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David A. Paterson  
Governor

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NEW YORK 12243-0001

David A. Hansell  
Commissioner

April 10, 2008

Ms. Kathryn A. Muller  
Commissioner  
Steuben County Department of Social Services  
3 East Pulteney Square  
Bath, New York 14810

Dear Commissioner Muller:

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  
Jan Kenyon  
Krista Eppers



**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 Steuben 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 Steuben 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.

Kathryn A. Muller, Social Services Commissioner

Date 2/11/08

**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.

The Steuben County Department of Social Services Employment Unit is responsible for the operation of the WTW programs within the County including the FSET Program. The Staff is under the supervision of the Director of Temporary and Disability Assistance. The unit is comprised of an Employment Coordinator, one (1) Senior Social Welfare Examiner, Six (6) Social Welfare Examiners, and two (2) Typists. The staff also includes contracted positions for two (2) Intensive Case Managers for the sanctioned population and one (1) Job Developer, as well as a shared Transporter with the BILT unit. Additional contracts have been established for Case Managers in the One Stops in Bath, Corning, and Hornell.

The Senior Examiner supervises the daily activities of the Social Welfare Examiners. The Social Welfare Examiners are responsible for direct client contact, including orientation, assessment, plan development and revisions as necessary; as well as referral and assignment to work activities and follow-up.

The Coordinator, in addition to supervision of routine work activities and staffing, is responsible for monitoring program operators contracted by the Department.

**RECEIVED  
WELFARE-TO-WORK DIVISION**

### Section 2.2 TA and FSET Provider Agencies

Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and FS clients. These activities and services may include, but are not necessarily limited to, employability determinations, development of assessments and employment plans, conciliation and grievance activities, provision of work activities, monitoring and support for compliance with treatment plans for exempt individuals with the potential for restoration to self-sufficiency, job development, job placement and retention services, and other employment related activities.

Each contract listed in Table 1 contains an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis and, if not a performance-based contract, a statement regarding use of a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, A-21 for educational institutions, or A-87 for State and local governments.

Agencies/providers that offer services to participants but which have no direct financial agreement with the district are included in Table 2 (e.g., Bridge, EDGE, OTDA Wage Subsidy, etc.).

**TABLE 1 - Contracts Associated with Employment Programs and Services**

Provider	Total Contract Cost (per yr.)	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Pro Action of Steuben and Yates, Inc.	\$160,998	Wheels for Work	TANF/200%	Purchase of vehicles and vehicle repair, as well as insurance, registration and licensing fees as applicable.
Pro Action of Steuben and Yates, Inc	\$127,000	FFFS/FSET	TANF/SN/NTA-FS	Case management at the CSS Workforce One Stops and job search facilitation
Pro Action of Steuben and Yates, Inc	\$20,000	FSET/FFFS	TANF/SN	Literacy/Education/Training and Case Management
CSS Workforce	\$30,000	FFFS/FSET	SN/TANF	Brokered Training
Institute for Human Services	\$94,357	Intensive Case Management/OTDA	TANF	Sanctioned case manager
Pathways	\$57,101	FFFS	TANF	Job developer
Hornell Area Transit System	\$4,247.50	Community Solutions for Transportation	TANF	Transportation services; bus tokens and passes

Chemung County Transportation System	\$4,247.50	Community Solutions for Transportation	TANF	Transportation Services; bus tokens and passes
GST BOCES	\$20,000	FSET/FFFS	TANF, SN	TABE testing
Pathways	\$21,000	FFFS/FSET	TANF, SN	Transportation services – Transport position
Total	\$538,981.00			

**TABLE 2 – Other Service Providers**

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
Greater Southern Tier BOCES	EDGE	TANF	Vocational Education
New York State Office of Temporary and Disability Assistance (OTDA)	JOBS	TANF/SN	Job placements/Job Readiness Skills via JOBS program
Corning Community College	BRIDGE	TANF/SN	Case Management

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>          </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>          </u>
Job Placement Services	<u>      X      </u>	200% of Poverty	<u>      X      </u>
Grant Diversion	<u>          </u>		
Job Development (employer field visits)	<u>      X      </u>		

