



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 29, 2008

Mr. Charles Schillaci  
Commissioner  
Seneca County Department of Social Services  
P.O. Box 690  
Waterloo, New York 13165-0690

Dear Commissioner Schillaci:

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  
Corky Jarrett  
Krista Etters

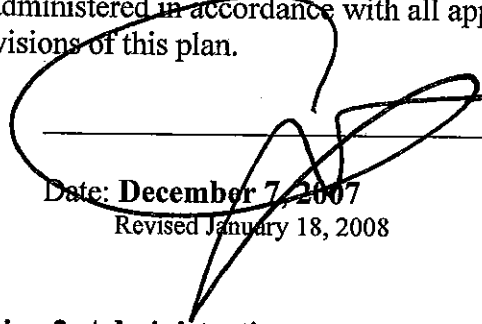
bcc: S. Antos  
D. Bloodstein

*"providing temporary assistance for permanent change"*

**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 Seneca 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 Seneca 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 7, 2007~~  
Revised January 18, 2008

**Section 2 Administration**

**Section 2.1 Administrative Structure**

This agency's organizational chart is attached at end of this document. 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.

Seneca County reorganized in 1999 and created a Seneca County Division of Human Services. Under the Division of Human Services umbrella exists the Department of Temporary Assistance, the Department of Child, Community and Family Services, Veteran's Services, the Youth Bureau, the Department of Workforce Development, Support Collection Unit, Personal Care Aides Unit, and Accounting. The Department of Workforce development acts as the primary employment unit for social services programming. It is aligned to plans, goals and funding of the Workforce Investment Act, Temporary Assistance/Food Stamp Employment Programs, Welfare to Work, Intensive Case Management, TANF summer employment, VITA, Wheels to Work, Community Solutions for Transportation as well as other potential funding sources.

## 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>
Seneca County Department of Workforce Development	\$160,808	TANF	TANF Applicants and Recipients	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, disability evaluations and sanction related activities.
Seneca County Department of Workforce Development	\$34,425	FSET	SN FS Applicants, Recipients and NPA-FS	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, disability evaluations and sanction related activities.
Seneca County Department of Workforce Development	\$94,262	FFFS	TANF Recipients and TANF Eligible	Intensive Case Management for Recipients and recently closed TANF Cases.

Seneca County Division of Human Services	\$29,600	Wheels for Work	TANF Recipients and TANF Eligible	Provides persons eligible for TANF assistance with purchasing, repairing, financing, and insuring vehicles necessary to obtain, maintain, and upgrade employment. Provides clients with the education and training (driver's education) to obtain driver's licenses and enhance their driving skills to maintain a clean and valid license. One-year auto club memberships (AAA) will be provided as well
Seneca County Department of Workforce Development	\$37,791	Childcare Block Grant		Provides reimbursement for approved, working clients eligible for reimbursement for child care and related expenses.
Seneca County Department of Workforce Development	\$50,000	WIA Other Funds		Clients lacking skills who are eligible could receiving classroom training or on-the job training (OJT).
Total	\$356,936			

**TABLE 2 -- Other Service Providers**

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
Wayne – Finger Lakes BOCES	EDGE	TANF Recipients and TANF Eligible	Career Plans, Assessment, ABE/GED
Community College of the Finger Lakes	Bridge	TANF Recipients and TANF Eligible	Assessment, Job Readiness Training, Job Skills Training Learning Disability Screening Life Skills Parenting Skills

New York State NYS OTDA	JOBS	TANF Applicants and Recipients	<p>Job Development, including soliciting job orders and employer outreach to offer tax credits and promote local district programs such as subsidized employment, and individualized job search instruction and tracking.</p> <p>Diversion Assessment Employability Plan Supervised Job Search Job Readiness Training Job Club Job Placement Services Grant Diversion Job Development (employer field visits)</p>
Literacy Volunteers		TANF, SN, NPAFS	Assist with overcome g literacy hurdles to employment

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

**Other Services Requested**

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

Case Conferencing:

Assistance in One-Stop Resource room for target groups

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

**Number of Jobs staff** .5

**Locations**

1. One DiPronio Drive, Waterloo, NY 13165

2.

3.

