



RECEIVED MAY 2 - 2008

David A. Paterson  
Governor

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

David A. Hansell  
Commissioner

April 22, 2008

Ms. Deborah Schmitt  
Commissioner  
Wyoming County Department of Social Services  
P.O. Box 231  
Warsaw, New York 14569-0231

Dear Commissioner Schmitt:

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

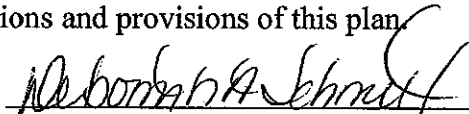
Enclosure

cc: Barbara Guinn  
Sheila Weaver  
Darcell McDonald

**Temporary Assistance and Food Stamps Employment Plan  
January 1, 2008 – December 31, 2009**

**Section 1 Assurances/Signature**

As a condition of the receipt of federal and State funds the Wyoming 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 Wyoming 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 November 16, 2007

**Section 2 Administration**

**Section 2.1 Administrative Structure**

This agency's organizational chart is attached. It identifies the units and staff within the agency that are involved in the operation of the district's employment program.

Following is a description of the office(s) in and/or outside of the Department of Social Services that are involved in the operation of the district's employment program. The responsibilities of each office are described below.

The Food Stamp and Temporary Assistance units of the Programs area are responsible for carrying out the Employment Program. The Community Services Worker and OTDA Job staff are a key component of implementation of the plan as well.

**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
RGRTA	\$9,300	CST	TANF & 200%	Expended bus service route for employed individuals
Genesee Community College	\$250	CST	TANF & 200%	Defensive driving and Pre-licensing courses
FFFS	\$70,000	Federal	TANF & 200%	Employment coordinator and staff salary
	\$			
	\$			
	\$			
	\$			
	\$			
Total	\$79,550			

**TABLE 2 – Other Service Providers**

<b>Provider</b>	<b>Funding Source(s) (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Alleghany Rehabilitation Associates, Inc.	Unknown	FA, SN, FS, 200%	Drug and alcohol treatment and assessment, anger management, mental health counseling, MICA treatment
Cornell Cooperative Extension – Wyoming County	Unknown	FA, SN, FS, 200%	Parenting, Budgeting, FSNEP
Literacy Volunteers	Unknown	FA, SN, FS, 200%	Literacy
Wyoming County Community Action, Inc	Unknown	FA, SN, FS, 200%	Job Development, JOLI, Section 8
Wyoming County Domestic Violence Project	FFVO	FA, SN, FS, 200%	Domestic Violence advocacy and support groups
All medical professionals within the county	Unknown	FA, SN, FS, 200%	Treatment including physical therapy, occupational therapy, etc.
VESID	Unknown	FA, SN, FS, 200%	Job development, placement and training
Wyoming County Drug Courts	Unknown	FA, SN, FS, 200%	Treatment and monitoring of alcohol and substance abuse, job readiness
ATTAIN computer lab	SUNY	FA, SN, FS, 200%	Computer skills enhancement, ABE, GED, job skills development
Genesee Valley BOCES	Unknown	FA, SN, FS, 200%	ABE, GED classes, TABE testing
OTDA Jobs Program	OTDA	FA, SN, FS	Job development, job skills assessment

**Section 2.3 – Jobs Agreement**

**Jobs Program Services – Target Groups**

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

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

**Other Services Requested**

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

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

**Number of Jobs staff**

**1**

**Locations**

1. Wyoming County DSS

2.

3.

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

Sheila M. Weaver – Director of Programs/Deputy Commissioner (585) 786-6249

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### **Section 3 Engagement and Work Preparation**

#### **Section 3.1 Federal "Engaged in Work" Requirement** (Reference 18 NYCRR 385.2 (f))

For purposes of satisfying the federal requirement which states that parents or caretakers must be engaged in work as soon the district determines they are ready, but no later than within 24 months of receiving federally funded assistance, the district's definition of "Engaged in Work" is:

Compliance with assessment, employment planning, any activity included in the individual's Employment/Self-Sufficiency plan, or any of the work activities listed in Section 3.4. Also included is pursuit of other forms of income such as SSI and SSD.