Other Services Requested

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

Supervised job search; Case Management; The JOBS program staff will assist the district in addressing key issues such as participation rate, caseload reduction, employment, and engagement rate increase. This will be accomplished through case management, which will occur at the WorkforceNY One Stops. Through case management, the JOBS staff will assist the district in monitoring the non-exempt individuals who are required to attend the One Stops, as well as those individuals who are referred directly to the JOBS program. The goal will be to increase participation on the behalf of the clients, thus increasing the district's participation rate requirements. In addition, this will serve to increase entries into employment and thus reduce the district's caseload. JOBS staff will be responsible for entering notes into the WTW/CMS subsystem; participate in case conferencing, job fairs, and JSEC (local employers in Bath and Hornell area)

Jobs Program Staffing and Location (Address)

**Number of Jobs staff** **2**

**Locations**

- 
- 1.117 E. Steuben St. Bath, NY 14810
- 
- 2.107 Broadway, Hornell, NY 14843
- 

Jobs Program LDSS Staff Contact (Name & Phone Number)

Lisa M. Baker, Director of Temporary and Disability Assistance 607-664-2100

Janette Kenyon, Employment Coordinator 607-664-2070

**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.

In addition, an individual shall be "engaged in work" when assigned to an activity as defined in NYCRR 385.8(a)(2), which is designed to move an individual to self-sufficiency.

**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.

Orientation Outline:

When doing group orientation the leader must discuss the following items:

- The participants' responsibility to cooperate and participate in assigned activities and the consequences for failing to do so. Everyone can be assigned to up to 40 hours of employment or employment related activities weekly.
- Explain the work activities available through the Department
- Explain Job Search requirements.
- Explain the requirement to meet with CSS Workforce New York case managers and consequences for failing to do so.
- Explain acceptable providers and medical documentation for physical and psychological evaluations
- Explain the need for TABE (Test for Adult Basic Education) testing and who is exempt from same.
- Explain that supportive services are available such as transportation and child care, and explain that if any of these services are needed this will be addressed when the Employment Social Welfare Examiner discusses the assessment form and develops the Employment Plan. Applicants will be expected to have arrangements made at the time

they are assigned to an employment activity. The Department will be responsible to assist applicants in obtaining the necessary supportive services.

- Explain that Temporary Assistance Regulations allow households that would otherwise be eligible for Temporary Assistance to receive Child Care in lieu of the cash benefits. If an individual requests to take this option they should be referred to the Temporary Assistance Worker.
- Transitional Child Care: Explain that when a Family Assistance Case closes for earned income the household may remain eligible for child care services for a period of six months.
- Reinforce the requirement to establish paternity and remind applicants that failure to cooperate with child support will result in financial sanctions against the household.
- Explain the responsibilities associated with repayment of financial aid.

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.

Group orientation shall take place during the application process. Under special circumstances individuals may receive one-on-one orientation. A similar process is followed at recertification.

Applicants are interviewed by a Social Welfare Examiner in the Employment Unit on the date of initial application for Temporary Assistance. The applicant is given an assessment packet to be completed as well as an applicant job search log. Both are to be completed and returned at the time of orientation. The applicant is scheduled for group orientation and assessment at initial contact and is given written documentation of this appointment. Applicant must appear at this interview with job search and assessment completed. Orientation appointments are scheduled ten days to two weeks from initial contact.

### 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:

Military Status, Offender Status and Health information are all requested during the assessment.

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

The TABE assessment is also given for all adult individuals seeking public assistance. The TABE assessment is generally completed within two (2) weeks of the date of application for public assistance.

- 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 Unit workers are hired under Civil Services titles "Social Welfare Examiner". Qualifications shall be those set forth by the State of New York for those titles. Experience in employment programs will be taken into account during the interview process. Once assigned to the Employment Unit, new staff will undergo a period of training offered both by appropriate local Employment Unit staff and the State of New York.

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

The assessment process is conducted jointly between the Department of Social Services Employment Unit and Greater Steuben BOCES. Staff from GST BOCES is under contract to administer and score TABE tests.

- 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:

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:

In addition the requirements outlined, the Steuben County Department of Social Services requires that employable individuals attend the local WorkforceNY One Stop centers at a frequency of at least one time weekly to meet with Case managers to report on job search, pursue job leads, as well as obtain assistance with resume writing, interviewing, and miscellaneous employment related activities that the centers offer.

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

The Steuben County Department of Social Services Employment Unit is responsible for the development of the employment plans

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

The district maintains the same standards as required in the Rules and Regulations for participation to be countable. The district monitors said participation using the WTW/CMS and available reports as well as Cognos Upfront reports.