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

Margaret A. Birmingham-Deputy Commissioner 315-539-1831

Corky Jarrett-Deputy Director Workforce Development 315-539-1707

### **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.

- a. Activities and programs to which the client may be referred during the assessment process for determining specific exempt status or disability limitations;
- b. Any activity that may be tailored to the requirements of special- needs or at-risk individuals, particularly as applicable to persons evaluated under Section 385.2 having to do with physical and mental disabilities and work limitations;
- c. Any activity not mentioned herein that may be deemed suitable within the scope, purpose, and philosophy of the Plan, Seneca County and the laws and regulations pertaining thereto

Exempt individuals, although not required to actively participate in work activities, are offered the same range of services/activities as non-exempt individuals. This may include selected work activities on a limited basis as well as referrals for therapy, counseling, rehabilitation, training, etc. Additionally, participants are expected to: follow recommended treatment plans, e.g., physical therapy, mental health treatment, drug & alcohol treatment plans, and/or medical treatment.

#### **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.

- Overview of upcoming assessment and required activities.
- Review of the consequences of applicant/recipients not fulfilling obligation to participate in any required activity.
- Services available through the One Stop System and Center
- Child care "in lieu of"

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.

Orientations are done on an individual basis, as well as in group settings when deemed appropriate. The orientation process is completed during the application process and is completed before the case opening. The orientations are conducted by Workforce Development staff. At recertification the individual is re assessed to determine if any thing has changed or if there are any new issues to be addressed, however the individual is seen on a monthly basis if not more frequently, so the issues can be addressed immediately.

### 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:

- O'Net
- Harrington O'Shea
- Myers Briggs
- Test of Adult Basic Education (full and survey)
- Personal interviewing
- Job shadowing ( the chance to observe an employee or workplace for the purpose of determining interest in an occupation or training)

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

During orientation staff meets 1-1 with the client to complete a preliminary assessment, that tool is attached. At case opening staff meets with recipient and a more comprehensive assessment is done using WTWCMS assessment.

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))

#### Employment & Training Assistant – Minimum Qualifications:

- (a) Completion of a minimum of 60 semester credit hours in a regionally accredited or NYS registered college or university or; (b) graduation from high school or possession of a high school equivalency diploma and two years of experience in job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training or 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).

#### Counselor – Minimum Qualifications:

- (a) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree; or (b) completion of a minimum of 60 credit hours in a regionally accredited or NYS registered college or university and two years of full-time paid experience as a counselor, caseworker, employment interviewer or similar title in a community action or similar agency dealing with the employment or training of economically disadvantaged, minority or low income persons; or (c) graduation from high school or possession of a high school equivalency diploma and four years of full-time experience as defined in (b); or (d) an equivalent combination of training and experience as defined by the limits of (a) through (c).

**Human Service Worker – Minimum Qualifications:**

High school diploma or possession of a high school equivalency diploma, and either:

- (a) Three years of experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility: OR  
 (b) Four years of experience in interviewing, collecting and compiling data, account keeping or related work.

All of the above positions receive in-house training through Supervisory staff, and the Finger Lakes Workforce Investment Area, training on identifying barriers to employment and training, Employability Planning, Career Advisement, all services and programs operated by the Workforce Development Department and Finger Lakes One Stop that may be of assistance to individuals seeking employment, systems for referral to services to overcome barriers; public transportation services, services to individuals with domestic violence issues, DV waivers, and services for individuals with substance abuse issues or individual disabilities

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

Seneca County Workforce Development Department

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:

- educational and basic skill level, including literacy and English language proficiency;
- supportive services needs including the need for assistance with transportation or child care;
- prior work experience and skills;
- training and vocational interests;
- family circumstances as they relate to 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:

During orientation staff meets 1-1 with the client to complete a short term employability plan, that tool is attached. At case opening staff meets with recipient and a more comprehensive employment plan is done using the WTCMS employment plan.

The Department of Workforce Development will also incorporate plans developed by the client's VESID Counselor, Mental Health Counselor, or other qualified agency staff addressing the success of the client in employment. Requirements of the plan will include follow through by client of treatment recommendations

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

N/A

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

N/A

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

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

a. Typically one week after an individual's case opening or status change before they are engaged in a countable employment activity. The main strategy used to meet participation rates is constant monitoring of recipients by case managers and Supervisor. The district's standard participation requirement for households with no children under age six is to assign 35 hours for those households with a single caretaker of a child under age six the assignment is 25 hours. The assignments are given with these numbers to allow time for the person to do a comprehensive job search, as well as giving some time for make up in case of illness or other absences that would exceed the allowable number for a month. Participation rates are monitored using COGNOS and local reports.

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-e. Subsidized private sector employment will include positions subsidized through grant diversion, supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.
X	X	X	X	Subsidized Public Sector Employment	Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient. Subsidized public sector employment will include positions subsidized through grant diversion, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.

