



RECEIVED APR 9 - 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 4, 2008

Mr. Michael Weiner
Commissioner
Erie County Department of Social Services
95 Franklin Street
Buffalo, New York 14202

Dear Commissioner Weiner:

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 "RSykes".

Russell Sykes
Deputy Commissioner
Center for Employment and Economic Supports

Enclosure

cc: Barbara Guinn
Frank DeCarlo
Darcell McDonald

bcc: S. Antos
D. Bloodstein

**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 Erie 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 Erie 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.

Michael Weiner, Social Services Commissioner

Date [Click here and type the date signed]

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 Comprehensive Employment Division of the Erie County Department of Social Services will operate the employment program in this district.

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
Buffalo City Schools	\$236,640.00	Flex Fund	FA & SNF	Work experience and employment and training.
Buffalo & Erie County Workforce Development Consortium (GBW)	\$ 186,140.00	Intensive Case Management Fund	FA & SNF	Placement Services for DSS hard to serve population.
Buffalo Urban League Enhanced Case Management	\$ \$200,000.00	Intensive Case Management Fund	FA & SNF	Services through enhanced case management for recipients who are noncompliant with TANF work requirements.
Child Care Coalition of the Niagara Frontier	\$ 44,510.00	OCFS	FA & SNF	Referral to child care services.
Educational Opportunity Center (For Strengthening Families)	\$ 150,000.00	OCSE	FA & SNF	Case Management, Job Placement, legal, financial, and social counseling to aid in relationship formation.
Erie Community College -- CAST	\$ 500,000.00	Flex Fund	FA & SNF	Vocational Training, JRT, Job Placement Services
Erie Community College - Strengthening Families -- DADS Program	\$ 100,000.00	OCSE	FA & SNF	Case management to assist parents with information and counseling regarding financial and social issues to aid in relationship formation.
Erie County Medical Center	\$ 528,268.13	Flex Fund	FA , SNF and SN	Vocational Training, Job Placement and Retention Services.

Goodwill Industries Maintenance Training Program	\$ 185,000.00	Flex Fund	FA & SNF	Job Training for DSS Workfare Participants.
Goodwill Work Experience Contract	\$ 250,000.00	Flex Fund	FA & SNF	Workfare opportunities, job training, job placement.
Goodwill Enhanced Case Management	\$ 100,000.00	Flex Fund	FA & SNF	Enhanced case management in addition to workfare opportunities, and job placement.
Greater Buffalo Works	\$ 1,020,000.00	Flex Fund	FA & SNF	Employment services to DSS hard to serve population and subsidized work assignments for TANF sanctioned clients.
Mental Health Peer Connection	\$ 250,000.00	Flex Fund	FA & SNF	Work experience for clients who have a drug/alcohol dependence and/or are enrolled or requiring enrollment in mental health treatment.
Mental Health Peer Connection Enhanced Case Management	\$ 50,000.00	Intensive Case Management Fund	FA & SNF	To provide enhanced case management services in addition to work experience to assist the same target population as above in overcoming their barriers.
Salvation Army Employment Services	\$ 235,400.00	Flex Fund	FA & SNF	Assessment, Case Management Services, GED, Life Skills, Work Experience, JRT, Job Placement and Retention.
United Way SNAP Program	\$ 800,000.00	Flex Fund	FA & SNF	Work /Study assignments in addition to employment and training services for Safety Net Family cases.
United Way Success By Six	\$98,192.00	Flex Fund		Preventive strategies for children through provider referrals and early intervention
Total	\$4,934,150.10			

TABLE 2 – Other Service Providers

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
OTDA Jobs Program	OTDA	TANF,SN,FS	Supervised Job Search, Resume Preparation

Section 2.3 – Jobs Agreement

Jobs Program Services – Target Groups

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

Services		Target Groups	
Assessment/Employability Plan		Applicants	<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> </u>		
Job Development (employer field visits)	<u>X</u>		

Other Services Requested

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

Jobs Program Staffing and Location (Address)

Number of Jobs staff

Eight (8)

Locations

-
1. **NYSDOL** **284 Main Street, Mezzaine, Buffalo, NY 14202**
-
- 2.
-
- 3.
-

Jobs Program LDSS Staff Contact (Name & Phone Number)

Frank DeCarlo (716)858-1382

Section 3 Engagement and Work Preparation

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

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

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

[Click here and type the additional items included]

Section 3.2 Orientation (Reference 18 NYCRR 385.5)

Check one of the following:

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

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

In addition to everything outlined in Dept Reg. 385.5, the district's orientation will cover the "Work First" philosophy, reviewing available services, screening for domestic violence, Food Stamp, Medicaid/Managed Care, and discussing time limits for the recipient of Public Assistance. Job Clubs or other supervised job search activities are required for all applicants determined to be able to work and not exempt from participation in work activities

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.

See attached documents "Employment Orientation"(Attachment 1.) and "Applicant Job Search Activity Description"(Attachment 2.)

Section 3.3 Assessment and Employability Planning

Temporary Assistance Assessment (Reference 18 NYCRR 385.6 and 385.7)

a. Check one of the following:

[X] 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:

[Click here and type the 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: "Employability Assessment - form #B-2336-B" (Attachment 3) and the "Organizational Chart of Erie County Dept. of Comprehensive Employment" (Attachment 4).

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))

A 4-year college degree plus employment and/or training-related interview or counseling experience.

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

The Comprehensive Employment Division of the Erie County Department of Social Services.

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

[X] Yes [] No

Applicants in households without dependent children are required to participate:

[X] Yes [] No

Food Stamps Assessment

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

a. The district [] does [X] does not require work registrants to participate in a formal employment assessment.

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

[Click here and type the elements]

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

a. A copy of the district's employability plan is attached and:

[] The district completes employment plans in accordance with 18 NYCRR 385.6(b) and 385.7(b) and no additional information is contained in the plan.

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

The recipient's responsibilities while participating in work activities will be spelled out in the employment plan, i.e. following through on all mandated work requirements and appearing for all scheduled appointments, as well as reporting any changes that could affect the client's case (change of address, change in case make-up, obtaining employment). The Employment Plan is signed and dated by the client upon every change that is made.

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

[Click here and type ONLY if different from those performing assessments]

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

[Click here and type ONLY if different from those performing assessments]

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

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

Erie County utilizes a very proactive strategy to ensure that participation rate requirements are maximized.

First, WTWCMS is checked daily for pending or unassigned cases. Those without employment codes, indicating a case in "CERT" status, but not yet opened, are placed in a holding pool and monitored daily for changes (openings). Those open with employment code assigned, are immediately transferred to a member of the clerical scheduling staff, to generate an immediate call in letter. Concurrent with this process, all non-exempt clients are scheduled for the Assessment Division, as part of their Applicant Assessment, and assigned to an activity, pending the opening of their case.