Once a Public Assistance case becomes active, the Steuben County Department of Social Services Employment Unit begins engaging clients in work activities immediately. The same is true for clients whose status has changed from exempt to nonexempt.

Steuben County Department of Social Services may assign individuals up to 40 hours weekly.

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		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	Subsidized Public Sector Employment	<p>Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient. Subsidized public sector employment will include positions subsidized through grant diversion, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
X	X	X	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	<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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X	X	X		Community Service	<p>A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community Service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</p> <p>Community service assignments will primarily be voluntary in nature including participation in VISTA, Americorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or a nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.</p>
X	X	X	X	Job Search	<p>The act of seeking or obtaining employment or preparing to seek or obtain employment and will include looking for suitable job openings in a group or individual setting, making contact with potential employers, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, preparing to or applying for and/or interviewing for jobs and related activities.</p>

X	X	X	Job Readiness Training (JRT)	Participation in programs that include seeking and preparing for work. Traditional JRT activities will include: resume preparation, training in interview skills, instruction in workplace expectations, training in effective job seeking, life skills essential to workplace success, time management, goal setting, budgeting, basic math and literacy skills, household management, interpersonal skills, decision making skills, anger management, parenting skills when it has been determined that such training could help reduce unplanned work leave or apprehension toward entering employment.
X	X	X	Vocational Education	Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training other than a baccalaureate or advanced degree. Vocational education does not generally include basic or remedial education or ESL but may include work focused general education and language instruction that is a regular or integral part of a vocational education program. Social services districts are responsible for ensuring that any such remedial education or ESL is a regular part of the program for participants with similar skill sets as the TANF/SN MOE client, is determined necessary by the program provider, and is limited in hours to less than one-half of program participation. Vocational education programs include the completion of activities that provide individuals the knowledge and skills to perform a specific trade, occupation or vocation. Vocational education must be provided by an education or training organization.

X	X	X	Job Skills Training	<p>Training or education in job skills to improve a participant's employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post secondary education courses leading to a bachelor's or other advanced degree or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client's assessment that such instruction is needed to improve the participant's employability.</p>
X	X	X	Education Training	<p>Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant's employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, English language instruction and education leading to a GED or HS equivalency diploma as determined as necessary to improve the participant's job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision making skills.</p>

X	X	X	Secondary School	Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school leading to a general equivalence diploma (GED), in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a GED as determined necessary by the educational institution. Secondary School or GED programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.
X	X	X	Provision of Childcare for Individual Participating in Community Service	Providing unpaid child care to enable another Temporary Assistance (TANF/MOE funded) recipient to participate in a community service program.
X	X	X	Treatment Plan for Substance Abuse	Substance Abuse treatment will include medical, behavioral and other treatment necessary for individuals suffering from substance abuse (current and former users) with such required treatment ranging from detoxification services to after care/abstinence maintenance. For FA families with dependant children this activity will be deemed to be Job Readiness Training within participation rate reporting. For SN households without children this activity will be deemed to be community service.
X	X	X	Treatment Plan Other than Substance Abuse	Physical health treatment and rehabilitation services including attending necessary physical therapy, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary. For FA families with dependant children this activity will be deemed to be Job Readiness Training within participation rate reporting. For SN households without children this activity will be deemed to be community service.
			Other	Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and state participation rates.

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.

Applicants will be assigned to job search for a minimum of 5 employer contacts weekly, expecting to spend no less than five hours per week for job search related activities. During application individuals are typically required to report their Job Search on a bi-weekly basis.

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.

Recipients will be assigned to job search dependent upon the number of hours and types of other activities. It is anticipated that this will be a minimum of no less than five contacts per week and recipients will spend no less than five hours per week for job search related activities. Intensive job search will require additional hours and additional contacts. TA recipients will report their job search weekly to an appropriate staff person.

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 applicants and recipients. Below is the description of how this is done, including number of staff, frequency of contacts, etc:

The Steuben County Department of Social Services Employment Unit is currently under contract with for a Job Developer. The Job Developer is responsible for creating relationships with local employers to facilitate entry into employment for the district's clients. This is one position and contact is made with each business on a bi-monthly schedule.

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.

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

Section 3.6 Training Approval & Activity Enrollment Policy (Reference 18 NYCRR 385.9)

- a. Describe how the district identifies/provides appropriate education (Adult Basic Education, GED preparation), and English language instruction, program services that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

TABE testing; contracts with GST BOCES  
Staff from BOCES is in attendance at all Assessment/Orientations.