X	X	X	X	Work Experience	<p>Unpaid work performed at a public or not for profit organization to enable participants who cannot find unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provided training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.</p> <p>In addition to those components noted above, work experience will include unpaid internships that are part of any non-graduate student's education curriculum. (Note: Paid internships will be reported as employment.)</p>
X	X	X	X	On-the-Job Training (OJT)	<p>Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.</p> <p>OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment due to the fact that the individual must participate in workplace training to attain full and adequate job performance and the subsidy provided is intended to offset the cost of such training.</p>

X	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	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.

X	X	X	X	Job Skills Training	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.
X	X	X	X	Education Training	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.

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	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	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.
X	X	X	X	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.

TA applicants are required to have 5 job searches contacts per week, hours; a minimum of 3 hours per week is required for job search efforts. The applicants are required to report to the Workforce Development department on a weekly basis to meet with the JOBS person, their case manager or both. Other activities such as job club, GED and/or basic education are also assigned with the expectation that they will participate in these activities.

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 required to have 5 job searches contacts per week, hours; a minimum of 3 hours per week is required for job search efforts. The recipients are required to report to the Workforce Development department on a weekly basis to meet with the JOBS person, their case manager or both.

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:

One full-time job developer is employed by Workforce Development. The job developer, on average, contacts 8 to 10 employers monthly to market the programs and solicit jobs. This is done with in person visits and phone contact. The job developer (Business Service Representative) or JOBS staff complete all employer contracts and monitor sites.

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

The job developer promotes OJT's that are funded by the WIA program and markets other employer incentive programs. Workforce, One Stop, VESID, etc. all introduce tax incentives to employers. Since the WIA staff is part of the Workforce Development Department the contact is on a daily basis.

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

JOBS staff person provides to Workforce Development a monthly report indicating services provided to employers and clients. The report included the number of employer contacts including phone calls/e-mails.

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:

All individuals are assigned to take a TABE as soon as possible. This program is provided by Wayne Finger Lakes BOCES and or Finger Lakes Community College. If the individual does not have their GED they are assigned to class to work on obtaining it. If they have a high school diploma or GED but their basic skills are low then they are assigned to the basic skill class. If ESL is needed they are referred to the class offered by Finger Lakes Community College that provides the service. Supportive services are offered so the individual can take advantage of these programs. Workplace literacy is provided for both high school graduates and non graduates.

- 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:

If the assessment indicates that vocational education and/or job skills training would be appropriate the following procedure is followed

Clients are matched to appropriate programs with the understanding that the successful completion of the training would produce a skill that is reasonably marketable within the local economy.

The funding stream used to pay for training is primarily WIA. The WIA program has identified and established relationships with local training providers to provide appropriate Voc. Ed and job skills training programs..

The district also works with Finger Lakes Community College-BRIDGE providers.

- 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 will utilize the BRIDGE program so as to do at least 2 full time vocational education trainings per year, as well as the WIA program to increase the enrollments in training.

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

- Finger Lakes Workforce Investment Board approved training providers who are state approved or less than \$500 tuition/fee are approved.
- Placement/Quality Information -All providers need to reflect a quality product in training and or placement information for review prior to approval.
- Ability to meet TANF performance requirements.
- Training must be in an occupational area of demand locally or the individual must have a counselor approved relocation plan in place to move to an area where the training will result in a job.

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

List is given in accordance with Workforce Investment Act Policy

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

1. Individual is TANF / SNA (indicating SNA households without children), SNF (indicating SNA households with children, i.e. Safety Net families), eligible
2. That the recipient demonstrates based on his/her individual assessment and Employment Plan, that he/she possesses the necessary skills, ability, and aptitude to successfully complete the proposed training. In addition, a review and analysis will be completed regarding an individual's day care, other supportive service needs and family circumstances including any special needs of a child.
3. That any previous training history does not contain elements that would indicate a pattern of failure, without sufficient cause, to successfully pursue or complete programs.
4. That the successful completion of the training would produce a skill that is reasonably marketable within the local economy.
5. That the recipient does not already possess marketable skills that should preclude the need for further education or training.
6. Training must be suitable to meet TANF performance that includes obtaining and retaining employment and appropriate wages for self-sufficiency.
7. Individual is able to meet the qualifications for entrance to training or training facility.

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

Recipients are notified through their Case manager/Counselor of approved training providers. Workforce Development staff both assess and develop employment plans with clients. Notification in person or via mail of approval and/or requirements of a work activity is the responsibility of the staff. Notification is also provided to the individual of the support services and resources to assist them in complying with the selected work activity (ies).

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:

- 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:

Attendance is monitored by Workforce Development Staff, at the initial orientation the school is called to verify that the individual is enrolled as a full time student. The student then provides the case manager with a progress report every 10 weeks and a copy of their report card when they are issued.

