



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

David A. Paterson  
Governor

David A. Hansell  
Commissioner

April 3, 2008

RECEIVED APR 25 2008

Ms. Tammy DeLorme  
Commissioner  
Washington County Department of Social Services  
Washington Municipal Center  
383 Broadway  
Fort Edward, New York 12828

Dear Commissioner DeLorme:

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,

A handwritten signature in black ink, appearing to read 'RSY', written over a horizontal line.

Russell Sykes  
Deputy Commissioner  
Center for Employment and Economic Supports

Enclosure

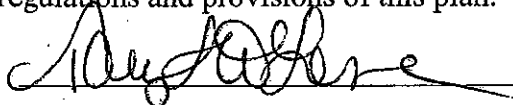
cc: Barbara Guinn  
David Stanton  
Michele Wilk



**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 Washington 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 Washington 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 February 8, 2008

**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 Washington County Department of Social Services Employment Unit operates the Welfare-to-Work program within the local Department of Social Services structure. The Employment Unit consists of (1) Employment Programs Supervisor; (1) OTDA Jobs Representative; (3) Welfare Employment Representatives; and (1) Senior Clerk. Each Employment Representative maintains a Welfare-to-Work caseload which is distributed geographically. Each Employment Representative also has job development duties and is responsible for maintaining contact with the employer community for the purpose of placement and retention of our client population. The Senior Clerk operates the Food Stamp Employment & Training Program, does ABAWD reporting, CST-Gas Card program and authorizes child care payments.

The following WTW services are provided by this unit: orientation, assessment, employability planning, work activity assignment, monitoring of participation, monitoring of treatment plans for exempt individuals engaged in treatment or rehabilitation to restore self-sufficiency, coordination and

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**WELFARE-TO-WORK DIVISION**

provision of supportive services and disability determinations as to whether the individual is exempt, non-exempt or work-limited. The Employment Unit is also responsible for conciliation, sanction, dispute resolution and coordination of supportive services that are provided to enable individuals to participate in WTW activities. Employability determinations are done in conjunction with the Temporary Assistance Unit. The Employment Unit also interacts extensively with the Agency's Investigations Unit for Fair Hearings and Investigative Interviews as well as the Services Division for at-risk clients.

The district contracts with 2 agencies to provide WTW-related services to our clientele. The Washington County One-Stop does a week long Job Readiness Training Program called CHOICES-Choose How Opportunities Influence Career and Employment Strategies. There are 27 cycles scheduled throughout the year. We also have a contract with Northeast Career Planning to provide an introduction to the world-of-work for our disabled and work-limited population. Activities include vocational evaluation, pre-vocational group activities and VESID referral.

### 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
Washington County One-Stop	\$30,000	Flexible Fund for Family Services	Family Assistance applicants/recipients and 200% of poverty.	Job Readiness/Job Search program addressed through lecture, hands-on activities and self-directed activities.
Northeast Career Planning	\$65,218	Flexible Fund for Family Services	Family Assistance applicants/recipients and 200% of poverty.	Primarily services for disabled and work-limited. Pre-vocational assessment, job-seeking skills, supported work, job coaching and Community Service placement.

Northeast Career Planning	\$11,019	Intensive Case Services for Non-compliant Families	TANF-eligible recipients	Support the Agencies efforts to identify and address factors that contribute to non-compliance and to secure engagement in work or work-preparation activities through case management.
	\$			
	\$			
	\$			
	\$			
	\$			
<b>Total</b>	\$			

**TABLE 2 – Other Service Providers**

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
Mediation Matters		Family Assistance, Safety Net, FS	Conciliations and Dispute Resolutions.
Liberty House		Family Assistance and Safety Net.	Psychiatric and Vocational Rehabilitation through the clubhouse model.

Section 2.3 – Jobs Agreement

**Jobs Program Services – Target Groups**

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

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

**Other Services Requested**

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

\_\_\_\_\_ Case Conferencing , organization of employer panels, participation in agency fair hearings as necessary .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Number of Jobs staff** 1

**Locations**

1. Washington County Dept of Social Services    383 Broadway, Fort Edward, N.Y. 12828
2. \_\_\_\_\_
3. \_\_\_\_\_

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

\_\_\_\_\_ David Stanton , Supervisor-Employment Programs 518-746-2361.

\_\_\_\_\_  
\_\_\_\_\_

**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.

~~Click here and type the additional items included~~

**Section 3.2 Orientation** (Reference 18 NYCRR 385.5)

Check one of the following:

The district provides orientation in accordance with Dept. Reg. 385.5 and no additional information is provided at orientation.

In addition to the requirements outlined in Section 385.5 of the regulations, the district's orientation provides the following.

Information on Personal Responsibility, Self-Sufficiency and the 5 year time limit on federal benefits, information on the drug-free workplace, information specifying unacceptable work behaviors that would result in termination from a work activity, information on discrimination and sexual harassment and procedures for reporting any incident.

Described below is the manner in which the district completes the required orientation, e.g. done in a group setting or individually or a combination of both.

Orientation in Washington County is done both individually and in a group setting and starts when the individual first inquires about applying for Temporary Assistance.

**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:

Questions on: Veteran status, substance abuse, offender status and health issues.