- 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:

After review of the Employment Plan and all related documentation, including but not limited to, physical and psychological evaluations, the assessment form, TABE results and notes from interviews with the applicant/recipient; appropriate referrals are made. The Vocational Education training is preferred to be leading to employment based on the Local Demand Occupations List provided by CSS Workforce. Job skills and job readiness training, as well as remedial and adult education classes provided by BOCES are based on need for same. The District has established relationships with appropriate job skills and educational training providers, including BRIDGE and GST BOCES.

- 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.

Steuben County Department of Social Services maintains a contract with CSS Workforce to provide brokered training for recipients of temporary assistance. Funding is set aside from the Food Stamps Employment and Training funds, as well as the Flexible Fund for Family Services to offset the cost of these programs. Participants in the programs are selected after completion of TABE testing, remedial classes.

The Corning One Stop contains an ATTAIN lab that will be accessed for job skills development. This is operated in conjunction with BRIDGE.

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

Approval of agencies to provide education/training activities will be based upon:

- Is the agency State approved/licensed
  - Past performance
  - Type of services the agency can provide
  - Cost per enrollment, completion and entry into employment
  - If a new provider or providing new services, staff qualifications
- If a new provider, documentation of fiscal responsibility

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

At the time the employment plan is completed, and at any other such time an individual requests approval for training, he/she will be provided with the names of training agencies that provide services in the individual's area of interest. Steuben County has a limited number of training agencies and most individuals within the county are aware of which agencies provide which types of training. The procedure for requesting training, and the approved agencies which provide training within the county, is also discussed at the group assessment session, which **all** applicants must attend.

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

Approval of enrollment in activities, including education and training, will be the responsibility of the Employment Unit. Said approval will be based upon information from the assessment, employment plan, the prospect of successful completion and employment prospects available based upon the Local Demand Occupations list provided by the Workforce Investment Board (WIB). Training/education programs must meet all requirements for approval as specified in NYCRR 385.9(c). Individuals requesting training/education approval must meet the minimum requirements for acceptance by all individuals served by the training agency. Prior to approval for training/education, individuals may be required to successfully complete remedial requirements to help insure they meet acceptable minimum requirements of the training agency. Final approval for training is given by the Employment Coordinator or his/her designee.

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

Upon approval or denial of an individual for any work activity or training/education, the client will be notified in writing. Such notification will include any conditions and requirements of the approval, or the reason for denial.

- 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:

School verification will be sent for each individual in this category at the beginning of the school year and /or at recertification/

- 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:

Careful review of the medicals is conducted by the Employment Staff at the Department of Social Services. Provider locations and work site supervisors are notified of any limitations in writing.

### 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):

Steuben County will perform a random sample of 10 cases per quarter for paid work activities. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms, and direct phone contact with the employer documented in case notes. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.

Steuben County will perform a random sample of 10 cases per quarter for participation in unpaid work activities. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTCMS, excused absences and holiday time are documented in the case file and correctly reported on WTCMS in accordance with federal limitations, and that documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTCMS by district or provider staff.

Steuben County will perform a random sample of 5 cases per quarter in which a case member is reported as an employability code 38-needed in the home fulltime to care for a disabled household member. The 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.

Steuben County will perform a random sample of 5 cases per quarter in which a case member is reported as an employability code 31-caretaker of a child under the age of 12 months. The temporary assistance case file will be reviewed to ensure there is a birth certificate present to verify the child under the age of one.

Steuben County will perform a random sample of 5 cases otherwise exempt from employment. The file will be reviewed for documentation to verify that the appropriate employability code has been applied to each individual.

Steuben County will assess and verify that participation in the work activities reported for work eligible individuals meets the Federal definition for the activity.

A summary report will be prepared following each review period, and forwarded to Kathy Nagy at Kathleen.Nagy@otda.state.ny.us.