Additionally, all exempt clients that become non-exempt, are placed in a workfare assignment at the same time the change becomes effective, and the employability code change is requested.

The typical timeframe between the referral to an activity and their actual start date varies from 1 to 10 days depending on the activity and always referring to the participation maximization calendar to insure a timely enrollment for monthly participation credit. Compliance for all referrals is monitored through daily communication with worksites via telephone or email. Outreach to the client will be conducted immediately through house calls by Caseworker to encourage engagement.

Due to work limitations or other case circumstances, appropriate hours of activity for case participation are often determined on a case-by-case basis. The standard assignment of hours for a client with an employment code of 29 is up to 25 hours per week, grant permitting. TANF and Safety Net Family case type with an employment code of 20 will be assigned 35 hours per week, grant permitting (note: if the budget does not support assignment of 30 hours for a TANF or SNF recipient, then a dual enrollment is required. The client would be assigned to 20 hours per week of work experience and 10 hours per week of an educational or vocational activity. Two parent households are assigned 35 hours per week for the first parent to be seen in the employment division and 20 hours per week for the second parent as long as daycare services are not required).

Monitoring the participation rate has been enhanced with the ability of all Supervisory staff to access the Cognos Upfront website. Cognos reports provide local district staff with more timely data to aid in monitoring and maximizing participation of nonexempt adults. In addition the agency will soon be utilizing a data mining tool, Salient, to obtain more timely information and also have the flexibility to develop reports regarding non participating clients when needed.

The agency has also created a variety of work experience sites located within the community in which clients currently reside. These sites offer GED, ESL, computer training and will offer vocational education programs through the Educational Opportunity Center and through distance learning opportunities.

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.

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

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

<div style="display: flex; justify-content: space-between;"> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> </div>	<p>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>
<div style="display: flex; justify-content: space-between;"> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> <div style="width: 20px; height: 20px; background-color: black;"></div> </div>	<p>Job Search</p>	<p>The act of seeking or obtaining employment or preparing to seek or obtain employment and will include looking for suitable job openings in a group or individual setting, making contact with potential employers, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, preparing to or applying for and/or interviewing for jobs and related activities.</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>

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

				<p>Secondary School</p>	<p>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.</p>
				<p>Provision of Childcare for Individual Participating in Community Service</p>	<p>Providing unpaid child care to enable another Temporary Assistance (TANF/MOE funded) recipient to participate in a community service program.</p>
				<p>Treatment Plan for Substance Abuse</p>	<p>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.</p>
				<p>Treatment Plan Other than Substance Abuse</p>	<p>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.</p>
				<p>Other</p>	<p>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.</p>

c. 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.

See attachment "Applicant Job Search Activity Description" which is included for response to 3.2 (Attachment 2).

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.

Each client in a Supervised Job Search is assigned to a Job Developer. The client is scheduled for weekly meetings with the Job Developer to review interviewing techniques, resume writing, appropriate dress and hygiene, filling out applications in person and on-line. At each appointment the Job Developer will monitor the Job Search Report Sheet that will be checked weekly. If the client is assigned to job search as their sole activity, the client is expected to spend at least 30 hours/weekly with a minimum of 20 contacts per week on job search efforts, including identifying potential employers, preparing and/or submitting resumes, employer follow up letters or attendance at job fairs. When job search is combined with another work activity, the job developer will determine the minimum weekly hours and/or contacts needed for job search. The Job Developer will be responsible for assessing a client's progress on applications, interviews, and number of contacts. They will also be monitoring the Job Search report (see Attachment 5. front & back), choosing two contacts on each sheet to verify that the client has had contact with the employers as reported. Job Developers will utilize this opportunity to also offer PIVOT contract incentives to employers. Job Developers also utilize on site Job Fairs for referrals and verification of contacts for each client. This process will enable clients to utilize additional resources and contacts through working with various Job Developers.

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:

The Job Development Unit consists of 7 Job Developers and 2 Supervisors. The Unit receives referrals by Employment Counselors as well as other departments. Workfare Sites will also refer candidates that appear job ready and employable. These clients work with a Job Developer on a weekly basis until that client is placed into employment. The Job Developer works with a data base of over 300 employers. This involves matching skill level, education, training etc. for each client. The Job Developer provides case management and supportive services i.e. transportation, day care etc. to insure a smooth transition into employment and off of public assistance.

The Job Developers also run two Job Fairs per month. This involves contacting various companies that have job openings and are in need of employees. The companies will come to the Job Fair and hold actual interviews at the Job Development office which enables them to screen clients and recruit for permanent positions that are available.

The Job Developers utilize the PIVOT Program. This program is designed for TANF clients and enables the Job Developers to offer employers a wage subsidy. The PIVOT Program subsidizes a client's wages for an employer that would not ordinarily hire that client because of the training time that is needed. The Job Developer works closely with employers to facilitate client's graduation into promotions and jobs that pay higher wages.

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

The District currently has a contract with Greater Buffalo Works to solicit job opportunities for TANF participants in the private sector. Currently these positions exist with over 50 employers in Erie County. This offers a variety of opportunities which ensures that any TANF client seeking employment is appropriately matched to a position of their skill level.

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:

The district has developed 12 worksites referred to as "Dual-Enrollment Worksites". These worksites offer a combination of workfare activity (which is required for the core activity for case participation) and also offer classroom instruction and training for ABE, GED, ESL, and/or Computer Skills training. If the assessment indicates that the client requires such services to increase or enhance employability, the client will be referred for enrollment at one of the dual-enrollment worksites. In addition for 2008, several sites will be expanded to offer vocational training.

- 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:

The providers of training in the district area are well versed in the requirements of DSS and offer a wide range of vocational educational opportunities for clients. Routine presentations are made by these providers in a constant effort to keep Employment Counselors informed of any new opportunities.

- c. OTDA is requesting each district to increase the number of vocational training or job skills enrollments by at least 20 percent by January 2009 (generally as compared to September 2007) as one method to increase the skill development of recipients to support improved job entries. Districts that have at least

Describe what steps the district will take to increase the number of participants engaged in vocational education and job skills training programs. Such steps may include increased use of contracted services through local training providers, including WIA funded services, or use of OTDA funded Bridge or EDGE training programs. Districts should consider additional blending of activities such as work experience or employment with job skills training in fields that would improve participants' ability to obtain employment or increase wages or hours of employment.

The district will refer clients for vocational education programs to the Educational Opportunity Center (Bridge) and to community based work experience sites located throughout the City of Buffalo. The district will evaluate clients based upon an agreed

career plan with their designated employment counselor. They will be enrolled in an appropriate vocational program and monitored for attendance and returned immediately to the Job Development staff for placement upon completion of this activity.

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

- 1. Are licensed, certified training facilities with qualified staff.*
- 2. Have demonstrated a demand for the occupation(s) for which they are training.*
- 3. Have demonstrated a training-related placement rate of at least 60%.*
- 4. Training programs may be approved on a case by case basis.*

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

At the time of Assessment, depending upon the needs and circumstances of the client, all appropriate training options are reviewed and discussed. Those in self-initiated training will be evaluated for the appropriateness of that training.