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

If additional testing is determined necessary by the Welfare Employment Representative at assessment then the individual is referred to the Washington County One-Stop office where testing is done on the IOWA for reading and ABEL for math.

- 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)

Welfare Employment Representative-This is a Civil Service position only offered as a promotional opportunity to Social Welfare Examiners holding 2 or more years of experience. The Social Welfare Examiner title requires 2 years of college and/or 2 years experience in a related social work field.

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

Washington County Social Services Employment Unit.

- e. Applicants in households with dependent children are required to participate:

Yes       No

Applicants in households without dependent children are required to participate:

Yes       No

Food Stamps Assessment

A district may require a food stamp work registrant to participate in an assessment.

- a. The district  does  does not require work registrants to participate in a formal employment assessment.

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

The same elements are reviewed in the Food Stamp assessment as are reviewed in the TANF/Safety Net assessments.

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:

~~Click here and type additional information~~

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

Same.

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

Same.

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

All non-exempt applicants for Temporary Assistance in Washington County are given employment requirements at their screening/interview for assistance. These requirements include a Supervised Job Search, appointment with the OTDA Jobs Representative and assignment to the districts Job Readiness training program called CHOICES. In this way, if the case does open then the individual is already participating. Each of the 3 Welfare Employment Representatives maintain and monitor a caseload and are responsible for enrolling their clients in countable work activities. Likewise they also monitor an exempt caseload with regard to participation. In addition, regular (monthly) caseload reviews are conducted by the unit supervisor to check each case for participation and regular meetings are held with the Employment Representatives to discuss the results of these reviews. The unit is also able to call up daily opening lists so that no TA case is overlooked and can be assigned to the appropriate worker for enrollment in a countable activity. For the individual who goes from exempt to non-exempt the typical time frame is 14 days or sooner before they are placed in a countable work activity. This allows the district time to call in the client for update to their employment plan. Cognos reports are used routinely to monitor the districts work participation activity. Specifically, the Tanf Detail Listing is reviewed monthly by the supervisor and workers as it is a reliable case-by-case summary of those clients participating and not participating. Currently, the district's participation standard is up to 40 hours per week in a work activity.

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.
				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.

				Subsidized Public Sector Employment	<p>Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient. Subsidized public sector employment will include positions subsidized through grant diversion, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
X	X	X	X	Work Experience	<p>Unpaid work performed at a public or not for profit organization to enable participants who cannot find unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provided training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.</p> <p>In addition to those components noted above, work experience will include unpaid internships that are part of any non-graduate student's education curriculum. (Note: Paid internships will be reported as employment.)</p>

X	X	X	On-the-Job Training (OJT)	<p>Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.</p> <p>OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment due to the fact that the individual must participate in workplace training to attain full and adequate job performance and the subsidy provided is intended to offset the cost of such training.</p>
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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		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		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.
				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.

As discussed in Section 3.4, TA applicants are assigned to a supervised job search, an appointment with the OTDA Jobs Representative and are assigned to the district's Job Readiness Training program. Job Search in Washington County is defined as a minimum of 10 job contacts per week and a minimum number of 30 hours per week for those individuals assigned to job search. Applicants are required to report job search outcomes based on a log they keep of the time required to complete such activities as submitting job applications, time spent interviewing, preparing and sending follow-up materials, identification of jobs and travel time to potential employers. The job search log is reviewed on a weekly basis via an in-person contact to assess how complete and reasonable the search is. The district also contacts a sample of employers on a random basis to verify that the participant actually contacted the employer about a job. The individual's search for work is supported by the agency's job development procedures where job referrals are tailored to the clients work abilities and interests.

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.

The recipient Job Search procedure is exactly as described above and is a continuum of what the individual is doing as an applicant. For consistency purposes, the documentation standard for Safety Net non-MOE recipients is the same as the federal standards listed.

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:

Washington County's job development is done as a team activity with both district staff and Jobs staff going out together to visit employers. Each of the 3 district Employment Representatives has a geographical area of the county they are responsible for. Once per month they job develop in their part of the county with the Jobs Representative. A joint meeting is held prior to the days job development activity to plan an itinerary of employers to visit. This itinerary is based on what clients are available and the employers in the area that could or would hire them. Upon completion of the days job development activities, a brief meeting is held with LDSS employment staff and Jobs staff to review the employer visits and results.

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

[Click here and type the description]

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

[Click here and type additional information]

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

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

Identification of an educational need is done when the client appears for their assessment/employability plan appointment. There is a free GED/Adult Education class

held at BOCES, 21 Bay St., Glens Falls, N.Y. Orientation/screenings for enrollment in this program are held 2 times per month. Classes are held Tuesdays and Thursdays, either daytime hours (9:00-Noon) or evenings (6:00-9:00pm). The Washington County One-Stop also has a GED program for youth which is coupled with a work experience component. If the district is in doubt as to an individual's aptitude, then they are referred to the One-Stop for additional testing. Those needing English language instruction are referred to the Literacy Volunteers program in Glens Falls, N.Y. Literacy Volunteers will meet the participant in a convenient location if they are unable to go to the main location.