Please describe the process the district will use to review provider collected documentation and data entry of the above listed elements (include a description of how a case sample for review will be selected, sample size and frequency of reviews):

Same as above

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.):

If an individual claims he/she has a disabling condition, or the agency has reason to believe an individual has a disabling condition, said individual shall be required to secure a physical (utilizing Form DSS-4526) and provide the results thereof to the agency within ten (10) days. If the results indicate that the individual is disabled and the physician recommends rehabilitation, the individual shall be required in writing to provide documentation of the steps taken to secure the rehabilitation and regular written reports regarding actual rehabilitation engaged in and progress being made toward restoration to self-sufficiency. If the agency believes an individual may benefit from rehabilitation even though the physician has not recommended same, the agency may request that an independent medical examination or case review be conducted by a qualified physician in an effort to: 1) gain a second opinion regarding the extent of a client's disability and if appropriate, 2) help establish a course of rehabilitation which will help restore the client's self-sufficiency. If the issue is related to mental health or alcohol/substance abuse, the Employment Unit may refer the individual to the agency's BILT unit, which provides services directly related thereto, for evaluation and recommendation.

If an individual indicates that he/she is unable to provide medical documentation and/or the Agency and the individual do not agree on the medical limitations, a referral will be made to Industrial medical Associates (IMA)

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

See above

The agency develops treatment plans in accordance with recommendations from a client's physician of record or independent medical examiner as outlined above. This would pertain to clients with physical limitations. Regarding mental health and substance related issues, the agency's BILT Unit develops treatment plans for said population. Individuals may be referred for physical therapy, occupational therapy, mental health counseling, substance abuse counseling, etc. thereto for the development of an employment plan with recommendations for treatment being a part thereof

- 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 who have developed a treatment plan for physical ailments, mental health or alcohol/substance abuse issues are required to maintain monthly contact with the Employment and BILT units, as appropriate. Contact is conducted via attendance reports, which are sent from the provider via mail, email, or facsimile. For individuals with mental health and/or substance abuse related issues, individuals meet regularly with the BILT Unit staff. The BILT Unit staff also engages in regular contact with agencies which provide

mental health and alcohol/substance abuse services to monitor the progress of individuals referred by the agency.

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 Steuben County Department of Social Services has an MOU with the Steuben County Department of Public Works for five mobile work crews. The fifth crew was added in 2007. The Department also maintains a contract for the Intensive Case Management Services for Sanctioned adults. Telephone, in-office contact and home visiting has assisted in keeping clients from being sanctioned and assisted those previously sanctioned to become compliant. In addition the Department refers clients to GST BOCES for adult education, as well as referrals being made to job readiness training and job skills development offered throughout the County.

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:

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

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

The Department maintains a contract for the Intensive Case Management Services for Sanctioned adults. Telephone, in-office contact and home visiting has assisted in keeping clients from being sanctioned and assisted those previously sanctioned to become compliant. Efforts to contact clients begins when a conciliation notice is sent to the client.

Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

The Steuben County Department of Social Services Employment Unit, in an effort to reduce the need for an individual or case to require Temporary Assistance, will often provide

grants to individuals for clothing, gasoline, vehicle repair, licensing fees, certification dues, etc. The district provides said grants so that an individual can obtain or retain a job, which would negate the individual's need for Temporary Assistance.

#### 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:
- i. Medical assistance will be provided through Medicaid, based upon the Medicaid payment schedule. If an individual is required to secure an employment physical, payment shall be made by the department if said individual is **not** in receipt of Medicaid, at a rate set periodically by the department. Expenses incurred as a result of an injury suffered in an assigned activity will be reviewed, and if appropriate, submitted as a Worker's Compensation claim to the appropriate carrier.
  - ii. Vehicle repairs/insurance, when necessary to allow participation in an assigned activity, or to accept employment, may be made on a one-time basis, not to exceed \$500. Repairs must be made by a licensed/certified repair shop with payment made directly to the vendor. A request for auto insurance may be made and if approved, payment will be made directly to the carrier.
  - iii. Clothing/uniforms, when necessary for participation in an assigned activity, or to accept employment, may be requested in writing, including an itemized list of the items being requested. A request, not to exceed \$150 may be made once per year (12 month period beginning with the date of the request). Payment will be made directly to the vendor.
  - iv. Tools/equipment necessary for approved training or education activities may be made on a one-time basis in an amount not to exceed \$250. Said request must include an itemized list of the items requested with payment being made directly to the vendor.
  - v. Testing and licensing fees may be requested, for the purpose of advancing employment opportunities, in an amount not to exceed \$150.
- 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 tokens, transporter, and mileage reimbursement. Mileage reimbursement is \$.20

per mile (Mileage reimbursement is determined averaging 20 miles to the gallon, whereas a 20 mile trip would reimburse a participant \$4.00 or slightly over the average price per gallon of gasoline). Steuben County offers Wheels for Work and Community Solutions for Transportation to assist with repair costs. If public transportation is available, bus tokens/passes will be provided. One round trip per day may be requested. Reimbursement will not be made for less than three miles round trip.