In addition, the district office also conducts two (2) Job Fairs per month as discussed in section 3.5. Applicants as well as recipients are informed of these opportunities where training programs are offered by various employers in the area for positions such as Home Health Aide (HHA), Certified Nurses Assistant (CNA), Customer Service Rep. and more. Clients have even had the opportunity to obtain their GED in conjunction with occupational training. Job Fair announcements are also displayed throughout agency buildings informing clients of these opportunities prior to the scheduled event. Emails are sent to other agency staff and workfare sites to share with clients.

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

Clients are required at the Assessment interview to review their career plans with their Employment Counselor prior to discussing any possible participation in a vocational training program. If the client possess little or no work history or marketable skills and was unsuccessful in the Applicant Job Club, it may be appropriate to discuss training options with the client also keeping in mind participation requirements and restrictions. Another factor to consider would be the client's past compliance history in terms of work experience attendance and performance.

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

At the time of initial assessment, the appropriate work activity is selected by the counselor in conjunction with the client and the client is verbally notified by the counselor that he/she is approved for enrollment in that activity. In addition, the client will receive a letter outlining the allowances that he/she will receive for the duration of the work activity (Attachment 6). Unless there is good cause for absence, clients are required to attend 100% of assigned work activities.

- 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:

The non-graduate institution or the student fails without good cause to cooperate in monitoring and reporting the student's attendance and performance at the work placement on a monthly basis or as otherwise required by the district. LSSD may require the non-graduate institution to report on student attendance and performance in the same manner as required of other organizations that enroll in work activities. LSSD should be mindful of federal participation rate requirements and use the same standards for attendance as they do in the case of other work activity assignments.

- i. In order to verify continued exempt status, the local district will monitor the high school attendance of 16-18 year old students in the following manner:

Teens are required to adhere to the school attendance policy of the school district within which he/she resides. The schools are required to submit to us attendance reports as needed.

- 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:

When a health-related limitation is identified, the district will make all accommodations to comply with requirements of the Americans with Disabilities Act, including assigning said individual to a specialized worksite that will accommodate the work limitation. All providers and worksites are notified in writing of an individual's work limitation. The district may make unscheduled visits to worksites to monitor compliance with our notification of client work limitations to ensure that worksites are complying. We will also confer with clients regarding their work assignments.

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):

Erie County will complete a quarterly review of 50 randomly selected cases from reports WCE320 and WCE335 to ensure that work verification is reported accurately.

Erie County will perform a random sample of 20 cases per quarter for paid activities. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of current 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 on WTWCMS and that the scheduled hours on WTWCMS is consistent with the documentation.

Erie County will perform a random sample of 20 cases per quarter for participation in unpaid work activities. The employment case file will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTWCMS, excused absences and holiday time are documented in the case file and correctly reported on WTWCMS in accordance with federal limitations, and that the documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTWCMS by district or provider staff.

Erie County will perform a random sample of five (5) cases 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 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.

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

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

A summary report will be prepared following each review period and forwarded to Kathy Nagy @ 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):

Pre-dated monthly evaluation reports with the ten legal holidays documented are annually distributed to each worksite (see Jan. 08 monthly calendar – Attachment 7). This completed attendance report, indicating the actual hours, excused absences and attached verification is to be returned to the local district office no later than the 5th of the month following the participation month. Designated district staff make biweekly visits using Caseload Management System (CMS) generated lists to review documentation with worksite supervisors. CMS generated lists are faxed to each worksite for all activities at that worksite the last week of the participation month. This will serve as a reminder to the worksite to submit documentation for each individual enrolled at the worksite. As the documentation is received from the worksite, it is checked off of the master CMS generated list and assigned to designated staff member (s) for data entry. The worksite is immediately notified to submit any documentation that is missing. Worksite liaisons will use the CMS generated lists to ensure that all required documentation is received and actual hours are entered no later than the 15th of the month. Worksite supervisors attend quarterly meetings scheduled at the District office as a group to discuss and share best practices for helping the district attain participation.

Larger worksites have LDSS Supervisor on site to ensure accurate reporting and timely noncompliance action or resolution when appropriate. All verification/documentation is presented to the district office and entered by district staff. Attendance sign in rosters (or other means of timekeeping records) are reviewed bi weekly at worksites by designated district staff during field visits. New for 2008, the district will conduct a pilot program whereby 1 provider will be granted access capability on CMS to enter actual hours of participation on weekly schedules for the clients that they serve.

Section 3.8 Requirements for Exempt Temporary Assistance Participants (Reference 18 NYCRR 385.2 (e))

An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist the individual in recovering from a mental or physical impairment, accept referral to and enrollment in a program of vocational rehabilitation, training, and/or other essential rehabilitation, and provide requested evidence that he/she is participating in the assigned program.

- a. Following is the district's procedure for determining if a disabled individual has the potential to be restored to self-sufficiency. This determination is different from the determination of the individual's disability exemption as covered in Section 6 of this plan. Included here is who (e.g. physician, employment worker, Temporary Assistance worker, local review team,

etc.) makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities. Also included is the source and type of information used to make the determination (e.g. information from individual's physician, district contracted provider, specialist evaluation obtained as result of district referral, etc.):

The district staff will review medical documentation from the client's physician, specialist or the district's contracted provider for information regarding client's possibilities for restoration to self sufficiency. Beginning in 2008 a Caseworker will join the agency's specialized/disability team. When medical documentation received has indicated that an individual can restore or improve employability through treatment or other rehabilitative activities, the caseworker will monitor individual- progress more closely with the expected outcome of engaging the client in an appropriate activity as soon as possible. Updated status regarding the treatment progress is required based on durational timeline as indicated by the medical professional. When determined appropriate, the client will be referred for enrollment in a program of vocational rehabilitation designed to help restore the individual to self-sufficiency.

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

A treatment plan will be developed based on the recommendations of the medical professional. Through discussions with the client and assessment of client circumstances, along with assessment of available, appropriate treatment, a plan will be devised to meet the needs of that individual. The district will monitor for compliance.

- 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 medical documentation is received from the independent physician or the districts contracted physician which indicates the client is not or has not followed through with treatment plans, noncompliance action is taken. This is done with the expected outcome of getting the client back into treatment or rehabilitation. Currently monthly attendance is not received but it is the district plan to involve pending caseworker position in securing better communications with treatment providers.

Section 3.9 Strategies/Procedures for Increasing Program Attendance

Describe district policies and/or procedures in place to reduce the amount of time participants fail to participate in work activities, including absences that are with good cause.