- 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:

Washington County is currently in the process of expanding Vocational Education and Job Skills programs for our clients. During 2007 we have made agreements with Liberty House and Adirondack Community College. Liberty House engages individuals with developmental disabilities and/or mental illness in occupational-specific skills that they need in order to become self-sufficient. Adirondack Community College is a new Work Experience site and they have also agreed to conduct job skills training (computer classes) to improve the participant's employability. Northeast Career Planning is our contract agency and they provide many workplace skills activities including a computer literacy component. There are 6 pre-employment skills classes scheduled for 2008. Each class is 6 weeks in duration. The Employment Representative identifies clients from their caseloads who would be appropriate for each of these programs and then makes the necessary referrals.

- 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.

Washington County will take a 3 step approach to increasing the number of participants in vocational education and job skills training programs: 1) We will further develop the ACC program. Currently the agency uses them strictly as a work experience assignment but with the resources available at the college including certificate and non-degree programs, we will be able to take advantage of these offerings. This is the perfect situation for blending of activities as we already have a work-site agreement with them.

2) Washington County will increase the use of Liberty House. Many of our exempt and work-limited clients have a mental illness which prevents them from finding gainful employment. Liberty House specializes in this area and we will increase our referrals to this program for vocational education services. 3) More appropriate/accurate CMS reporting. Currently Northeast Career planning does a job skills training component in their pre-employment skills class. This activity is reported as Job Readiness Training but a finer delineation can and will be reported on CMS thus increasing our Vocational Education and Job Skills enrollments.

~~Check here and type the description~~

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

(1) The education/training must be designed to greatly enhance the participant's opportunity to secure unsubsidized employment in the local labor market. (2) The provider must have a proven history of effectiveness in the delivery of education/training programs. (3) The program must be no more than one year in duration unless it is accompanied by a countable work activity. (4) The provider must agree to "communicate" with the district via regular case conferences, telephone contact, providing case file notes and weekly time records.

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

Notification is given both in writing and orally to the recipient. The individual receives the Welfare-to-Work orientation document at time of application which discusses training activities. Each individual also undergoes an employment assessment and employability plan. In developing the plan, the employment worker notifies the participant of approved training providers and available program opportunities.

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

To the extent possible, assignment to education/training will be based on the participant's assessment and employability plan. The participant must agree to comply with all attendance and reporting requirements of the program and local district. Other factors would include: participant's abilities and aptitudes including their ability to reasonably compete for existing jobs which would lead to self-sufficiency without the need for further training; educational level or possession of prerequisite skills necessary for participation in the program, and prior training record. The need of the social services district to meet federal and state work participation rates will also be considered in these assignments.

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

Each recipient is notified in writing and by mail of their enrollment in a work activity. This letter of notification would include all pertinent details concerning the enrollment such as: a description of the program, date and time to report, reasons for the assignment, who to report to and where, and consequences for not cooperating with the enrollment. Approval for enrollment in work activities is made at the district's discretion after considering the ability of the district to attain participation rates.

- 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:

The district uses the WTWCMS listings menu to identify 16-18 year old students. These individuals are assigned to an employment worker who monitors enrollment. Enrollment in school must be verified in writing.

- j. The district's procedure for ensuring that an individual's health-related limitations are accommodated when assigning the individual to a work activity is:

The district advises the individual's supervisor verbally and in writing of any health-related limitations that need to be accommodated by the work-site.

### Section 3.7 Work Verification

Consistent with Work Verification Plan (WVP) requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan for addressing the work participation rate it reports. The plan must include the district's procedure for monitoring attendance in paid employment and work activities and the controls in place to ensure that federal exclusions from work participation rate requirements are accurately made, work eligible individuals are correctly identified, hours of attendance reported by providers is accurate and documented, data entry is accurate and that the district and its providers adhere to approved district and State policy for work activity definitions and the determination of excused absences and holiday reporting. Districts must describe how it will determine that system entries agree with documentation in case files. The district must also explain how it will sample cases, the sample size, and how frequently cases will be reviewed.

After the reviews are completed, the district should provide a summary of findings for management and State review, including errors identified. In addition, the district must include the corrective action it will take when monitoring reveals substantial problems.

The Quality Assurance plan must explain how staff will:

- Assure that documentation of wages and actual hours of employment are verified and accurately projected/reported and present in the case file;
- Assure that the documentation for actual hours, supervision/attendance, excused absences and holidays in other activities is present in the case file;
- Assess whether participation in the work activities reported for work eligible individuals meet the federal definition for the activity;
- Assess that the data entered into either WTWCMS, NYCWAY or other automated system used for reporting work activities is accurate, including actual hours, excused absences and holidays; and is based on documentation in the case record; and,
- Make sure that documentation necessary to exempt an individual due to being the caretaker of a disabled household member (Employability Code 38) is present in the case file and that individuals meet the exempt status based on the required documentation.