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:

Individuals who use their personal car and travel more than one mile each way to their work activity will be reimbursed.

The District will provide accommodations on a case by case basis for 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:

Diversion type payment will be made available as set forth in paragraph a above.

Transportation issues may be requested but will be provided through the Wheels-for-Work program.

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

The district has a list of interpreters available in the area, however (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:

All supportive and transitional services will be afforded qualified recipients. Transportation grants and loans, tokens, child care and the use of incentives (from the Flexible Fund for Family Services) will be offered as deemed appropriate.

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.

The district may provide transitional support services in the manner and amounts as support services are provided to clients assigned to work activities except as follows:

- No medical support services shall be provided unless the individual is covered by transitional Medicaid
- Transportation services shall be provided through the Wheels-for-Work program
- Gas Cards
- Merchant gift cards (Wal-Mart)

#### 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.

Individuals will be eligible for transportation services through the Wheels-for-Work program as long as said individuals meet the eligibility criteria for the program. Transitional Child care services will also be available.

#### 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:

Recipients in Temporary Assistance and Food Stamps related activities are provided the same transportation services as Temporary Assistance recipients participating in work activities.

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

Please read 4.4(a) above

**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:

Willingness to comply will be demonstrated as outlined below:

Recipients who fail to report to work experience assignments and/or who voluntarily quit a job will be compliant after signing compliance papers and participating and completing five consecutive days on one of the Mobile Work Crews

Recipients who fail to complete job search will be complaint after either participating and completing five consecutive days on one of the Mobile Work Crews and/or demonstrating that job search requirements have been met.

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)

SAME: FS is handled by the TA workers

Section 6 – Disability Determinations (Reference 18 NYCRR 385.2(d))

The district's process for determining an individual's disabilities and/or work limitations is in accordance with 18 NYCRR 385.2(d). Check all that apply:

- District participates in the OTDA managed contract for independent medical evaluations.
- District contracts directly with a physician to provide independent medical evaluations.
- District accepts physician's statement provided by participant.
- District accepts physician's statement provided by participant but refers for an independent evaluation when deemed necessary
- Other process, described below.

The Employment Unit is assisted by the BILT unit which employs a staff person who assists clients in the process of applying for disability benefits once it has been determined by the client's physician that he/she is unable to work.

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:

As noted above, the Employment Unit utilizes a member of the BILT team to assist in determining employability status. Meetings are routinely scheduled between both the Employment and BILT units to review cases and determine a course of action which best suits the client's needs.

**INTAKE/ASSESSMENT FORM**

**CASE TYPE: FA \_\_\_ SN \_\_\_**

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_ Social Security # \_\_\_\_\_

Address (Street) \_\_\_\_\_ PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Sex M ( ) F ( ) Date of Birth \_\_\_\_\_ Age \_\_\_ Telephone # (Home) \_\_\_\_\_ (Message) \_\_\_\_\_

Other adults in household (Names & Ages) \_\_\_\_\_

Marital Status: ( ) Married ( ) Single ( ) Separated ( ) Divorced ( ) Widowed

Ethnic Background: ( ) White ( ) Hispanic ( ) African-American ( ) Asian/Pacific Islander ( ) Native American ( ) Other

**CHILD CARE**

Name & Ages of Child(ren) \_\_\_\_\_

Children needing Care \_\_\_\_\_

Are Child Care Arrangements Made ( ) Yes ( ) No If yes, are current arrangements sufficient \_\_\_(Y)\_\_\_(N) If no, why not

\_\_\_\_\_

If yes, Name & Address of Provider \_\_\_\_\_

Do Children in Household Have Special Needs ( ) Yes ( ) No If Yes, What \_\_\_\_\_

**EDUCATION**

Did you graduate from High School ( ) Y ( ) N If no, highest grade completed \_\_\_\_\_ If you graduated, what diploma

did you receive? Local \_\_\_ Regents \_\_\_ IEP \_\_\_ GED \_\_\_ When did you receive it? \_\_\_\_\_

Last High School Attended \_\_\_\_\_

Years Attended -- From \_\_\_\_\_ To \_\_\_\_\_ Currently Reside in Reside \_\_\_\_\_ School District