The federal government requires that all clients complete their mandated hours. It is ECDSS policy that all clients must be instructed to arrange for back-up child care and to schedule all personal appointments, whether it is school or medical related, around their assigned work fare schedule. If outside appointments occur during their assigned hours, clients are instructed to either come late or leave early, and make up their missed hours. Clients are

routinely assigned 5 extra hours of workfare on a weekly basis, referred to as a "cushion". The clients required weekly scheduled is basically bumped up an additional 5 hours. This is done to help clients meet the participation rate (limited to the grant calculations) when taking into account lateness, and missed hours.

Individual work sites have developed incentive programs with the intent that clients will be motivated to meet full participation. For example, small gift certificates are given to those clients with 100% attendance. Worksites have been developed at area food pantries and shelters where clients can obtain supplemental food, clothing and other household essentials in exchange for their 100% attendance.

All client appointments with the agency; both public assistance and employment, are to be made around the client's work site assignment. This enables the client to maintain their required hours. If there is a conflict, then district staff are instructed to make arrangements so clients can attend mandated appointments and still meet federal work requirements.

A specific Intensive Case Management Program has been designed to deal with clients whose consistently poor attendance has resulted in sanctions. A team of case managers make home visits to assess the barriers and assist the client in re-engaging into workfare. This program has proven to be successful in closing cases, obtaining employment information and increasing participation rates.

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:

TANF and Safety Net Family cases are referred to the Buffalo and Erie County Workforce Development Consortium, Inc. for services. The sanctioned client will receive a letter informing them of an immediate 12-week subsidized employment opportunity through the Greater Buffalo Works Program. If the client reports, the initial sanction will be lifted. If the client is successful in the subsidy, they may be placed in unsubsidized employment.

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

Clients who are serving a durational sanction are also referred to Buffalo and Erie County Workforce Development Consortium, Inc. for services and will be offered the immediate 12 week subsidized job placement mentioned previously; however, the duration of the sanction period will have to be served. The Employment Division conducts home visits to sanctioned

TANF families to assess the client and provide service planning in an effort to facilitate the client's entry into work activities. Staff will identify social issues that are barriers to employment and will refer clients to several partner agencies in the community. In situations where clients are not immediately capable of the primary goal, the contracted partners will provide case management services directly with the client to overcome identified barriers.

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

[Click here and type the procedure]

Section 3.11 Diversion Strategies

[] District has no specific diversion strategies.

[X] District's diversion strategies are described below:

The New York State JOBS Program is utilized as a diversion program. (See Attachment 2). Clients receive public transportation allowance in the form of bus tokens or a bus pass to participate in the mandatory job search.

Section 4 Support Services (Reference 18 NYCRR 385.4)

Section 4.1 For Temporary Assistance Applicants and Recipients in Work Activities

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:

The district will provide case management and medical assistance, payments for transportation (as described below), work related clothing, licensing fees, required safety equipment, tools and equipment, auto repairs and auto insurance.

- a. 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):

The New York State Jobs Program distributes bus tokens to applicants assigned to job search. If engaged in work activities, a transportation allowance in the amount of \$55.00 or \$66.00 per month is issued to those clients that reside more than one mile from their required work activity. The \$55.00 bus pass is limited to a specific area

referred to as Zone 1 (Limit to the City of Buffalo) Efforts are made to assign a client within the Zone 1 area. When the client is also engaged in Job Search or if the workfare activity is outside the City of Buffalo limits, an All Zone Bus Pass (\$66.00) will be authorized. Safety Net participants are issued public transportation fare rate per day, or a bus pass, for each day that they are required to report to their work experience assignment.

- b. The district will use the following approach for those individuals who reside in an area where public transportation is not available. In those instances where the district would require a participant to walk to a work activity assignment, please identify the maximum distance the client would be expected to walk, along with a rationale for the maximum distance:

Individuals who reside in areas where public transportation is not available are very few in numbers. Placements in these areas can be difficult and require an individual approach with each case. Many of the clients who reside in these areas have a license and a car in which case a transportation allowance is authorized in the amount of \$66.00 per month (equivalent to the cost of an all zone bus pass) to help reimburse cost of vehicle operation. Note: should the actual cost of gas to the client exceed \$66.00 per month, the district will provide reimbursement to meet the actual fuel costs. Clients would not be expected to walk more than 1 mile to a worksite. Occasional placements have been made in which the client was picked up via van transportation by the worksite. All reasonable accommodations are made for individuals with work limitations.

- c. The district will provide the following services to assist individuals at risk of needing public assistance to improve their opportunities for employment or to maintain their employment:

Diversion services including payment for work related clothing, licensing fees, required safety equipment, auto repairs and auto insurance.

- d. 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):

Bilingual staff is available to assist staff and clients. The district has available the services of the International Institute to also assist in interpretations. Catholic Charities provides for ESL classroom training and employment services. There are worksites that can accommodate non-English speaking participants in their workfare activity as well as classroom training to provide ESL instruction on site.

[] 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:

Transitional childcare, medicaid and food stamps will be provided to these clients, as well as counseling and case management to resolve any problems at home or on the job to reinforce job retention. The transition worker also ensures income disregards are in place and refers the client to "Get-a-Job-Get-a-Ride" Program as long as funds are available.

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.

- *Clients are eligible to receive "Get-a-Job Get-a-Ride" bus pass for six months (limited to 6 per year, must recertify to obtain more) as long as funds are available.*
- *Child care services and*
- *Case management services through Greater Buffalo Works (TOP Program).*

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.

Employed TANF and Safety Net Family clients who are working 20 hours or more per week can participate in the "Get a Job/Get a Ride" bus pass program under the 200% of poverty eligibility guidelines as long as funding is available. Clients can obtain a bus pass for 6 months (in a 12 month period- they do not have to be consecutive) by presenting a current pay stub and personal identification.

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:

Clients are reimbursed for actual transportation costs with bus tokens for public transportation. Employed clients can participate in the "Get a Job/Get a Ride" bus pass program under the 200% of poverty eligibility guidelines as long as funding is available.

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

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:

A notice of conciliation is sent to those who fail to comply with work requirements. The recipient is then given 10 days (7 for Safety Net individuals and families) to schedule a conciliation appointment, at which time the client can explain the reasons for failure to comply to his/her counselor. While we are aware that a third party is not required for conciliation, a supervisor will be on hand to mediate a client dispute, in case the need should arise. If the Safety Net individual fails to respond to the conciliation notice or if we determine from the conciliation that the individual's refusal or failure to comply was willful and without good cause, we issue a ten-day notice to deny or discontinue. For the TANF or Safety Net Family individual, a sanction notice is issued to reduce the amount of the grant. Satisfactory resolution would result in the client being willing to come into compliance with work requirements. Unsatisfactory resolution would result in a sanction or a client's request for a fair hearing.

