



RECEIVED MAR 14 2008

Eliot Spitzer  
Governor

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

David A. Hansell  
Commissioner

March 12, 2008

Mr. John P. O'Neill  
Commissioner  
Essex County Department of Social Services  
P.O. Box 217  
Elizabethtown, New York 12932

Dear Commissioner O'Neill:

I am pleased to inform you that your Temporary Assistance and Food Stamp Employment Plan for the period January 1, 2008 through December 31, 2009 is approved by the Office of Temporary and Disability Assistance (OTDA). A copy of your final plan is enclosed.

The plan will be made available to our Office of Administrative Hearings for use by administrative law judges when conducting employment-related fair hearings. Any amendments necessary to reflect changes to your district's policies or procedures that are covered by the plan must be submitted to your OTDA Employment Technical Advisor for approval.

We look forward to continuing our work over the next few years as we work to continually enhance employment services provided to low-income individuals so they are prepared to retain employment and access the array of work supports available in New York. As always, feel free to contact me or Barbara Guinn at (518) 486-6106 for any assistance to support your efforts.

Sincerely,

Russell Sykes  
Deputy Commissioner  
Center for Employment and Economic Supports

Enclosure


cc: Barbara Guinn  
Lisa Trapasso  
Keri Stark

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 Essex County Department of Social Services submits this Temporary Assistance and Food Stamp Employment 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 Essex County Department of Social Services, I hereby affirm that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this plan.

  
\_\_\_\_\_, Social Services Commissioner  
John O'Neill  
Date 2/14/08

**Section 2 Administration**

**Section 2.1 Administrative Structure**

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

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

**Adirondack Community Action Programs, Inc./Employment & Training:**

- Maintain the prescribed TANF and Safety Net participation rates
- Employability Assessment/Reassessment
- Employment Plan
- Develop Workfare worksites/weekly site visits to active sites
- Work activity assignment
- Work activity participation monitoring
- Assist OTDA Jobs Specialist and Essex County DSS in increasing placements of welfare applicants, recipients and workfare participants into jobs.
- Operate and monitor job search programs for eligible participants.
- CMS data entry associated with the above
- Offer job search, soft skill & computer workshops through One-Stop

**RECEIVED**  
**WELFARE-TO-WORK DIVISION**

FEB 25 2008

Essex County Department of Social Services:

- Will assign all employable TANF and SN population to ACAP Inc
- Develop and monitor treatment plans of exempt individuals engaged in treatment or rehabilitation, making adjustments as indicated, with activity participation geared toward self-sufficiency.
- Conciliation, sanction and dispute resolution
- Review of medical information in order to determine employability status/disability determinations
- Secondary employability status/disability determinations review performed by Medical Review Team consisting of DSS staff, contract staff and contracted Physician as warranted
- Referral to the contracted independent medical provider (IMA) to provide additional medical and/or psychological evaluations
- Supportive services delivery is coordinated with our contract agency and services units within DSS.

The total number of employees of the local Department of Social Services is 92

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
ACAP, Inc.	\$186,270	FFFS	TA, 200%	Welfare To Work Orientation, Assessment, Work Experience, Post Employment
ACAP, Inc.	\$7,557	FSET	Food Stamp	Assessment, Job Search, WX

St. Joseph's	\$4,550	FFFS	TA, SN	Drug & Alcohol Screening/Assessment
Horace Nye Home	\$ 3,623	FFFS, LAF, FA, SNA	TA, SN	Medical Evaluation Reviews for Employability by County Medical Director
Industrial Medical Associates (IMA)	\$ 20,000	FFFS, LAF, Int. Case Svcs.	TA, SN	Medical & Psychological evaluations
	\$			
Total	\$222,000			

**TABLE 2 – Other Service Providers**

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
OneWorkSource	WIA	TA, FS, 200%	Job Search, Job Referral, Pre-employment, training
VESID	NYSED	TA, FS, 200%	Vocational and Educational training, case management, support services
OTDA JOBS	NYSOTDA	TA, FS, 200%	Job referral, job placement, job development
CV-TEC	NYSED	TA, FS, 200%	Vocational training, GED training
North Country Community College	NYSED	TA, FS, 200%	Career planning, Financial Aid assistance, Training
Literacy Volunteers		TA, FS, 200%	Literacy skills
ACAP, Inc.	NYSDOL	FA, 200%	Wheels To Work
ACAP	NYSED	TA,FS, 200%	EDGE/Basic Skills/Vocational Training/Even Start/Family Literacy
CST	STATE	200% & TA	CAR REPAIRS ,INSURANCE, TIRES, FEES, GAS VOUCHERS & CARDS

