business college registered by New York State may be substituted for three years of the general experience on a year-for-year basis, but not for the supervisory experience.

Exhibit B

WELFARE EMPLOYMENT REPRESENTATIVE

GENERAL STATEMENT OF DUTIES: Interviews and identifies work skills of welfare recipients and attempts to place them in appropriate positions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for obtaining the names of prospective employables from Financial Assistance Program Roles, and investigating their employment capabilities and limitations for possible job placement. The work also involves the establishment of lines of communication with private employers in local industry, municipal employers, educational facilities and the State Employment Service in order to determine areas of employment and training opportunities. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment in carrying out details of the work. Supervision must be exercised over the Employment Unit staff.

EXAMPLES OF WORK: (Illustrative only)

Obtains the names of prospective employables from Home Relief Roles;

Determines employables and interviews same to learn of skills and previous work experience, as part of County "Work for Relief Program";

Discusses employable with referral agencies to obtain better understanding of the health, education and employment capabilities of welfare recipients;

Determines appropriate occupational classification of employable recipient and may make job interview appointments;

Assists employable recipients with children in contacting certified day care homes and in securing needed transportation;

Develops long range training programs which may assist in the placement of recipients in jobs;

Establishes and maintains contact with major employers in the areas to develop job prospects;

Visits work sites to determine progress of clients;

Recommends assignments to and oversees specific work relief programs;

Secures and maintains current labor market and occupational data;

Contacts employers and/or insurance agencies regarding wages of applicants, disability benefits pending, health insurance coverage and other benefits available;

Reports violators of Work of Relief Program to income maintenance section of Social Services;

Keeps records of investigation and placements and prepares monthly reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the techniques of interviewing and placement; good knowledge of the sources and uses of occupational information and the requirements for various occupations; ability to establish and maintain good relationships with welfare recipients and private

employers and community agencies; ability to evaluate applicants in terms of eligibility for
Welfare Employment Representative (contd.)

immediate employment or to recognize need for referral to other agencies for rehabilitation and training; ability to compile personal data and prepare comprehensive reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) Four years of general business or office experience including one year of specialized experience in one of the following fields: employment interviewing, employment counseling, personnel administration or labor or industrial relations; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; or

(c) An equivalent combination of training and experience as indicated in (a) and (b) above.

Adopted Otsego Co. CS - 12/1/87

CLASSIFICATION: Competitive

Exhibit B

EMPLOYMENT AND TRAINING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for performing a variety of para-professional tasks such as information gathering, conducting initial interviews with, and verifying eligibility of, participants, and under supervision, counseling, job development, and monitoring of sub-grantees. The work differs from clerical work in that the incumbent is required to apply acquired knowledge of Employment and Training regulations and principles to individual situations and has an independence of judgment not permitted in clerical disciplines. The position is under the direct supervision of a higher-level employment position. Supervision may be exercised over clerical personnel; does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the development of realistic jobs and/or training opportunities for agency clients;
- Reviews client applications and makes eligibility determinations;
- Assists in matching job-ready participants with positions available in the public or private sector;
- Under supervision assists in the financial and non-financial monitoring of sub-agents;
- May assist in the implementation, operation, and maintenance of an occupational assessment system;
- Interviews clients and identifies clients skills or job readiness problems as well as assists in the formulation of participant employability plans;
- Disseminates information to clients regarding job opportunities, training, or other agency programs;
- Participates in formal training courses as needed;
- Attends on-the-job and special training sessions, and studies appropriate materials related to the conduct of local Employment and Training Programs;
- Prepares a variety of records and reports.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Working knowledge of the operation of an Employment and Training Program; working knowledge of social science concepts related to poverty and unemployment; ability to collect, organize, and interpret data and information relating to Employment and Training programs and projects; ability to establish and maintain effective working relationships with clients, private and governmental agencies, and labor groups; ability to develop jobs and provide services to clients; ability to express oneself both orally and in writing; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion:

- Two years of permanent status in a clerical position in Otsego County; or
- One year permanent status as a Social Welfare Examiner in Otsego County.

Open-Competitive: Either:

(a) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university; or

(b) Two years experience in job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training of economically disadvantaged, minority, handicapped, or low income persons.

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be prorated toward meeting full time experience requirements.

11/28/80

Rev. 8/5/98

Rev. 2/18/00

Classification: Competitive

Exhibit B

CLERK

GENERAL STATEMENT OF DUTIES: Performs routine clerical duties of average difficulty; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for accurate performance of a limited variety of non-supervisory clerical duties. Much of the work follows a recurring pattern which requires detailed instructions on first contact but which can be performed independently after completion of the learning period. Since this is an entrance position, employees should be alert and demonstrate a willingness to prepare themselves for efficient and complete assumption of their regular duties. A Clerk ordinarily works in an office with one or more clerical employees of higher grade, who are available for advice on new or unusual assignments and frequently exercise supervision over the work.

EXAMPLES OF WORK: (Illustrative only)

Prepares routine reports from already assembled material;

Sorts, indexes and files material alphabetically and numerically;

Operates mimeograph, photostat or other office machines;

Makes entries on cards or bills or in ledgers from original sources;

Occasionally acts as a receptionist and/or switchboard operator;

Procures, distributes and maintains stock of office supplies;

May require the use of a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) Two years clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Rev. Otsego Co. CS - 11/10/87

CLASSIFICATION: Competitive (full time)
Non-Competitive (part time)

OTSEGO COUNTY DEPARTMENT OF SOCIAL SERVICES
197 MAIN STREET COUNTY OFFICE BUILDING
COOPERSTOWN NY 13326-1196
Telephone (607) 547-1700 or (800) 422-2512
Fax No. (607) 547-1721

NAME: _____ SOCIAL SECURITY NO. _____

MAILING ADDRESS: _____

CITY _____ STATE _____ COUNTY _____ ZIP _____

Telephone: Home () _____ Message () _____

U.S. Citizen: YYes YNo Marital Status: YM YS YW YD Date of Birth: M ___ D ___ Y ___

Sex YM YF Ethnic Group (circle one) 1-White 2-Black 3-Hispanic 4-Amer. Indian/Alaskan Nat.
5-Asian/Pac Is.