The good cause/willfulness determination is made by:

client's employment worker

a supervisor

separate entity (please describe below)

other (please describe below)

[Click here and type the process]

Section 5.2 Sanction

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

A durational sanction, which has been served, may be lifted when the client has agreed to comply and appears for referral to an appropriate work activity. The sanction should be lifted immediately. If the client is non compliant with the newly assigned work activity, the conciliation/sanction process must follow.

For those clients who have served durational sanctions and are currently working and meeting participation requirements, the sanction may be lifted upon receipt of employment verification.

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:

Completed medical forms are submitted to the agency's staff (Attachment 8). Based on the information given by the independent MD or contracted physicians, the employment staff determines:

- 1. if the client is fully employable or employable with restrictions as noted on the submitted medical document;***
- 2. if the client requires a temporary medical exemption from employment requirements (exempt periods range from 30 to 180 days);***
- 3. if the client has an unemployability determination of 6-12 months.
Clients in this category may be referred to the agency's Legal Advocacy for the Disabled (LAD) Unit, which specializes in helping recipients pursue other resources such as SSI or Social Security Disability.***

Clients are notified of the results of the determination and the right to a fair hearing to contest the determination. In addition, we will not assign the client to work activities during the medical review or if the client requests a hearing within ten days of a medical determination. Additionally, the agency's employment counselors regularly identify recipients who may be temporarily or permanently disabled either because of the individual's history of medical exemptions or because of his medical or mental illness manifesting itself during his employment-related activity. These recipients are referred to the agency's specialized disability/medical team, who are responsible for linking the involved recipient to the appropriate medical clinic or mental health agency in order to obtain detailed medical documentation of his/her condition. This team is also responsible for monitoring for expiration of their exempt status. Clients are contacted 30 days prior to the expiration of their medical exemption to obtain any updated information regarding their condition.

**Temporary Assistance and Food Stamps Employment Plan 1/1/08 –
12/31/09 – Attachment Pages**

- Attachment 1. Employment Orientation**
- Attachment 2. Applicant Job Search Activity Description**
- Attachment 3. Employability Assessment Tool (4 pages - a,b,c,d)**
- Attachment 4. Organizational Chart of Erie County Dept. of Comprehensive
Employment**
- Attachment 5. Job Search Log (2-pages – front & back)**
- Attachment 6. Training Program Approval Letter**
- Attachment 7. Workfare Monthly Evaluation Calendar**
- Attachment 8. Medical Form LDSS-4526 For Employability Assessment,
Disability Screening and Alcoholism/Drug Addiction
Determination (2 pages – front/back)**

Employment Orientation

- Erie County has a Work First policy.
- You must fulfill all work requirements.
- Employment counselors will evaluate your job skills and ability to work and will conduct a New York State drug and alcohol screening with you.
- As an applicant you will be assigned to a job search activity.
- This will be a 3 week long supervised job search to help you find a job.
- If you do not find a job and your Temporary Assistance case opens, you will be placed in a Work Experience assignment.
- Work Experience provides participants with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain employment.
- You may be required to participate in work activities up to 40 hours a week to gain skills and experience.
- Your assignment will continue until you find a job or your case closes.
- Work Experience will assist you with child care and transportation so you can focus on finding a job.
- If you are medically able, you must find and keep a job.
- If medically unable to work, medical proof will be required.
- If you do not comply with work requirements, job search or the medical evaluation process your application may be denied.
- It is very important that you be early or on time for all appointments. Failure to do so will result in the denial of your application. If denied, you will have to start the entire process again.
- You are responsible for the repayment of student financial aid.
- If your Temporary Assistance case opens, you may be eligible for remedial education or vocational training at no cost to you if you are approved.
- When you find a job and your Temporary Assistance case closes, you may be eligible for transitional child care.

Signature _____

Updated 10/27/06

Applicant Job Search Activity Description-- 2007

- **Safety Net Accelerated Job Search (SN AJS)** is a three-week full time job search program designed to provide single Safety Net applicants with a meaningful job search activity. Employable Safety Net applicants are required to report on time each day to participate in the classroom segment which includes job search techniques, interviewing techniques and job keeping skills. A resume is done for each participant in AJS. Additionally, all applicants are registered with the NYS JOBS Program/ OTDA. Applicants are required to place 3 job applications per day. Employment counselors closely monitor applicants' compliance with program requirements. Failure to comply results in the denial of the pending application. Upon completion of SN AJS, the applicants are scheduled for an assessment interview and Work Experience assignment to coincide with case opening at the employment division. SN AJS had a diversion rate of 92% for 2006.
- **TANF Accelerated Job Search (TANF AJS)** was designed to provide TANF applicants who have a limited work history with a meaningful job search activity prior to case opening. Employable TANF applicants are required to report on time to three classroom sessions during a three week period. Job search techniques, tips for filing out applications, proper dress and hygiene and interviewing techniques are discussed. Additionally, all applicants are registered with the NYS JOBS Program/ OTDA. Applicants are required to make 12 applications during the three weeks of AJS. The employment counselors at AJS closely monitor applicants' compliance with program requirements. Failure to comply results in the denial of the pending application. Upon completion of TANF AJS, the applicants are scheduled for an assessment interview and Work Experience assignment to coincide with case opening at the employment division. TANF AJS had a diversion rate of 49% for 2006.
- **New York State JOBS Program - Office of Temporary and Disability Assistance (OTDA)** TANF applicants who have a recent job history and who are not pregnant are referred to the New York State JOBS Program OTDA for job search activities. The JOBS program matches applicants with available jobs through job development activities and community resources. Applicants meet with NYS JOBS program staff 4 times over a three-week period. Applicant failure to follow-up with the referrals provided by the OTDA JOBS program or to report for the four scheduled appointments results in the denial of the pending application. Upon completion of this activity, the applicants are scheduled for an assessment interview and Work Experience assignment to coincide with case opening at the employment division.

EMPLOYABILITY ASSESSMENT

GENERAL INFORMATION

First Name	M.I.	Last Name		Case Number	
Address			Change of Address		
City	ERIE	NY	Zip	CIN Number	Social Security Number
Phone Number	Date of Birth	Sex	U.S. Cit. Y/N	Alien Reg. Number	Other Name Used
MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> OTHER					
ETHNIC GROUP: <input type="checkbox"/> 1. WHITE - NOT OF HISPANIC ORIGIN <input type="checkbox"/> 2. BLACK - NOT OF HISPANIC ORIGIN <input type="checkbox"/> 3. HISPANIC <input type="checkbox"/> 4. AMERICAN INDIAN OR ALASKAN <input type="checkbox"/> 5. ASIAN OR PACIFIC ISLANDER <input type="checkbox"/> OTHER					

EDUCATION

HIGH SCHOOL/GED	GRADE COMPLETED	SPECIAL EDUCATION	<input type="checkbox"/> YES	<input type="checkbox"/> NO
1.				
2.		LEARNING DIFFICULTIES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
POST HIGH SCHOOL EDUCATION/TRAINING		COMPLETION DATE	DEGREES; CERTIFICATES	
1.				
2.				