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

In Washington County, the caseload system works well as the beginning step in the district's quality assurance plan. Each worker knows who they are responsible for and the supervisor assigns new cases as appropriate thus eliminating confusion as to who has responsibility for a case. The Temporary Assistance worker identifies and refers work eligible individuals to the Employment Unit. Extensive communication is done between these 2 units including referrals back and forth about clients going to work and/or change in employment status and hours. Employment case records are maintained by the employment worker and they are responsible for making sure all documentation is present in the record as well as entering this documentation into WTCMS. Present in these case records are time sheets which support the number of hours of participation in unpaid work activities. Pay stubs that document the number of hours of paid employment are maintained in the Temporary Assistance folder. The unit supervisor signs off on daily work so all worker initiated changes are reviewed for accuracy.

Following is Washington County's internal control process for verification of the Work Participation process: We will perform a random sample of 5 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 scheduled hours are consistent with the documentation.

We will perform a random sample of 5 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 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.

We will perform a random sample of 3 cases per quarter in which a case member is reported as an employability code 38-needed in the home fulltime to care for a disabled household member. The temporary assistance case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe and that the individual is the appropriate caretaker.

We will perform a random sample of 3 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.

We will perform a random sample of 3 cases per quarter in which a case member is reported to be incapacitated to determine if they remain 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.

If substantial problems are found during this review, a unit meeting will be held to initiate a corrective plan. If minor problems are found, the individual worker is counseled on the correct procedure.

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

A summary report will be completed following each review period and forwarded to Kathy Nagy at [kathleen.nagy@otda.state.ny.us](mailto: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):

All provider collected documentation is forwarded to the district. No provider enters information into the WTW CMS on behalf of the district.

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.):

Each individual that claims a disability is required to submit a medical from their physician. When the medical form is returned, the employment worker verifies that a specific diagnosis is indicated, any work limitations or disabilities are present, length of time the client will be disabled and if treatment is recommended. This information is reviewed with the unit supervisor. If appropriate, the individual is also seen by Northeast Career Planning, a contracted provider, who will do a vocational evaluation and help determine if the individual can restore or improve employability through treatment or other rehabilitation activities.

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

If the medical indicates that treatment is needed in order for the client to be restored to self-sufficiency, then the client is notified in writing that they are obligated to enter such treatment program and show verification that they have enrolled and are attending. This process may also

include a requirement to apply for SSI so that a reduced dependence on TA may be pursued. This must also be verified by the client.

- 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.:

When a treatment plan is initiated, the employment worker sends the client tracking forms which must be completed by the physician/therapist and returned to the district on a monthly basis. This form documents the dates of actual attendance, the hours per day, any missed appointments and progress updates.

### 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.

Washington County has significantly stepped up it's orientation procedures to help better educate the client as to programs and services offered and help reduce the amount of non-compliance. A new group orientation takes place on site at Northeast Career Planning. A representative from the Washington County Cooperative Extension office attends this and presents on financial and meal budgeting. This is seen as a strategy to help motivate client participation by reducing their anxiety levels in these areas. The agency also has a homeless renewal procedure where the individual reports on a weekly basis in a group setting to verify where they have been looking for apartments. The employment worker attends this meeting and talks about self-sufficiency and the importance of keeping appointments and work schedules. We also give the client an appointment book so that they are more responsible and develop better habits of keeping track of their obligations which will carry over to the world of work. During supervisory level meetings the subject of reducing agency requirements that conflict with work schedules is discussed. Supervisors are on board with not allowing an individual to miss work to attend an agency appointment.

### 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:

[Click here and type the procedure]

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

[Click here and type the procedure]

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

The district calls in the sanctioned individual into the agency for an investigative interview. The client then meets with the TA worker, Employment worker and someone from the Investigations Unit. During the meeting, issues will be explored as to why the client has been in non-compliance and ways they can comply. If the client does not report for an Investigative Interview the case is closed according to TA eligibility requirements. The district also takes advantage of the Intensive Case Services for Noncompliant Families program. This has allowed us to do greater outreach in identifying and addressing factors that have contributed to noncompliance.

### Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

The Employment worker sees the applicant at screening for Temporary Assistance. At that time the applicant is given employment requirements: supervised job search, appointment with the Jobs Representative and assignment to job readiness training. It is also at this time that the agency job development procedure begins for the client. Many clients are diverted from receiving assistance because they find employment or the agency assists them in finding employment. The Temporary Assistance Unit also does many one-time payments which diverts the need for on-going assistance. These two units work together in this process.

### 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: Transportation in the form of bus tokens for individuals with access to public transportation or mileage reimbursement for those without public transportation. Also, supportive services under the Community Solutions for Transportation grant which includes gas cards, bus passes, guaranteed ride home, automobile repairs, insurance and registration when this would enable an applicant/recipient to continue in or accept employment. Work related expenses such as clothing, including but not limited to uniforms and footwear; job-related safety equipment and tools not provided by the worksite or employer.

- 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): Every effort is made to assign the individual to an appropriate work activity at a site as close as possible to the individual's home. An example of this would be a work experience assignment in the individual's town or village of residence. When this is not possible the district will allow a mileage reimbursement rate of .28 cents per mile which is the current rate for county employees. This rate is allowed for both people with their own vehicles and those that depend on transportation from someone else to get to the work activity.
- 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:

As mentioned in item b. every attempt is made to assign the individual to a work activity in the town or village in which they reside. We have also made greater use of taxi services to transport individuals to work assignments on a temporary basis while they are making other arrangements. At times we are not able to assign someone to an activity right in their town or village. During those rare times, and because Washington County is a rural county, the client would be expected to walk 2 miles to a site. The rationale is that all closer work sites have been ruled out for various reasons and an assignment must be made for participation purposes. In all cases, the individual's work limitations and circumstances will be taken into account when requiring someone to walk to an assigned work activity and that appropriate adjustments will be made based on such limitations.