The district's definition of "Engaged in work" is:

1. All activities required for the purpose of completing registration, assessment orientation and referral process;
2. Activities and programs to which the client may be referred during the assessment process or determining specific exempt status where there are disability limitations;
3. All scheduled activities and trainings as determined under this plan;
4. All activities listed in Section 3.4 of this plan;
5. Drug and alcohol treatment programs leading to self-sufficiency;
6. Domestic violence treatment programs leading to self-sufficiency;
7. Mental Health counseling and treatment leading to self-sufficiency;
8. Participation in a treatment plan to overcome physical limitations or barriers to employment;
9. Participation in literacy volunteers, GED, TABE testing and Attain as a means of improving reading, writing and computer abilities that will enhance their job skills and lead to self-sufficiency;
10. Participation in a job readiness training program.

#### **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.

- Explanation of time limitations;
- Exploration of the consequences of failure to comply, including potential referrals to Family court;
- The individual's responsibility to report changes;
- Explanation of the Earned Income Tax Credit

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

Orientation is completed in both group and individual settings and is done by Community Services workers. It is completed after the application is received but prior to the eligibility interview.

Section 3.3 Assessment and Employability Planning

Temporary Assistance Assessment (Reference 18 NYCRR 385.6 and 385.7)

a. Check one of the following:

The district conducts assessments in accordance with 18 NYCRR 385.6(a) and 385.7(a) with no additional requirements.

In addition to the requirements outlined in 18 NYCRR 385.6(a) and 385.7(a), the district's assessment also includes the following elements:

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

See attached.

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)

At a minimum, provisional or permanent status as a Social Services Program Specialist Trainee or Social Services Program Specialist and/or qualifies to sit for the Social Services Program Specialist/Trainee exam or has received training deemed appropriate by the Department of Social Services.

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

The Employment Unit of the Temporary Assistance Unit of Social Services.

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:
- Education and basic skill level including literacy and English language proficiency;
  - Supportive services needed including the need for assistance with transportation and child care;
  - Prior work experience and skills;
  - Training in vocational interests;
  - Family circumstances as they relate to FSE&T participations including the special needs of a child;
  - Assessment of transportation needs;
  - Assessment of current medical status and for the continued need for medical care or rehabilitation to achieve full employability.

Temporary Assistance Employability Plans (Reference 18 NYCRR 385.6(b) and 385.7(b))

- a. A copy of the district's employability plan is attached and:
- The district completes employment plans in accordance with 18 NYCRR 385.6(b) and 385.7(b) and no additional information is contained in the plan.
- In addition to the requirements outlined in 18 NYCRR 385.6(b) and 385.7(b), the employability plan includes:
- The participant's transportation needs;
  - The participant's housing needs as it relates to the location of employment and for potential employment;
  - Day Care
- b. The district administrative unit or contractor that develops employability plans is (list only if different from those performing assessments):

The FA unit in DSS and the OTDA JOBS staff representative.

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

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

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

Within 5 days of application Temporary Assistance and Safety Net applicants are scheduled for an Orientation, TABE testing, Drug & Alcohol assessment, Work Place Health Physical, enrolled in Job Search and a meeting with the OTDA job staff as well as Child Support. In addition we schedule direct job referrals, hand out job listings and require ten (10) job search contacts per week. Once the case is opened the TA and SN recipients are within five to seven days, enrolled in work experience. For individuals who transition from exempt to non-exempt status, they are also enrolled within five – seven days. For individuals who are applicants or recipients, we advise them that they can complete up to 40 hours of work related activities, however hours of participation are determined on a case by case basis as appropriate due to work limitations or other case circumstances. We monitor participation through Cognos, Commissioner’s Dashboard and WTWCMS.

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.