Section 2.3 – Jobs Agreement

**Jobs Program Services – Target Groups**

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

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

**Other Services Requested**

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

Case Conferencing, Job Fairs

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

**Number of Jobs staff**      .6

**Locations**

- 
1. OneWorkSource, Elizabethtown, NY
- 
- 2.
- 
- 3.
- 

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

Lisa Trapasso 518-873-3458

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

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

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

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

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

Check one of the following:

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

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

- Applicants and recipients are provided information regarding services available at the OneWorkSource Business & Employment Center (One-Stop) in Elizabethtown
- All job ready applicants/recipients are required to meet with OTDA Jobs staff for appropriate job referrals and are made aware of their responsibility to comply with these requirements

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

Group Applicant Orientations are conducted by a One Work Source Employment Specialist on a weekly basis with maximum participation of seven in a group. Individual Orientations can be scheduled if needed.

Recipients are seen at One Work Source on an individual basis at Re-certification

#### **Section 3.3 Assessment and Employability Planning**

##### **Temporary Assistance Assessment (Reference 18 NYCRR 385.6 and 385.7)**

a. Check one of the following:

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

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

- Current living situation
- Physical Limitations
- Legal situations
- Financial circumstances
- Other service agency involvement/referral
- Transportation
- Short and long term client directed goals

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

- SRA-12 Reading
- TABE
- Self Directed Search

c. The qualifications of the employees administering the assessment tool(s) are at minimum: (Refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c))

Employment Specialist- Bachelor's Degree preferred, but high school diploma will be considered with relevant experience substituted for college credit on a year-for-year basis.

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

Adirondack Community Action Programs, Inc./Employment & Training

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

Yes       No

Applicants in households without dependent children are required to participate:

Yes       No

Food Stamps Assessment

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

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

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

Same as referenced above.

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

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

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

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

Referral to other agencies/services deemed necessary as part of the self-sufficiency plan.

b. The district administrative unit or contractor that develops employability plans is (list 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):

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

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

The district plans to meet participation rates through a process of ongoing screening, assessment, determination, involvement in work activities in a timely manner, striving for gap-free service provision, and tracking of participation status via available reporting tools. Specifically, at time of application, all nonexempt individuals will be engaged in a job search activity enabling their participation to begin at case opening. Once a new case opens, or there is a status change from exempt to nonexempt, the individual is scheduled via US Mail for a work activity meeting with an Employment Specialist within 10 calendar days. Unless barriers to participation are evident, a placement in a work activity usually takes place within two weeks. Participation and activity monitoring is ongoing through weekly "Employment Team" meetings, CMS, COGNOS and OTDA reporting instruments to assist in identifying deficiencies

Current participation standards include work activity assignments to include:

- a. 20 hours per week for a single caretaker of a child under age 6
- b. 30 hours per week for a single caretaker of a child over 6 years of age
- c. 30 hours per week for a two parent household in which one parent is disabled




- d. 35 hours per week for two parent households w/no federally subsidized daycare available
- e. 55 hours per week for two parent households w/ federally subsidized daycare available

b. The allowable work activities that are available in the social services district are listed and defined as follows. An "X" in the appropriate column indicates the activity is available for individuals receiving FA, SNF (indicating SN households with children or Safety Net Families), SNA, (SN households without children), and/or FS (indicating NTA Food Stamp).

If a column is blank it indicates that the activity is not available for that household/case type.









FA	SNF	SNA	FS	Activity	Definition
X	X	X	X	Unsubsidized Employment	Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self employment and/or paid internships.
X	X	X		Subsidized Private Sector Employment	Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized private sector employment will include positions subsidized through grant diversion, supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.

<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"/>	<p>Work Experience</p>	<p>Unpaid work performed at a public or not for profit organization to enable participants who cannot find unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provided training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.</p> <p>In addition to those components noted above, work experience will include unpaid internships that are part of any non-graduate student's education curriculum. (Note: Paid internships will be reported as employment.)</p>

			<p><b>On-the-Job Training (OJT)</b></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>
---	---	---	---	--

X	X	X		Community Service	<p>A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community Service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</p> <p>Community service assignments will primarily be voluntary in nature including participation in VISTA, Americorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or a nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.</p>
X	X	X	X	Job Search	<p>The act of seeking or obtaining employment or preparing to seek or obtain employment and will include looking for suitable job openings in a group or individual setting, making contact with potential employers, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, preparing to or applying for and/or interviewing for jobs and related activities.</p>