- 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:

Participants must have written documentation from a certified health care provider stating the individual's limitations. Worksites will not be provided with an individual's medical diagnosis without a HIPAA Release of Information Form that includes the participant's permission. Worksites will be notified in writing of any limitations and accommodations that must be made for such. The worksite will be monitored to ensure compliance with the participants needs.

### 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):

Seneca County will perform a review on all cases each 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. The district will assess and verify that participation in the work activities reported meet the state approved definition for the activity.

Seneca will perform a review on all cases each 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. The district will assess and verify that participation in the work activities reported meet the state approved definition for the activity.

Seneca County will perform a review on all cases each 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.

Seneca County will perform a random sample of 5 cases each 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.

Seneca County will perform a random sample of 5 cases each 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

A summary/management report will be written and submitted after the review is completed the copy will be forwarded to Kathy Nagy @Kathleen.Nagy@otda.state.ny.us. or any other required OTDA representative..

If monitoring reveals substantial problems the district will review the findings and put into writing the steps needed to correct the problem such as doing a random sampling on a monthly basis, and increasing the number of cases sampled, staff and supervisors will then follow through with the process of correcting the problems.

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):

Seneca County does not have providers enter information-this section is not applicable.

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.):

The local review team-Workforce case manager, Deputy Director for Workforce, Head Welfare examiner, Sr. Welfare examiner and an RN who is located within the Division of Human Services – makes this determination. Information is obtained from the individual's appropriate health care provider ( i.e.: physician, mental health counselor ; psychologist, psychiatrist or any other qualified medical provider that the individual is working with).

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

The local review team reviews the information obtained and utilizes the treatment plan, if any, supplied from participant's physician mental health counselor; psychologist, psychiatrist or any other qualified medical provider that the individual is working with. If no plan has been formulated then the review team will help facilitate that process using the individual's health care providers.

- 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 Local District sends out medical statements every three months with a questionnaire attached. One of the questions asked is: Is the individual following through with the treatment plan outlined in the medical statement. Monthly statements re: attendance at rehabilitation is requested from each facility

### 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.

Each participant is assigned a case manager-that person meets on a weekly or monthly basis with the individual to work through any problems or barriers to participation.

### 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:

Sanctioned participants are contacted via phone/mail to offer services and assistance to end participant sanctions. Intensive case management services are offered.

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

When the sanctioned individual is within one week of ending the case manager contacts via phone/mail to offer services and assistance to help the person have all the necessary supportive service etc in place so they can get back into compliance.

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

The district uses the case manager that is part of the Intensive Case Management Grant-home visits, office visits, phone calls, and letters.

### Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

Diversion payments will be provided to applicants to assist them in starting or retaining employment and diverting them from the need to receive temporary assistance.

- Childcare
- Employment related clothing
- Transportation- gas card or bus passes or .20 a mile as deemed appropriate by the case manager
- License and other work related fees
- Job related safety equipment
- Automobile repairs
- Automobile insurance
- Other payments on a case by case basis

**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:

Employment related payments will be provided to recipients to participate in work activities or to begin or retain employment.

The following payments will be authorized:

Childcare

Employment related clothing

Transportation –gas card or bus passes or .20 a mile. as deemed appropriate by the case manager

License and other work related fees

Job related safety equipment

Automobile repairs

Automobile insurance

Other payments on a case by case basis

- 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):

Bus passes for the public transportation service will be provided to the participant as needed , if the individual has transportation, mileage reimbursement will be provided. The mileage reimbursement rate is .20 a mile per County policy. Gas cards are also available to help an individual get to work.

- 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 public transportation has a "dial a ride" available for those individuals not on the main transportation line. The maximum distance a client would be expected to walk is .5 miles. This is a 15 minute walk maximum to access other transportation or directly to workplace. The district will provide accommodations on a case by case basis for any individuals with limitations who walk to work activities.

- 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:

- Childcare
- Employment related clothing
- Transportation gas card or bus passes or .20 a mile. as deemed appropriate by the case manager
- License and other work related fees
- Job related safety equipment
- Automobile repairs
- Automobile insurance
- Other payments on a case by case basis

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

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

#### Section 4.2 Transitional Supportive Services

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

1. Employment related clothing
2. Transportation gas card or bus passes or .20 a mile. as deemed appropriate by the case manager
3. License and other work related fees
4. Job related safety equipment
5. Automobile repairs
6. Automobile insurance
7. Other payments on a case by case basis

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.

Transitional employment related expenses might be requested by the client in emergency situations where the individual's job may be in jeopardy.