■	■	■	■	<p>Subsidized Private Sector Employment</p>	<p>Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized private sector employment will include positions subsidized through grant diversion, supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
■	■	■	■	<p>Subsidized Public Sector Employment</p>	<p>Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient. Subsidized public sector employment will include positions subsidized through grant diversion, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>

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

■	■	■	■	<p>Community Service</p>	<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>
■	■	■	■	<p>Job Search</p>	<p>The act of seeking or obtaining employment or preparing to seek or obtain employment and will include looking for suitable job openings in a group or individual setting, making contact with potential employers, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, preparing to or applying for and/or interviewing for jobs and related activities.</p>

				<p>Job Readiness Training (JRT)</p>	<p>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.</p>
				<p>Vocational Education</p>	<p>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.</p>

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

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

Local District Job Search Procedures:

The district assigns Temporary Assistance applicants to Job Search.  Yes  No

If yes, please describe the local district procedure for TA Applicant Job Search, including the generally required number of job search contacts and hours per week assigned. Also include a description of how often applicants are generally required to report job search outcomes and if activities other than job search are routinely expected of TA applicants during the application period.

Applicants are required to complete a minimum of 20 hours weekly or generally assigned to 20 hours weekly, with no fewer than 10 employer contacts per week along with time spent on other job search efforts such as identifying potential employers, preparing and/or submitting resumes, employer follow up letters or job fairs. The tool utilized is a client job search log. They are also given direct job referrals to go to as well. We have just implemented a new program whereby OTDA Jobs staff will meet with applicants in the following manner, TANF individually on a weekly basis, SN up to 15 weekly in a group manner, FS up to 15 bi-weekly in a group manner. (This number will be reevaluated within 6 – 8 weeks after we are able to determine the no show rate at the Attain Lab by the Regional Coordinator of the Jobs Program and the Deputy Commissioner to see if an increase is possible.)

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 are required to complete a minimum of 20 hours weekly or generally assigned to 20 hours weekly, with no fewer than 10 employer contacts per week along with time spent on other job search efforts such as identifying potential employers, preparing and/or submitting resumes, employer follow up letters or job fairs. The tool utilized is a client job search log. They are also given direct job referrals to go to as well. We have just implemented a new program whereby OTDA Jobs staff will meet with recipients in the following manner, TANF individually on a weekly basis, SN up to 15 weekly in a group manner, FS up to 15 bi-weekly in a group manner.

Section 3.5 Job Development

Yes       No    The district conducts or receives job development activities to expand job opportunities for TA and FS clients, either directly or by contract or agreement.

If yes, the district participates in job development activities in the following manner:

District staff contact employers to solicit jobs for Temporary Assistance participants. Below is the description of how this is done, including number of staff, frequency of contacts, etc:

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

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

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

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

We have a contract with Genesee Valley BOCES for ABE, GED and TABE testing. We also utilize the Attain Lab in Perry for GED, ABE, English Language instructions and Literacy Volunteers. Based on testing results and a persons location is how we select the appropriate facility.

- 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:

We have a contract with Genesee Valley BOCES for ABE, GED and TABE testing. We also utilize the Attain Lab in Perry for GED, ABE, English Language instructions and Literacy Volunteers. Based on testing results and a persons location is how we select the appropriate Facility .Applicants and recipients who are identified through assessment to have an interest in Vocational Education areas will be referred to the appropriate Voc. Ed. Program. For example if they are interested in being a Home Health Aide we have a rapport built with the health industry and training and education available and will refer them.

- 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.

We will advertise available training opportunities, via inner office and other media avenues, additionally we currently blend our work experience participants in these fields. We will also request that local vendors post flyers within their work sites.

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

Providers such as all schools within the county, Genesee Community College and Genesee Valley BOCES are approved as they are certified by State Education.

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

It is discussed at Orientation and is discussed individually with participants when meeting with them individually.