<p>☒</p>	<p>☒</p>	<p>☒</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>☒</p>	<p>☒</p>	<p>☒</p>	<p>Vocational Education</p>	<p>Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training other than a baccalaureate or advanced degree. Vocational education does not generally include basic or remedial education or ESL but may include work focused general education and language instruction that is a regular or integral part of a vocational education program. Social services districts are responsible for ensuring that any such remedial education or ESL is a regular part of the program for participants with similar skill sets as the TANF/SN MOE client, is determined necessary by the program provider, and is limited in hours to less than one-half of program participation. Vocational education programs include the completion of activities that provide individuals the knowledge and skills to perform a specific trade, occupation or vocation. Vocational education must be provided by an education or training organization.</p>

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

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

Local District Job Search Procedures:

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

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

Applicants are required to complete a minimum of 5 hours per week of Job Search activities and meet with the JOBS specialist on a weekly basis. Applicants must have a minimum of 5 weekly job contacts as documented in the Job Search Handbook. Hours/contacts assigned may fluctuate depending on case circumstances.

The district assigns TA recipients to Job Search  Yes  No

If yes, please describe the local district procedures for TA Job Search, including the required number of job search contacts and hours per week assigned. Also include a description of how often recipients are generally required to report job search outcomes.

Recipients are required to complete a minimum of 5 hours per week of Job Search activities and meet with the JOBS specialist on a weekly basis. Recipients must have a minimum of 5 weekly job contacts as documented in the Job Search Handbook. Hours/contacts may fluctuate depending on case circumstances.

Section 3.5 Job Development

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

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

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

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

The district utilizes the job development activities of the local One-Stop Center in which a Business Services Representative provides weekly outreach to businesses via on-site

visits and phone follow-ups. This method provides the One-Stop with current job openings to which TA applicants/recipients are referred

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

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

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

Clients are assessed for literacy as part of the Orientation process. Those identified as low literacy and/or without GED are referred to on-site GED/Literacy provider.

- 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:

Clients are assessed and referred to appropriate education/job skill programs based on interest and aptitudes. Job Skill and Vocational Training providers are available on-site at OneWorkSource or can be referred to outside agency providers.

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

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 partner with local WIA office to coordinate funding and training opportunities while blending these services with work activities to maximize potential for self-sufficiency.

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

Providers will be evaluated based on the ability of the training to increase the participant's progress in or to competitive, unsubsidized employment in a demand occupation in the local district or region.

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

Applicants/recipients are advised at time of assessment and orientation of approved training providers if appropriate.

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

- Appropriate skills and capabilities required for enrollment in specific training.
- Completion of Employment Plan.
- History of compliance with prior activity participation.
- District approval of training program resulting in sustainable employment.

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

Notification of enrollment in an activity is by mail within 7 days of the report date and time.

- h. In accordance with 18 NYCRR 385.9 (b), regardless of whether the college program is approved for the participant as an employment work activity, the district will approve as a work activity a work-study, internship, externship or other work placement that is part of a non-graduate student's curriculum unless one or more of the following conditions applies as check below:

It has been determined that the student voluntarily quit a job or reduced earnings to qualify for initial or increased Public Assistance.

A job or on-the-job training position that is comparable to the work-study, internship, externship or other work placement cannot reasonably be expected to exist in the private, public or not-for-profit sector

The student is not maintaining a cumulative C average (or the equivalent). The district may disregard this provision if the student documents an undue hardship.

Failure of the institution or student to monitor and report information regarding the student's attendance and performance as required.

Failure of the student to progress toward the completion of a course of study without good cause, as determined by the district.

The student has previously enrolled in a work-study, internship, or other work placement and failed to complete the work placement without good cause as determined by the district.

Additional reasons as stated below:

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

High School enrollment is monitored through submission of report cards and/or school statements that verify attendance; documentation is requested as part of the initial and/or recertification process, and as case record changes warrant.

- 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:

As part of the process for appropriate placement in a work activity, the DSS staff, ACAP staff and contracted medical professional will review each individual's medical status as documented through completion of the DDS-4526. Work activity providers (site supervisors) are notified in writing of an individual's limitations prior to final site assignment.

### Section 3.7 Work Verification

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

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

The Quality Assurance plan must explain how staff will:

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

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

The district will perform a random sample total of 8 cases per quarter for paid work activities, participation in unpaid work activities, cases with a member who has employment code 38-needed in home full-time to care for a disabled household member, and cases with employability code 31 – caretaker of a child under the age of 12 months.

The district will assess and verify that participation in the work activities reported meets the State approved definition for the activity as part of the review of sampled cases. The district will review both the Temporary Assistance and employment case files.

Hours of employment will be verified through pay stubs, employer verification forms, and direct phone contact with the employer documented in case notes. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.

Actual hours of attendance in unpaid work activities will be documented by monthly attendance time sheets showing actual hours of attendance, any excused or unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTCMS, excused absences and holiday time are documented in the case file and correctly reported on WTCMS in accordance with federal limitations, and that documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTCMS by district or provider staff.