Transitional Employment related expenses would be provided but are not limited to the following items:

1. Employment related clothing
2. Transportation gas card or bus passes or .20 a mile. as deemed appropriate by the case manager
3. License and other work related fees
4. Job related safety equipment
5. Automobile repairs
6. Automobile insurance
7. Other payments on a case by case basis

**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.

- Transportation via Rochester Genesee Regional Transit Authority, a fixed route and on demand shuttle service, to and from work
- Wheels for Work a guaranteed car loan program
- Community Solutions For Transportation Grant – Bus Passes and Gas Cards
- Subsidized Child Care via the Child Care Block Grant

**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:

Gas card or bus passes or .20 a mile. as deemed appropriate by the case manager-

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

The following payments will be authorized:

- Childcare
- Employment related clothing
- Transportation gas card or bus passes or .20 a mile. as deemed appropriate by the case manager
- License and other work related fees
- Job related safety equipment
- Automobile repairs
- Automobile insurance
- Other payments on a case by case basis

**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:

If an individual wishes to end their employment sanction they must contact their employment case manager and set up an appointment to meet. They must indicate they have a willing to comply and then demonstrate that willingness. If the individual complies for one week they will be deemed in compliance and the sanction will be lifted.

### 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

EF #23  
Revised 09/07

SHORT-TERM EMPLOYABILITY DEVELOPMENT PLAN

NAME: \_\_\_\_\_ S.S.# \_\_\_\_\_

T.A.B.E.: MON WED AM PM DATE \_\_\_\_\_

GED/BASIC SKILL Classes \_\_\_\_\_

EMPLOYMENT OPPORTUNITIES starting on: \_\_\_\_\_

TRANSPORTATION NEEDED:  Yes  No

BUS PASS/schedule given if needed:  Yes  No

NYS JOBS PROGRAM REFERRAL(S): Appointments weekly-Brenda Major-315-539-1915 or 1-800-688-7188 extension 1915

Appointment Time: \_\_\_\_\_

JOB SEARCHES: (to be returned to the Workforce Development Department)

TANF/SN 5 due on: \_\_\_\_\_  
then 5 due every week

FS: 3 due on: \_\_\_\_\_  
then 3 due every week

WORK EXPERIENCE ORIENTATION given:  Yes  No

ABAWD letter explained and given:  Yes  No(reason) \_\_\_\_\_

WORK EXPERIENCE ASSIGNMENT: \_\_\_\_\_

MEDICAL STATEMENT NEEDED:  Yes  No  N/A Due by \_\_\_\_\_

CHILD CARE NEEDED  Yes  No  Referrals given

Comments:

Other

I have read and understand this plan. I further state that I understand my responsibilities in participating in the above stated activities. I certify that I have received a copy of the form and that I was involved in the preparation of this plan.

Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Staff: \_\_\_\_\_

SENEGA COUNTY DIVISION OF HUMAN SERVICES

Charles L. Schack  
Commissioner

Deputy Commissioner  
Margaret A. Birmingham, Deputy Commissioner  
Cathy Gardner/Deputy Director's Training  
Deputy Director

Thomas D. Kuylen, Deputy Commissioner II

VETERANS AFFAIRS  
Special Projects - Community  
Development/Outreach

FOOD PROGRAM  
Special Projects - Community  
Development/Outreach

PROVIDER TRAINING  
Special Projects - Community  
Development/Outreach

ACCOUNTING  
Special Projects - Community  
Development/Outreach

IT  
Special Projects - Community  
Development/Outreach

LEGAL COUNSEL  
Special Projects - Community  
Development/Outreach

SUPPORT COLLECTION  
Special Projects - Community  
Development/Outreach

COMMUNITY DEVELOPMENT  
Special Projects - Community  
Development/Outreach

COMMUNITY DEVELOPMENT  
Special Projects - Community  
Development/Outreach

DEPARTMENT OF  
COMMUNITY SERVICES  
Special Projects - Community  
Development/Outreach

DEPARTMENT OF TEMPORARY ASSISTANCE  
Special Projects - Community  
Development/Outreach

DEPARTMENT OF TEMPORARY ASSISTANCE  
Special Projects - Community  
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DEPARTMENT OF TEMPORARY ASSISTANCE  
Special Projects - Community  
Development/Outreach

DEPARTMENT OF CONSULTATION/CHILDREN'S SERVICES  
Special Projects - Community  
Development/Outreach

DEPARTMENT OF CONSULTATION/CHILDREN'S SERVICES  
Special Projects - Community  
Development/Outreach

DEPARTMENT OF CONSULTATION/CHILDREN'S SERVICES  
Special Projects - Community  
Development/Outreach

Other Commission Areas