- 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: The district will provide any other supportive services which it deems necessary to allow individuals to secure employment or maintain their employment. These services will include transportation items such as gas cards, bus tokens, help with car insurance-registration vehicle repairs and taxi rides to and from work. The agency also has Walmart cards which are used for any employment-related items that the client needs in order to start a job such as steel-toed boots, uniforms, shoes, etc. Supportive services may be provided for up to 90 day to individuals who have lost eligibility for Temporary Assistance due to employment.
- e. Following is a description of how the district accommodates the needs of non-English speaking participants in accessing employment activities and services (or see below):

[\[Click here and type the description\]](#)

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

Section 4.2 Transitional Supportive Services

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

In addition to those services already mentioned, the district will provide Walmart gift cards because they carry most work-related items such as steel-toed boots and nurses aide uniforms which are in-demand items for our clients.

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.

1) Transitional Child Care-available for families who were on assistance for at least 3 of the 6 months preceding the month in which the case closed. If the case is closed for excess income, client request, or support and there is a need for child care to be able to remain employed, the family is eligible, provided they apply and are still within the income eligibility.

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.

Supportive Services available are: gas cards, bus passes, guaranteed ride home via agreements with taxi companies, tires, car repair, car insurance, car inspection and registration and Walmart cards.

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:

The district will reimburse at the rate of .28 cents per mile to allow participation in the Food Stamp Employment and Training program. Bus tokens are also given if the individual has access to public transportation.

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

The district will reimburse work, training or education related expenses such as uniforms, work boots, or other necessary equipment, and books or training manuals.

**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:

If the client requests conciliation, they are given a date in writing to report to the agency. Conciliations are held once per week in Washington County via an agreement with Mediation Matters. A written document is established at the conciliation meeting which reviews the result of the meeting. A copy of this document is given to the client and the district retains a copy for the record. The client is advised of their right to a fair hearing if they do not agree with the results of conciliation.

The good cause/willfulness determination is made by:

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

After the conciliation has been conducted, the employment worker discusses the circumstances of the case with the employment supervisor. All reasons for the failure or refusal to comply are reviewed and a good cause/willfulness determination is made based on these

reasons. If it is determined that the individuals refusal or failure to comply was willful and without good cause, a ten day notice will be issued. If it is determined that the failure or refusal was not willful or was with good cause, the entire procedure will terminate.

### 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:

A review of why the individual was sanctioned is done. If possible, the individual will be assigned to that same activity and will have to show compliance in that activity. Showing compliance will vary depending on the activity but will mean actually doing the activity. It will not be enough to sign a statement indicating they are now willing to comply. For example, if an individual was sanctioned for failure to comply with work experience, they must attend a work experience assignment for 3 days to show compliance before the sanction is lifted. If the individual is not able to be assigned to the same activity to show compliance, then they will be assigned to another comparable work activity to demonstrate compliance.

### Section 5.3 Dispute Resolution

The district's procedure for individuals who wish to dispute their work activity assignments, including individuals who dispute the district's response to their request for health-related accommodations is conducted in accordance with 18 NYCRR 385.11(b).

The grievance is mediated by:

- an agreement with an independent entity
- supervisory staff who are trained in mediation and who have no direct responsibility for the individual's case
- designated supervisory staff who have no direct responsibility for the individual's case but who are not trained in mediation

### Section 5.4 Food Stamps Good Cause Determination

The district's procedure for determining if good cause exists for applicants and recipients who fail to comply with Food Stamp Program employment requirements is in accordance with 18NYCRR 385.12(c) and is conducted:

- conciliation is offered in the same manner as described in Section 5.1 of this plan;
- by the Employment worker using available information, including that provided by the participant if any, to determine if there was a good cause reason.
- Other (described below)

[Click here and type the procedure]