Testing Results: Reading \_\_\_ Math \_\_\_ Language \_\_\_ Spelling \_\_\_

Did Client Attend College ( ) Yes ( ) No If yes, Name & Address of College \_\_\_\_\_

Graduate from College ( ) Yes ( ) No Field of Study \_\_\_\_\_ Defaulted Loan ( ) Yes ( ) No

Other Training Type \_\_\_\_\_ Training Site \_\_\_\_\_

Does Client Have Current License or Certificate ( ) Yes ( ) No If Yes, Type \_\_\_\_\_

Is Client Currently in Training ( ) Yes ( ) No If Yes, Where \_\_\_\_\_

Type of Training \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_

Does Client Understand English ( ) Yes ( ) No Does Client Speak English ( ) Yes ( ) No Does Client Read English ( ) Yes ( ) No

Does Client Write English ( ) Yes ( ) No Does Client Need Interpreter ( ) Yes ( ) No

EMPLOYMENT

Currently Employed ( ) Yes ( ) No If Yes, Name & Address of Employer \_\_\_\_\_  
\_\_\_\_\_ How Long \_\_\_\_\_

Start Date \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Rate of Pay \_\_\_\_\_ If No, Receiving UIB ( ) Yes ( ) No

Previous Employers:

Name & Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name & Address \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Occupational Skills Testing Results Test Name \_\_\_\_\_ Completion Date \_\_\_\_\_ Results \_\_\_\_\_

Job Preference \_\_\_\_\_ Qualifications \_\_\_\_\_

Employment Skills

- Assembly       Carpentry       Construction       Drafting/Drawing       Food Service
- House Keeping       Janitorial       Loading/Unloading       Record Keeping       Retail
- Taking Inventory       Waiter/Waitress       Data Entry       Cashier       Cooking
- Electrical       Foreign Language       Training Others       Lab Technician       Painting
- Repair Cars       Building Maintenance       Telephone Work       Delivery       Child Care
- Customer Service       Equipment Operator       Health Care       Bookkeeping       Photography
- Machine Repair       Sales       Word Processing       Lawn Care/Landscaping
- Other \_\_\_\_\_

HEALTH REVIEW

Is Client Under Medical Care ( ) Yes ( ) No If Yes, Name of Doctor \_\_\_\_\_

Address of Doctor \_\_\_\_\_ Reason \_\_\_\_\_

Claimed Medical Limitations \_\_\_\_\_

List medications you are currently taking \_\_\_\_\_

Mental Health History/Treatment ( ) Yes ( ) No Explain \_\_\_\_\_

Current or Previous Alcohol/Substance Abuse History/Treatment ( ) Yes ( ) No Explain \_\_\_\_\_

\_\_\_\_\_ Currently Receiving Treatment ( ) Yes ( ) No

Where are you receiving treatment \_\_\_\_\_ Name of Counselor \_\_\_\_\_

MILITARY

Veteran \_\_\_ Non-Veteran \_\_\_ Branch of Military \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Service Dates: From \_\_\_\_\_ To \_\_\_\_\_ Type of Training, If Any \_\_\_\_\_

OFFENDER STATUS

Has Client Ever Been Convicted of a Crime ( ) Yes ( ) No If yes, was it a Misdemeanor \_\_\_\_\_ or a Felony \_\_\_\_\_

Explain \_\_\_\_\_

On Probation/Parole ( ) Yes ( ) No Name of Probation/Parole Officer \_\_\_\_\_

Probation/Parole Officer's Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Reporting Requirements \_\_\_\_\_

TRANSPORTATION

Current Means of Transportation \_\_\_\_\_

Do you Have a Driver's License ( ) Yes ( ) No Type/Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you own a Vehicle \_\_\_(Y)\_\_\_(N) If yes, Year \_\_\_\_\_ Type \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Registration Expiration Date \_\_\_\_\_

Programs Client May Be Eligible For Or Need:

- ( ) BOCES            ( ) Mental Health            ( ) Welfare-to-Work            ( ) Alcohol/Substance Abuse
- ( ) Transportation    ( ) Learn-To-Earn            ( ) ARC                            ( ) VESID                        ( ) DOL
- ( ) Literacy Volunteers ( ) Veteran's Services        ( ) Families-to-Work Intergenerational            ( ) Mental Health
- ( ) Other \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Date

# Department of Social Services

## Employment Unit