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

1. The individual's current ability to reasonably compete for jobs without additional training.
2. Attendance and satisfactory progress of evaluations from previously assigned work activities.
3. Prerequisite educational levels needed to be successful in the program;
4. The participant's readiness to seek employment after the training is completed. This readiness includes the availability of child care and transportation.
5. Participants must complete three months of successful work experience before the approval of the training can be granted. Prior approval is required. The training cannot be for more than 52 weeks in length and must be in a demand occupation and must provide a sufficient skill to enable the trainee to move directly into employment.

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

The participants are notified of approval for enrollment in a work activity during the development of their employability plan both verbally and in writing.

- 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:

If a participant refuses an actual job of employment or on the job training position that is comparable in both type of work and flexibility of the scheduled work-study, externship, internship or other work placement, they are not eligible to participate.

- 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:

Allowable attendance for teens shall be defined as each school's attendance policy as set per State Education Department criteria. We obtain copies of the report cards on a quarterly basis from schools.

- 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:

Obtaining a complete physical that lists the limitations and insures that any and all work activities are in compliance with health-related limitations defined by the workplace health organization/ Notice of limitations, if any, are made known in writing to the work site supervisor. Work activities and work sites will be monitored periodically to ensure that work sites and assigned work activities are responding to participant's work limitations.

### 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):

Wyoming County will perform a random sample of 6 cases per quarter for paid work activities. Both 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 the case notes. The review will ensure the hours of

employment on the ABEL budget are consistent with the hours reported on WTWCMS and documentation is in the file to support hours reported on WTWCMS and that the scheduled hours on WTWCMS are consistent with the documentation. Either a Principal Social Services Program Specialist or a Sr. Social Services Program Specialist will review 2 cases per month that will be pulled randomly by our Information Technology Director and check on the above mentioned items.

Wyoming County will perform a random sample of 9 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 and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets have been correctly reported on WTWCMS, excused absences and holiday time are documented in the case file and correctly reported on WTWCMS in accordance with federal limitations, and that documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTWCMS by district staff. Either a Sr. Social Services Program Specialist or a Community Services Worker will review 3 cases monthly that will be pulled randomly by our Information Technology Director. The Community Service Worker has a excel spreadsheet with are participants in work experience. It is reviewed weekly to ensure that verification is received. If not we call the worksite and verify the number of hours as well as request that they fax the attendance sheet to us.

Wyoming County will perform a random sample of 1 case per quarter in which a case member is reported as an employability code 38-needed in the home full time to care for a disabled household member. The temporary assistance case file will be reviewed to ensure there is a 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.

Wyoming County will perform a random sample of 1 case per quarter in which a case member is reported as an employability code 31-caretaker of a child under the age of 12 months. The temporary assistance case file will be reviewed to ensure there is a birth certificate present to verify the child under the age of one.

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

Wyoming County will submit a report to [Kathy.Nagy@otda.state.ny.us](mailto:Kathy.Nagy@otda.state.ny.us) at the end of each quarterly review.

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):

Not applicable in Wyoming County as provider agencies do not perform data entry.

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.):

Applicants and recipients who do not indicate any medical limitations and have no observable limitations will not be required to have a physical prior to a job placement, job search, work experience and any other activities. All applicants and recipients who indicate medical limitations will have the opportunity to provide a personal physician's statement noting limitations. This information will be sent to work place health to be taken into consideration in any final determination if provided to work place health at the time of evaluation or before. Workplace Health Services consist of a Nurse Practitioner/Physician Assistant who is provided oversight by Medical Director, Dr. Gregory Collins, DO. If a medical statement is not submitted within 10 days it will not be taken into consideration or used in the determination. A complete physical and workplace health exam may or may not be necessary. The recommendations of the physician will be considered as to what action needs to be taken for the individual to return to self-sufficiency. If the individual states they are employable no evaluation will be necessary.

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

A treatment plan is incorporated into the individual's employment plan and is made in conjunction with the individual and any and all evaluations or services that they are involved in.

- 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.:

We are in contact with treatment providers on a regular basis (a minimum of monthly) to monitor attendance and progress. One hundred percent attendance is required unless good cause is provided for an absence. Satisfactory progress will be tracked closely by the

Department staff and will be based upon specific goals identified by the Department staff and the clients.