Persons in family: _____ # of Children: _____ Ages: _____

Are you using child care services now? YYes YNo Will you need child care for school or work? _____

Please describe any medical conditions which would require work place accommodations? _____

Are you currently in school? YYes YNo If yes, what school? _____ Grade in school? _____

Major area? _____ If No, will you be returning to school? YYes YNo Grade _____

If Yes. Where? _____ If Yes. When? _____ Last date you attended classes? _____

Highest grade completed (include GED) _____ Name of School: _____

College, describe degree(s) and major course of study: _____

Job related certificates/licenses: _____

Describe any vocational training you have had that may be of interest to an employer: _____

Describe all work-related skills: _____

Do you own tools? YYes YNo If yes, list kind: _____

What languages do you write or speak? _____

ELECTIVE SERVICE REGISTRATION IS REQUIRED by all men born in 1960 or later.

If this applies, have you registered? YYes YNo
 FOR VETERANS ONLY: List your dates of active service: Branch _____ From _____ To _____

WORK HISTORY: STARTING WITH LAST JOB

You may check my work references. YYes YNo

Work History	List Job Duties
Name of Firm:	
Address:	
Kind of Business:	
Employed From: _____ To: _____	
Rate of Pay:	
Reason For Leaving:	
Name of Firm	
Address:	
Kind of Business:	
Employed From: _____ To: _____	
Rate of Pay:	
Reason for Leaving:	

Labor Force Status (circle one) 1. Employed full time 2. Employed part-time 3. Unemployed
 4. Not in labor force

Kind of work wanted? _____

Do you need public transportation to get to a job? YYes YNo
 Do you have a driver's license? YYes YNo What Class? _____ From what state? _____
 Are you considering a move from this area? YYes YNo If Yes, Specify location(s) _____

I certify that the preceding information is true and correct to the best of my knowledge.
 This form may be shared with GATEWAY agencies.

Signature _____ Date _____

CHILD CARE/SPECIAL NEEDS

child care needed, who will provider be? _____
Child care provider is ___ Registered ___ Informal ___ Day Care Center ___ Head Start
child care not arranged, referred to: ___ Catholic Charities Child Care Resource and Referral
her _____
Special needs for children? _____
Comments _____

HEALTH

abilities? ___ Yes ___ No
Physician(s): _____
Education(s): _____
Mentation(s): _____
Comments: _____

Substance Abuse? ___ Yes ___ No
If yes: ___ Alcohol ___ Drugs
Treatment/Rehab: _____
Agency/Program: _____
Comments: _____

OFFENDER STATUS

Convicted of a felony? ___ Yes ___ No If yes, type: _____
Convicted of a misdemeanor? ___ Yes ___ No If yes, type: _____
On probation? ___ Yes ___ No Probation Officer: _____
On Parole? ___ Yes ___ No Parole Officer: _____
Comments: _____

ENHANCEMENTS TO EMPLOYMENT

Improved Health Grooming/Hygiene Substance Abuse Treatment/Counseling
 Parenting Skills Reliable Transportation Disability/Handicap Management
 Quality Child Care Math/Reading Skills Complete High School Education
 Permanent Housing Gain Work Experience English as A Second Language
Comments: _____

SERVICES FROM OTHER AGENCIES

Chemical Dependencies Clinic Counseling SSI
 Mental Health Clinic Training Program Disability Ins. _____
 VESID Workmen's Comp Other _____
 Probation/Parole UIB
Comments: _____

SUMMARY

Interests/Hobbies: _____
Comments: _____
Recommendations: _____

Participant Signature _____ Date _____
Agency Representative _____ Date _____



DEPARTMENT OF SOCIAL SERVICES
197 MAIN STREET • COOPERSTOWN, NEW YORK 13326-1129

COUNTY OFFICE BUILDING PHONE (607) 547-4355 FAX (607) 547-6437
MEADOWS BUILDING PHONE (607) 547-1700 FAX (607) 547-1721

Exhibit F

Date: _____

You have indicated to this Agency that you have medical limitations that prevent or limit your ability to engage in work or participate in work activities. You are being referred to **Industrial Medical Associates (IMA)** for an employability exam to evaluate your limitations and the potential for reaching self-sufficiency through rehabilitation or treatment services.

The Disability Review Team in Albany is requesting additional information before a decision can be made for the category of disability. You are being referred to **Industrial Medical Associates (IMA)** for further evaluation of your medical condition.

The Department of Social Services will arrange for Otsego Express (Birnie Bus Service) to pick you up at home on the day of the appointment, transport you to the appointment and home after the appointment. You will receive a separate notice advising you the date of the appointment and the time you must be ready for pick-up by Otsego Express. It is extremely important that you make every effort to keep your scheduled appointment. **ONLY** under extreme circumstances can alternate arrangements be made and must be discussed with me prior to your appointment date. You may bring any information that you think may assist in your evaluation with **Industrial Medical Associates (IMA)**. You may contact me at (607) 547-1700 if you have any questions or concerns.

Very truly yours,
JOYCE L. BOYD
ACTING COMMISSIONER

Department Representative

G120
NEW 10/07