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

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

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

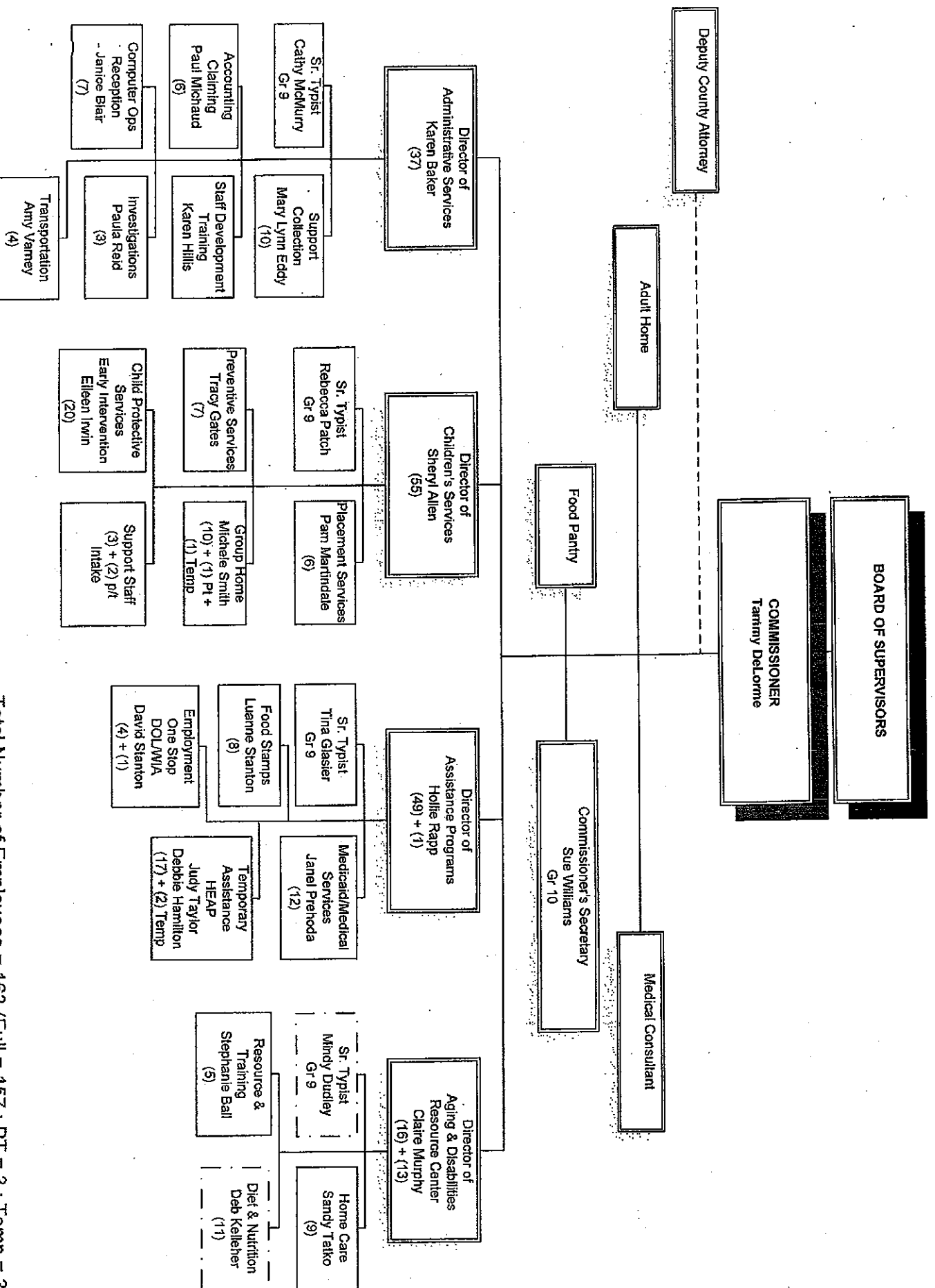
~~Click here and type the process.~~

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

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

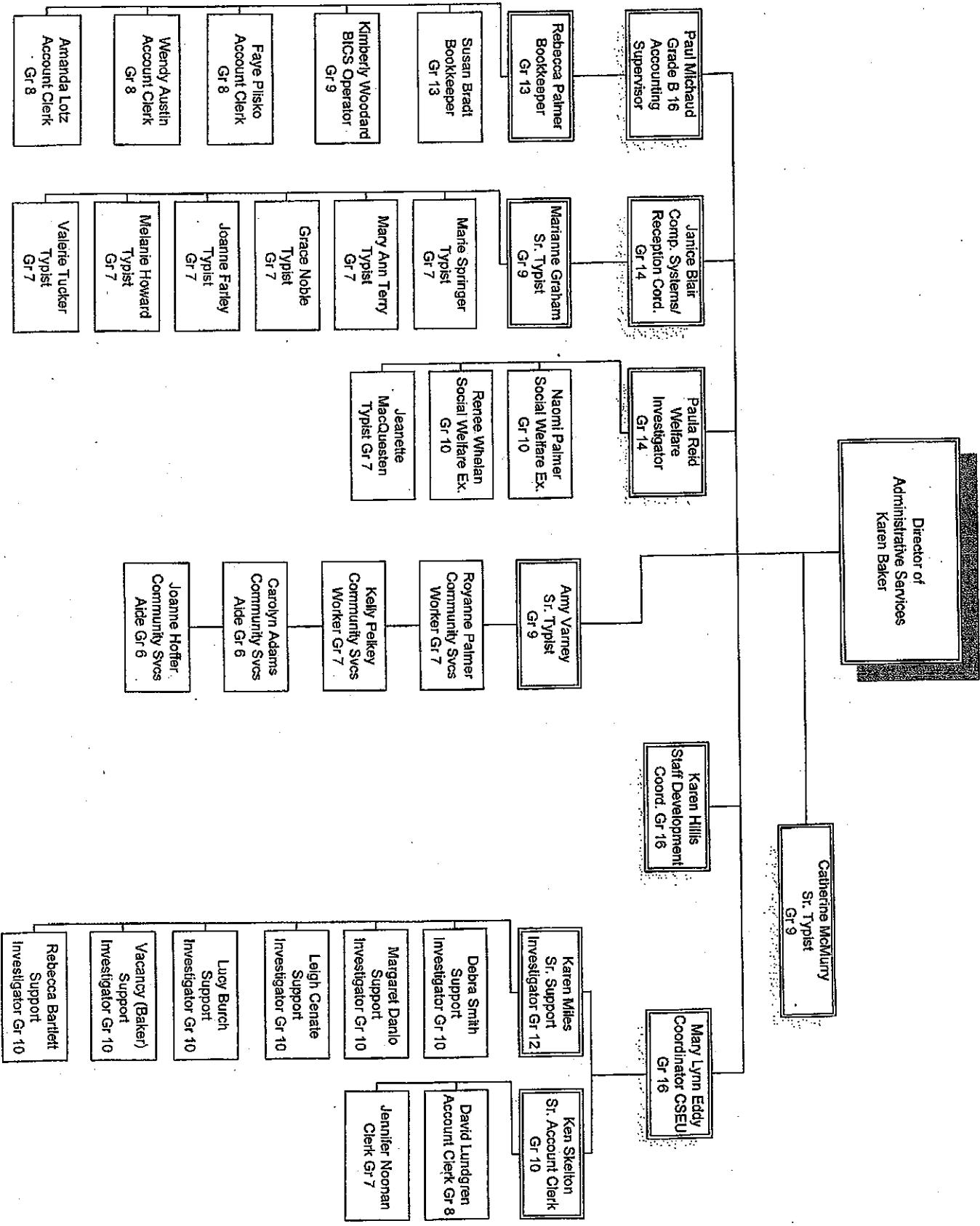
When a disability is claimed at application or recertification, or whenever there is reason to believe that an individual has a physical or mental impairment, the social services official will give the individual a medical form to be returned to the agency in 10 days. The individual is advised that this documentation is required in order for the district to determine whether the individual is exempt, nonexempt or work-limited. When all documentation is submitted the employment worker and supervisor reviews and determines status. Each individual claiming a disability has a face-to-face meeting with an employment worker to review their medical information and to accomplish the following steps: (1) the disabling factor is identified and the individual's level of participation is determined; (2) an individual participation plan is developed which includes any treatment plans specified by the physician or psychiatrist. Appropriate referrals will be made making use of existing community resources including our contracted provider Northeast Career Planning and non-contract provider Liberty House; (3) a referral for SSI is made if a serious medical condition exists or if AD approved. A letter is sent to the individual advising them that they must apply for SSI and provide verification of this. The employment worker tracks compliance with the SSI application requirement and appropriate action is taken if this is not done.

# Washington County Department of Social Services



Total Number of Employees = 163 (Full = 157 ; PT = 3 ; Temp = 3)