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.

Workers in the employment unit will ensure that linkages (such as child care and transportation) are in place prior to participation as this preparation should limit absenteeism.

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:

During the sanction process we call the sanctioned individual in for face-to-face interviews to discuss their priorities, family responsibilities, etc. In addition we make home visits and phone calls as well.

Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

We meet with the applicants individually and advise them of what would be most advantageous for them, such as if they received full child support, day care , EITC, FS, short term diversion payments, CST, and HEAP they would be better off than if they remained on 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: Transportation through reimbursement of \$.20 per mile for private vehicles and/or bus passes; provision of vehicle repairs, licensure, insurance or registration costs, tools, clothing, or other special needs identified by the Department and essential to obtain or retain employment. The \$.20 per mile is based on the mileage rate that IRS permits as a tax deduction to/from medical appointments (publication 502).
  
- b. The district will use the following approach to assist those participants who need transportation to and from a work activity site (including any applicable mileage reimbursement rate and the method used by the district to arrive at that reimbursement rate): Transportation through reimbursement of \$.20 per mile for private vehicles and/or bus passes; provision of vehicle repairs, licensure, insurance or registration costs, tools, clothing, or other special needs identified by the Department and essential to obtain or retain employment. If the actual cost of transportation to the client exceed \$.20 per mile, the district will provide reimbursement to meet the actual fuel cost.
  
- 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:

Transportation through reimbursement of \$.20 per mile for private vehicles; provision of vehicle repairs, licensure, insurance or registration costs, we also would look at the employers within the area where the recipient or applicant resides and they could walk up to 2 miles one way to work. That is not a hardship for most people and there would be employers within that distance range. Reasonable accommodations are made for individuals with work limitations. The \$.20 per mile is based on the mileage rate that IRS permits as a tax deduction to/from medical appointments (publication 502).

- 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: Transportation through reimbursement of \$.20 per mile for private vehicles and/or bus passes; provision of vehicle repairs, licensure, insurance or registration costs, tools, clothing, or other special needs identified by the Department and essential to obtain or retain employment.
  
- e. Following is a description of how the district accommodates the needs of non-English speaking participants in accessing employment activities and services (or see below):

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 services as identified in 4.1, job readiness and money management classes; Case Management Services, Transitional Child Care, Transitional Medical Benefits and Transitional Benefit Alternative providing they meet the eligibility criteria.

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.

All supportive services as identified in 4.1, job readiness and money management classes; Case Management Services, Transitional Child Care, Transitional Medical Benefits and Transitional Benefit Alternative providing they meet the eligibility criteria.

#### 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.

CST – Services to obtain and retain employment ranging from driver education classes to bus passes to payment for insurance, registration and repairs.

TOP Case Management – assessment, referral and advocacy for promoting employment and self-sufficiency.

Domestic Violence Services – advocacy and information and referral as well as domestic

violence liaison services which provide employment waivers when necessary and appropriate.

Intensive Case Services – We will provide intensive case management services to ascertain why people remain sanction and on temporary assistance and make appropriate referrals such as mental health, substance abuse, etc.

Preventive Services – Strength’s based referral, advocacy and counseling that helps families maintain employment and prevents out of home placements.

**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:

Transportation through reimbursement of \$ .20 per mile for use of another person’s vehicle;

Bus passes will be authorized if there is no other means of transportation;

Car pooling is encouraged when available and appropriate.

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

Tools, clothing, or other special needs identified by the Department and essential to obtain or retain employment.

**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:

Notice will be issued to indicate a failure or a refusal to participate in an employment placement or a work activity has occurred and will give the FA participant 10 days and a SN

participant 7 days to request a conciliation. If the participant fails to respond to the conciliation notice or if the district determines from the conciliation that the participant's refusal or failure to comply was without good cause, the district shall issue a 10-day notice to deny or discontinue.