EMPLOYMENT HISTORY (WORK HISTORY STARTING WITH LAST JOB)

DATES:	TITLE	HOURLY RATE OF PAY:	HOURS PER WEEK:
FROM: TO:			
JOB DUTIES:			
NAME OF FIRM		ADDRESS OF FIRM	
KIND OF BUSINESS			
REASON FOR LEAVING			
DATES:	TITLE	HOURLY RATE OF PAY:	HOURS PER WEEK:
FROM: TO:			
JOB DUTIES:			
NAME OF FIRM		ADDRESS OF FIRM	
KIND OF BUSINESS			
REASON FOR LEAVING:			
DATES:	TITLE	HOURLY RATE OF PAY:	HOURS PER WEEK:
FROM: TO:			
JOB DUTIES:			
NAME OF FIRM		ADDRESS OF FIRM	
KIND OF BUSINESS			
REASON FOR LEAVING			

TRANSPORTATION

TRANSPORTATION NEEDED TO GET TO JOB
 PUBLIC TRANSPORTATION AVAILABLE
 HAS OWN TRANSPORTATION AVAILABLE

HAS A VALID DRIVER'S LICENSE (Type, Class, License Number) _____ STATE _____

HAVE YOU EVER HAD YOUR DRIVER'S LICENSE REVOKED OR SUSPENDED FOR DWI? OTHER REASON? PLEASE EXPLAIN:

ATT. 3(b)

MILITARY

<input type="checkbox"/> VETERAN <input type="checkbox"/> NON-VETERAN	BRANCH	DATES OF SERVICE: FROM: TO:	TYPE OF DISCHARGE <input type="checkbox"/> HONORABLE <input type="checkbox"/> DISHONORABLE <input type="checkbox"/> OTHER THAN HONORABLE
<input type="checkbox"/> VIETNAM ERA SEPARATED <input type="checkbox"/> RECENTLY VETERAN			
MILITARY JOB TITLE:	TRAINING RECEIVED		
MILITARY DUTIES:	SERVICE RELATED DISABILITY _____%		

CURRENT STATUS

NOW RECEIVING SERVICES: COUNSELING SERVICES CRIMINAL JUSTICE FAMILY COURT PROBATION OMRD TASA
 FROM OTHER AGENCIES: WORKER'S COMPENSATION TRAINING PROGRAMS MENTAL HEALTH CLINIC OVESID JTPA PEOPLE, INC.

OFFENDER STATUS

IF YOU HAVE EVER BEEN CONVICTED OF A CRIME, PLEASE EXPLAIN (include dates)

ARE YOU CURRENTLY ON PROBATION or PAROLE? DURATION: _____
 DO YOU HAVE A CERTIFICATE OF RELEASE or CERTIFICATE OF GOOD CONDUCT?

MEDICAL INFORMATION

IF YOU HAVE A DISABILITY OR CONDITION WHICH MAY INTERFERE WITH YOUR ABILITY TO WORK, PLEASE EXPLAIN:

IF YOU ARE NOW UNDER TREATMENT FOR ANY MENTAL OR PHYSICAL PROBLEM, PLEASE EXPLAIN:

CURRENTLY UNDER A DOCTOR'S CARE TAKING MEDICATIONS REGULARLY (PLEASE LIST MEDICATIONS):

Doctor's name, address, phone number

SPECIAL NEEDS OR ACCOMMODATIONS: WHEELCHAIR HEARING AID CANE/WALKER TTY ATTENDANT INTERPRETER

DO YOU PRESENTLY HAVE A PROBLEM WITH DRUGS OR ALCOHOL? YES NO

IF YOU HAVE RECEIVED TREATMENT FOR DRUGS OR ALCOHOL, PLEASE DESCRIBE (include dates of treatment)
 INPATIENT OUTPATIENT TREATMENT COMPLETED

IS SUBSTANCE ABUSE TREATMENT REQUIRED FOR EMPLOYMENT? YES NO

WOULD YOU LIKE INFORMATION OR ASSISTANCE WITH OTHER PROBLEMS? (e.g.: FAMILY VIOLENCE) YES NO

FAMILY

SERVICES RECEIVED: TANF SAFETY NET FOOD STAMPS SSI MEDICAID REFUGEE ASSISTANCE FOSTER CHILD OTHER

NAME OF ALL HOUSEHOLD MEMBERS	Date of Birth	SPECIAL NEEDS	OTHER INCOME (List Types)	SCHOOL SCHEDULE
1.				
2.				
3.				
4.				
5.				
6.				
7.				

DO YOU HAVE ORDERS FOR CHILD SUPPORT? YES NO

IS THERE A NON-CUSTODIAL PARENT OF YOUR CHILD/CHILDREN WHO WOULD BE INTERESTED IN WELFARE-TO-WORK PROGRAM? YES NO

SINGLE PARENT FAMILY TWO-PARENT FAMILY CO-OP FAMILY OTHER

COMMENTS:

ATT. 3(c)

CHILD CARE NEEDS

YOU REQUIRE CHILD CARE TO OBTAIN AND/OR RETAIN EMPLOYMENT

YOU DO NOT HAVE CHILD CARE OR HAVE SERIOUS PROBLEMS WITH YOUR CURRENT CHILD CARE ARRANGEMENTS

YOU WISH ASSISTANCE IN LOCATING AND ARRANGING CHILD CARE. CHILD CARE COALITION: 884-9126

IF YOU HAVE CHILD CARE ARRANGEMENTS, PLEASE DESCRIBE: _____

SKILLS

READING/LITERACY LEVEL _____ TEST USED _____ DATE _____

MATH LEVEL _____ TEST USED _____ DATE _____

NATIVE LANGUAGE _____

OTHER:

CLIENT SKILLS:

KIND OF WORK DESIRED:

WHY?

LIST TOOLS YOU HAVE THAT RELATE TO YOUR JOB SKILLS:

LIST EQUIPMENT YOU CAN OPERATE (OFFICE, MECHANICAL, PRODUCTION, ETC.):

CIRCUMSTANCES IMPACTING EMPLOYMENT

BARRIERS IMPACTING EMPLOYMENT:

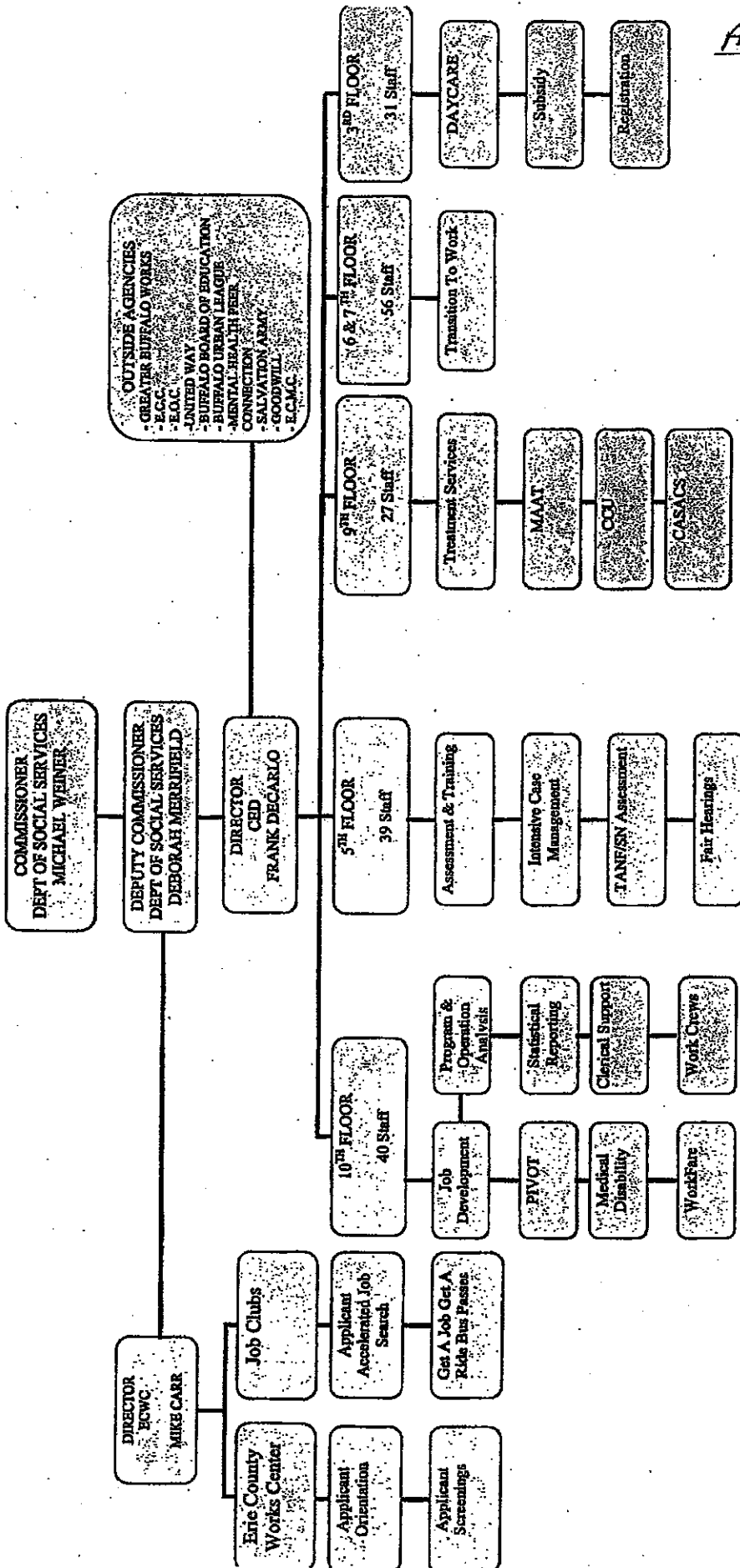
STEPS TO OVERCOME BARRIERS:

- 1.
- 2.
- 3.
- 4.
- 5.

WELFARE TO WORK CRITERIA (CHECK ALL THAT APPLY ON EACH LINE)

A.	B.	C.	D.
<input type="checkbox"/> DROPPED OUT OF SCHOOL <input type="checkbox"/> TEENAGE PREGNANCY <input type="checkbox"/> POOR WORK HISTORY <input type="checkbox"/> DISABILITY	<input type="checkbox"/> TANF RECIPIENT - LESS THAN 30 MONTHS	<input type="checkbox"/> LONG TERM TANF RECIPIENT - IN EXCESS OF 30 MONTHS	<input type="checkbox"/> NON H.S. GRAD WITH LOW READING OR MATH SKILLS <input type="checkbox"/> POOR WORK HISTORY <input type="checkbox"/> REQUIRES SUBSTANCE ABUSE TREATMENT

COMPLETE TTW ELIGIBILITY FORM IF EITHER: (1) ANY BOX IS CHECKED IN "A" COMBINED WITH BOX B OR C
 (2) "C" BOX IS CHECKED COMBINED WITH TWO BOXES IN "D".



ATTACHMENT 5 (front)

ERIE COUNTY MONTHLYJOB SEARCH REPORT

CLIENT NAME _____ CASE # _____
WORKSITE _____
SUPERVISOR: _____ PHONE: _____
EMPLOYMENT WORKER: _____ PHONE: _____
FOR THE WEEK STARTING: _____ ENDING: _____

I have applied for a job with each employer listed on this sheet and all of the Employer Contact Information is correct.

Signed: _____ Date: _____

EMPLOYER CONTACT INFORMATION

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

ATTACHMENT 5 (back)

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____
Start time: _____ End time: _____
Total hours: _____

Date: _____
Prospective Employer _____
Contact Person: _____
Address: _____

ATTACHMENT 6

**ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES
EMPLOYMENT COMPLEX
290 Main Street -- 5th Floor
Buffalo, New York 14202**

Date
 Case Number
 Category

Dear Recipient:

The training program you are enrolled in at _____

Has been **Denied** - Reason _____

Has been **Approved** from _____

You will be receiving a TANF Employment Related Training allowance for this period. It is to assist you in meeting your educational and/or training needs.

You will receive a once-only allowance of \$ _____ to cover the period _____ to _____. **[Please allow at least 10 days for processing]**

You will receive a recurring, semi-monthly allowance of \$ _____ to cover the period _____ to _____.

This allowance is for: Lunch Transportation Other _____

You will **not** receive an employment related training allowance because:

Grant information incomplete on B-1383

No schedule submitted

Grants exceed costs of tuition fees, books and supplies

Other _____

REMINDERS

1. Each semester or session you must provide this office with the following:
 - A. Verification of enrollment and financial aid [B-1383].
 - B. An official copy of your school schedule showing your hours.
 - C. A copy of your report card or transcript.
2. Your monthly attendance must be 100% or better according to TANF regulations. If your attendance falls below this point for any given month you will be required to provide a valid excuse for the poor attendance or face possible sanction procedures. This can result in a loss of or reduction in your Public Assistance.
3. When you leave or complete the program you will need to contact your employment counselor and provide:
 - [A] Date and reason for leaving if you did not complete the program requirements.
 - [B] A copy of your certification, diploma or degree.

If you have any questions regarding your allowance, or the TANF Program requirements, please call **your** Employment Counselor at 858- _____.