# Washington County Department of Social Services



# Washington County Department of Social Services

**Director of  
Children's Services**  
Sheryl Allen

**Rebecca Patch**  
Sr. Typist  
Gr 9

**Tracy Gates**  
Grade B 18  
Preventive Supr

**Pamela Martindale**  
Grade B 18  
Placement Supr

**Eileen Irwin**  
Grade B 18  
CP/S/Early  
Intervention Supr

**Jeanine Bickford**  
Sr. Case Worker  
Gr 16

**Jodie Smith**  
Sr. Case Worker  
Gr 18

**Michele Smith**  
Director of Group  
Home Gr 16

**Stacy LaChapelle**  
Sr. Case Worker  
Gr 16

**Eddy, Rebecca**  
Sr. Case Worker  
Gr 18

**Patch, Michelle**  
Sr. Case Worker  
Gr 16

**Virginia Ransom**  
Caseworker  
Gr 14

**Sharon Wescott**  
Caseworker  
Gr 14

**Bonnie Duval**  
Sr. Childcare  
Worker Gr 10

**Jennifer Rahl**  
Caseworker  
Gr 14

**Jessica Corey**  
Caseworker  
Gr 14

**Joanna Bardin**  
Caseworker  
Gr 14

**Nicole Martens**  
Caseworker  
Gr 14

**Katy Fuller**  
Caseworker  
Gr 14

**John Etu**  
Child Develop. Asst  
Gr 9

**Robin Parker**  
Caseworker  
Gr 14

**Alicia Alitzio**  
Caseworker  
Gr 14

**Amanda Peregrin**  
Caseworker  
Gr 14

**Gina Cantanucci**  
Caseworker  
Gr 14

**Elizabeth Beagle**  
Caseworker  
Gr 14

**Jonathan Palmer**  
Child Care Worker  
Gr 8

**Kristen Homan**  
Caseworker  
Gr 14

**Heather Pryor**  
Caseworker  
Gr 14

**Andrew Williamson**  
Caseworker  
Gr 14

**Melissa Ostrander**  
Caseworker  
Gr 14

**Megan Korzeniecki**  
Caseworker  
Gr 14

**Michael Browne**  
Child Care Worker  
Gr 8

**Courney Locke**  
Caseworker  
Gr 14

**Robin Clary**  
Caseworker  
Gr 14

**Bruce Whitney**  
Caseworker  
Gr 14

**Jason Ward**  
Caseworker  
Gr 14

**Elin Elu**  
Caseworker  
Gr 14

**Debra White**  
Child Care Worker  
Gr 8

**Rebekah Trevett**  
Caseworker  
Gr 14

**Valerie Terry**  
Caseworker  
Gr 14

**Keelye St. John**  
Caseworker  
Gr 14

**Regina Ballard**  
Caseworker (PT)  
Gr 14

**Deidra Liddle**  
Child Care Worker  
Gr 8

**Jordan Currey**  
Child Care Worker  
Gr 8

**Jennifer Hoag**  
Child Care Worker  
Gr 8

**Timothy Irwin**  
Child Care Worker  
PT Gr 8

**Margaret Semanscin**  
Caseworker  
Gr 14

**Patricia Barron**  
Caseworker (PT)  
Gr 14

**Childcare Worker**  
Summer Temp

**Dawn Case**  
Child Care Worker  
Gr 8

**Heather Frisk**  
Caseworker  
Gr 14

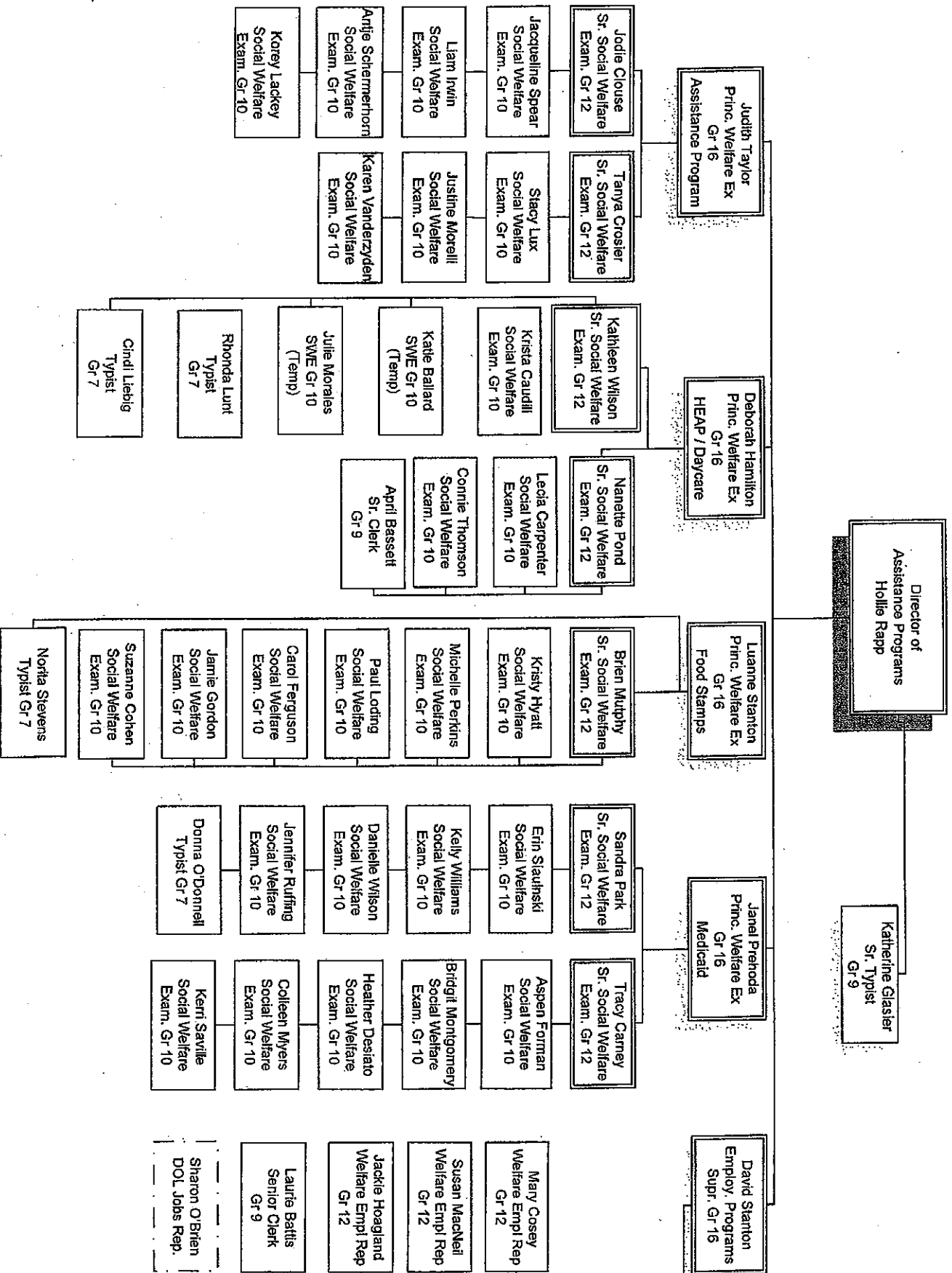
**Megan Rizzo**  
Typist  
Gr 7

**Ami Swezey**  
Typist  
Gr 7

**Vacancy (Dudley)**  
Typist  
Gr 7

**Ami Swezey**  
Typist  
Gr 7

# Washington County Department of Social Services



# Washington County Department of Social Services