The good cause/willfulness determination is made by:

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

The good cause determination is made by a mediator from our Medicaid or services units. The participant will notify us in writing of the reason for the non-compliance and the mediator will notify the employment worker whether or not good cause exists.

### Section 5.2 Sanction

The district's procedure for determining compliance for those individuals who wish to end their employment sanction (18NYCRR 385.11(b), 385.12) is:

The client has to be actively complying with participation, showing compliance and their durational time has to have elapsed. The client calls their worker once their sanction has expired or they want to be in compliance, their worker determines if they are in compliance with work requirements. Once compliance has been met satisfactorily for a time period of at least one week their sanction will be lifted and they will be added back into their case.

### Section 5.3 Dispute Resolution

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

The grievance is mediated by:

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

### Section 5.4 Food Stamps Good Cause Determination

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

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

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

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

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

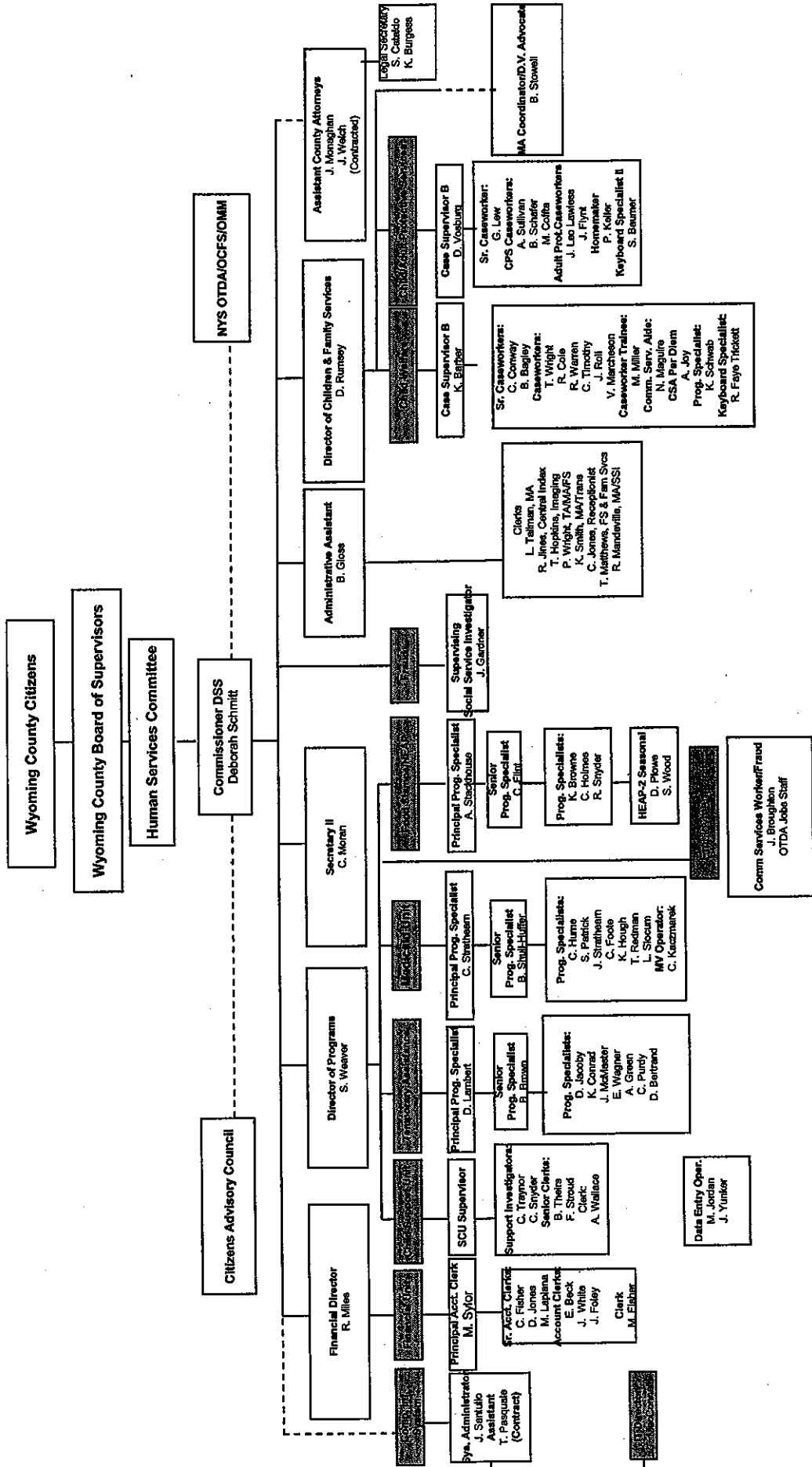
All applicants and recipients are allowed to submit information from their medical provider within 10 days of their Work Place Health physical or before, but the Work Place Health determination is the final determination regarding referral of individuals to employment activities.