Sincerely,

Employment Counselor

B3854

ERIE COUNTY MONTHLY EVALUATION REPORT ATTACHMENT 7

CLIENT NAME _____ CASE # _____

WORKSITE _____

SUPERVISOR _____ PHONE # _____

EMPLOYMENT WORKER _____ PHONE# _____

ATTENDANCE REPORTING PERIOD MONTH JANUARY / YEAR 08

SCHEDULED TO WORK _____ HOURS PER WEEK, MINIMUM REQUIREMENT _____ HOURS PER WEEK
 SCHEDULED TO ATTEND EDUCATIONAL TRAINING _____ HOURS PER WEEK, MIN REQ _____ HRS PER WEEK

SUPERVISOR INSTRUCTIONS: THE PARTICIPANT IS REQUIRED TO MAKE UP ANY MISSED HOURS. IN THE CALENDAR BELOW, PLEASE INDICATE THE NUMBER OF HOURS WORKED EACH DAY IN THE APPROPRIATE BOX.

KEY: H = Holiday* / Credit Hours when site is closed Ex. H-6 EA = Excused Absence - Attach verification to report.	Terminated: _____ YES _____ NO Date Terminated _____ (Explain in remarks)
---	---

IF THIS IS THE PARTICIPANT'S FIRST MONTH: START DATE: _____ SHIFT START: _____ END: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL WEEKLY HOURS
12/31	1/1 H	1/2	1/3	1/4	1/5	1/6	
1/7	1/8	1/9	1/10	1/11	1/12	1/13	
1/14	1/15	1/16	1/17	1/18	1/19	1/20	
1/21 H	1/22	1/23	1/24	1/25	1/26	1/27	
1/28	1/29	1/30	1/31	2/1	2/2	2/3	

EVALUATION KEY: A. EXCELLENT B. AVERAGE C. BELOW AVERAGE TOTAL HOURS _____

JOB PERFORMANCE: _____ ATTITUDE / COOPERATION _____ OVERALL WORK QUALITY _____

REMARKS: _____

TASKS PERFORMED THIS MONTH: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

PLEASE FAX THIS REPORT TO ANGIE DISARNO AT 858-1065 NO LATER THAN THE 5TH OF EACH MONTH.
 B-3683 (REV 3/07)

MEDICAL EXAMINATION FOR EMPLOYABILITY ASSESSMENT, DISABILITY SCREENING, AND ALCOHOLISM/DRUG ADDICTION DETERMINATION

I. CLIENT IDENTIFICATION

Print Client Name: _____ Veteran: Yes No
 Address: _____
 SSN#: _____ Case #: _____ CIN: _____ DOB: _____
 Does the client have an active SSI application pending? Yes No Reason(s) for referral: Client states that: _____

II. AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

I authorize the examining physician to disclose to the Department of Social Services any information provided, any diagnoses made, conditions revealed, and functional limitations identified, as a result of the examination given. I understand that this information will be treated as confidential.

Client Signature x _____ Date: _____

AUTORIZACION PARA DAR A CONOCER INFORMACION MEDICA

Yo autorizo al médico que me está examinando a dar a conocer al Departamento de Servicios Sociales cualquier información provista, cualquier diagnosis, condiciones reveladas y limitaciones funcionales identificadas en base al examen realizado. Comprendo que esta información será confidencial.

Firma del Cliente x _____ Fecha: _____

III. MEDICAL INFORMATION

a. List All Medical Conditions. Include psychiatric and alcohol/drug addiction diagnosis using DSM-IV format. (List all medical diagnoses and specify medical/clinical findings, including history, clinical course and prognoses.)

Addendum Attached

b. Specify Treatment/Referral Recommendations: _____

c. Medication Taken/Prescribed (including for psychiatric problems): _____

IV. FUNCTIONAL LIMITATIONS (related to medical findings noted in Section III): (check column that applies)

a.) Physical Functioning	No. Evidence of Limitations	Moderately Limited	Very Limited	b.) Mental Functioning	No. Evidence of Limitations	Moderately Limited	Very Limited
Walking				Understands and remembers instructions			
Standing				Carries out instructions			
Sitting				Maintains attention/concentration			
Lifting, Carrying				Makes simple decisions			
Pushing, Pulling, Bending				Interacts appropriately with others			
Seeing, Hearing, Speaking				Maintains socially appropriate behavior without exhibiting behavior extremes			
Using Hands				Maintains basic standards of personal hygiene and grooming			
Stairs or other climbing				Appears able to function in a work setting at a consistent pace			
Other:				Other:			

Limitations Resulting from Recent Addiction Behavior (within past 12 months): (Legend: no episodes = no evidence of limitation; one or two episodes = moderately limited; three or more episodes = very limited.)

(Check <input checked="" type="checkbox"/> column that applies.)	No Evidence of Limitation	Moderately Limited	Very Limited
Medical hospitalizations or emergency room visits due to addiction			
Acute psychiatric hospitalization due to addiction			
Hospitalization for alcohol/drug detoxification			
Prior attempts at alcohol/drug abstinence			
Passing out or black-out episodes			
Repetitive violent actions toward self or others while drunk or high			
Loss of housing due to addiction			
Loss of job or failure to complete an education or training program due to addiction			
Pattern of addiction interferes with activities of daily living			
Actual suicide attempt			
Other:			

V. TREATMENT HISTORY (list for medical, psychiatric, alcoholism and drug treatment for the past Two Years)

Name of Program/Provider	Type of Program/Provider i.e. Outpatient, Residential, Methadone (for addiction specify modality)	Length of Treatment (# of Months)
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. CURRENT TREATMENT PROGRAM IDENTIFICATION (include medical, psychiatric, alcoholism and drug treatment as applicable.)

Program Name: _____
 Address of Client's Treatment Site: _____
 Mailing Address (if different from above): _____
 Treatment Program Contact: _____ Title: _____
 Telephone #: () _____ Fax #: () _____

VII. LIMITATIONS ON WORK ACTIVITIES

a. Taking into consideration physical, mental and addiction limitation(s), describe any working conditions, environments, or work activities which are contraindicated:

b. Are these restrictions expected to last longer than 90 days? Yes No

c. Do you recommend referral to rehabilitation, including but not limited to, a mental health or alcohol/substance abuse, or a physical rehabilitation program? Yes No If yes, please specify: _____

VIII. SCREENING FOR POSSIBLE SSI REFERRAL

Based on the evidence available to you, does this individual have severe impairment(s) which has lasted, or is expected to last at least 12 months? IF YES, please check _____ Explain briefly: _____

_____ If substance abuse is also found, would such impairment be expected to continue if use of drugs and/or alcohol were to cease? Yes No

IX. If a Veteran, has this person been referred to Veterans Administration? Yes No

X. PHYSICIAN INFORMATION

Physician's or Psychologist's Name (please print): _____
 Address: _____
 Board eligible or certified specialty: _____ Tele.#: () _____ Fax #: () _____
 Is this client a patient of the examining physician? Yes No If yes, for how long? _____
 Date of Last Examination: _____
 Signature of physician or psychologist: X _____ Date: _____

Please forward this completed form to Social Services Contact: _____
 Telephone #: _____ Address: _____