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:

All applicants and recipients are allowed to submit information from their medical provider within 10 days of their Work Place Health physical or before, but the Work Place Health determination is the final determination regarding referral of individuals to employment activities.

# Wyoming County Department of Social Services 2006 Organizational Chart



**Wyoming County  
Department of Social Services  
WTWCMS Client Evaluation  
(Employment Assessment)**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_

**ASSESSMENT SUMMARY**

**EDUCATIONAL LEVEL INCLUDING LITERACY AND ENGLISH LANGUAGE PROFICIENCY:**

**BASIC SKILLS PROFICIENCY:**

**SKILLS AND PRIOR EXPERIENCE:**

**TRAINING AND VOCATIONAL INTEREST:**

**FAMILY CIRCUMSTANCES INCLUDING SPECIAL NEEDS OF CHILDREN**

**SUPPORTIVE SERVICES AND CHILD CARE NEEDS**

**CHILD CARE SERVICES**

Is Client In Need of Child Care Services? \_\_\_ YES \_\_\_ NO

Comments Regarding Child Care Needed By the Client:

**CURRENT MEDICAL CARE**

Is Client Under Medical Care?  Yes  No

If Yes, please fill in:

Name of Doctor: \_\_\_\_\_

Address: \_\_\_\_\_

Address2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Is Client Currently Taking Medication?  Yes  No

If YES, please explain:

**HEALTH INSURANCE**

Does Client Have Health Insurance?  Yes  No

Name of Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Address2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**MEDICAL CONDITIONS**

Does Client Have Any Medical Conditions?  Yes  No

If Yes, Please Check All That Apply:

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Arthritis/Rheumatism      | <input type="checkbox"/> Cancer       | <input type="checkbox"/> Epilepsy                |
| <input type="checkbox"/> Respiratory               | <input type="checkbox"/> Asthma       | <input type="checkbox"/> Cerebral Palsy          |
| <input type="checkbox"/> Head Injury               | <input type="checkbox"/> Stroke/Heart | <input type="checkbox"/> Back/Arm/Leg            |
| <input type="checkbox"/> Circulatory/Blood Disease | <input type="checkbox"/> Hearing      | <input type="checkbox"/> Substance Abuse         |
| <input type="checkbox"/> Blood Pressure            | <input type="checkbox"/> Digestive    | <input type="checkbox"/> Mental/Emotional/Nerves |
| <input type="checkbox"/> Vision                    | <input type="checkbox"/> Other        |  |

**ALCOHOL OR SUBSTANCE ABUSE**

Has Client Received Prior Alcohol or Substance Abuse Treatment/Rehabilitation?  Yes  No

If YES, please provide details:

Is Client Currently Receiving Alcohol or Substance Abuse Treatment/Rehabilitation?  Yes  No

If YES, please provide details and current treatment schedule:

**PHYSICAL HEALTH**

Has Client Received Prior Physical Treatment/Rehabilitation?  Yes  No

If YES, please explain:

Is Client Currently Receiving Physical Treatment/Rehabilitation?  Yes  No

If YES, please explain and include current treatment schedule:

**MILITARY SERVICE**

Branch of Service:  Army  Navy  Air Force

Marine  Coast Guard

Combat Zone:  Yes  No

Type of Discharge:  Honorable  General  Other Than Honorable

Dishonorable  Bad Conduct

Service Dates: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Military Job Title: \_\_\_\_\_

Related Civilian Occupations: \_\_\_\_\_

Training Received: \_\_\_\_\_

Reporting Requirements:  Weekly  Bi-Monthly

Monthly  Other

If OTHER, Describe:

Date Reporting Ends: \_\_\_\_\_

**TRANSPORTATION**

Is Client Legally able to operate a motor vehicle?  Yes  No

License Type:  Permit  License ID: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Issuing State: \_\_\_\_\_

License Class: \_\_\_\_\_ Restrictions: \_\_\_\_\_ Endorsements: \_\_\_\_\_

License Status:  Active  Suspended

Revoked  Other

If Other Selected, Describe:

**MOTOR VEHICLE INFORMATION**

Does Client Own a motor vehicle?:  Yes  No

**FIRST VEHICLE:**

Vehicle Type: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Status of Vehicle Inspection: \_\_\_\_\_ Status of Insurance Coverage: \_\_\_\_\_

**SECOND VEHICLE:**

Vehicle Type: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Status of Vehicle Inspection: \_\_\_\_\_ Status of Insurance Coverage: \_\_\_\_\_

**CLIENT ARRANGEMENTS/NEEDS**

Is transportation limited or affected by a medical or physical condition?:  Yes  No

If YES, Describe:

Nearest bus stop or other public transit stop: \_\_\_\_\_

NAME	SSN	DOB	CIN/APP REG	DISTRICT	FOLDER STATUS: ACTIVE	ACTIVATION DATE: 10/4/2007
					Assign Status: Assigned Off: Unit: User: K Conrad	
Case Num:	Case Type:	Parents	Case Status:	Ind. Status:	Folder Clockdown Date:	WMS Clockdown Date:

**EDUCATION**

LAST UPDATE DATE:

Highest Grade Completed:  
 Highest Degree:  
 Last School Attended:  
 Years of Attendance: From: To:  
 School District in Which Client Currently Resides:

**TESTING RESULTS**

Test Type	Level/Score	Date	Test Used
Reading			
Math			
Other			

**HIGH SCHOOL EDUCATION**

Is Client A High School Graduate?  
 If YES: Graduation Year:  
 High School Name:  
 Did Client Earn a GED?  
 If YES: Year of GED:

**ALTERNATIVE SCHOOL EDUCATION**

Did Client Attend Alternative School?  
 If YES: School Name:  
 Address:  
 Address2:  
 City: State: Zip Code:

**COLLEGE EDUCATION**

Did Client Attend College?  
 If YES: Course of Study/Degree:  
 In Default of Student Loans?  
 If YES: Comment On Default Status of Student Loans:

**TRAINING RECEIVED**

Has Client Received Vocational or Military Training?  
 If YES: Comment on Training Received:  
 Is Client in an Apprenticeship or Have a Trade?  
 If YES: Comment on Apprenticeship/Trade:

**SPECIAL NEEDS**

Does Client Have Learning Difficulties?  
 If YES: Describe Learning Difficulties:

Did Client Receive Special Education?

If YES: Comment on Special Education Received:

**CERTIFICATES AND LICENSES**

Description

Status

THERE ARE NO CERTIFICATES/LICENSES FOR THIS CLIENT

**EDUCATIONAL/TRAINING PROGRAM**

Is Client Attending an Educational or Training Program?

Program Name:

Address:

Address2:

City: State: Zip Code:

Date Enrolled: Expected Completion Date:

Course of Study:

Funding Source:

Grants/Loans:

**ENGLISH PROFICIENCY**

Is Client's Native language English?  YES  NO, Native Language:

Does Client Understand English?

Does Client Speak English?

Does Client Read English?

Does Client Write English?

Does Client Need an Interpreter?