The Temporary Assistance case files for employment code 38's will be reviewed based upon the wording of the time exemption to ensure the 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.

The Temporary Assistance case files with employability code 31 will be reviewed based upon the time exemption to ensure there is a birth certificate present to verify the child under the age of one.

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

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

All cases selected for the review above will also be reviewed for provider documentation and data entry. The providers will be requested to provide their documentation for each case reviewed.

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.):

A review team consisting of the County Medical Director, Sr. Social Services Worker, Employment Social Services Worker, Employment and Training Program Director and Employment Specialists from the contracted provider will assess all documentation submitted on behalf of client indicating disability status, potential for rehabilitation and suggested treatment plan. Appropriate documentation may include: individual, county contracted physician, and/or a

combination including an independent mental/medical exam by IMA, contract provider, if determined necessary.

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

A treatment plan is developed based on medical documentation and other service providers if appropriate. The treatment plan is discussed with the individual to discuss the recommended plan and their responsibility to comply with services that may assist in restoring self-sufficiency

- 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.:

District requests monthly attendance verification for client rehabilitation services directly from provider. Participant must provide documentation of compliance with other mandated courses of treatment/therapy/rehabilitation, etc. Failure to comply with treatment will be considered non-compliance.

### 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.

- Transportation barriers are being addressed by the offering of CHAMP bus tickets (public transportation) or the assistance of the DSS Employment Van/driver when needed for work activities.
- The Agency currently has an employment worker providing intensive case services.
- The district meets regularly with the contracted provider staff for case management.
- The district has adopted a stronger Orientation presentation that includes a detailed explanation of Work Requirements, child care, benefits of Work Experience, non-compliance consequences, and Job Readiness activities including practice applications.

### 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:

Information in regards to all recipient sanctions is entered onto the district's tracking report system for shared use by the Fraud Investigative Unit and the Employment Unit. The sanctioned recipients are called into the Agency on a monthly basis for an interview with both the Investigative Fraud Unit and the Employment worker.

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

Once the possibility of ending the sanction nears, the individual is contacted by the Employment worker in writing and advised as to how they may end their sanction. The process is repeated until the individual actually complies and ends their sanction. At this time they are assigned to a worker for assignment to an appropriate work activity

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

- Eligibility meetings to review work activity requirements and compliance
- Eligibility meetings to review household expenditures during sanction duration
- Eligibility-meetings to discuss progress toward self-sufficiency

### Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

- Applicant receives Diversion Screening tool and interview at One-Stop for identification of potential diversionary services.
- Supportive Services based on documented employment or promise of employment
- Applicant job search activities

### Section 4 Support Services (Reference 18 NYCRR 385.4)

#### Section 4.1 Temporary Assistance Applicants and Recipients in Work Activities

- a. The social services district will provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide to participants the following expenses which the district deems necessary for the individual to participate in orientation, assessment, employment planning, work activities and activities to restore self-sufficiency:
  - Mileage reimbursement for gas costs of vehicle (district will use 50% of 2008 IRS mileage reimbursement rate)
  - Relocation assistance including security deposit to alleviate remoteness barrier
  - License or other work related fees up to \$100.00

- Tools or equipment up to \$100.00
  - Clothing/Uniforms up to \$100.00
  - DMV fees, car insurance and repairs up to \$1000.00. Expenditure will be authorized only when deemed to be the least costly means of providing transportation
  - North Country Legal Services to assist in settling legal disputes presenting as barriers to employment
  - All support services will be provided to participants on a case by case basis
- b. The district will use the following approach to assist those participants who need transportation to and from a work activity site (including any applicable mileage reimbursement rate and the method used by the district to arrive at that reimbursement rate):

With transportation continuing as a major barrier to work activities in Essex County, participants without access to any means of transport to an activity site are restricted to referral of a site within a two mile distance. Any and all travel provided to a participant to and from a work activity site will be reimbursed at 50% of the IRS 2008 Mileage Reimbursement rate. CHAMP bus tickets would be offered for public transportation if available and also the offer of the Employment van/driver for the needed transportation.

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

Participants may be required to walk up to a maximum of two miles to participate in a work activity due to the rural nature of the county and lack of public transportation services. Weather, child care, and medical limitations are considered when making these determinations. Every attempt by the district will be made to use alternate methods of transport.

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

As long as funds are available, the following work related expenses (through CST, FFFS, etc.) will be authorized for applicants and recipients of Temporary Assistance when deemed necessary by DSS staff, to enable the individual to accept or retain employment. Approval is based upon documented evidence of a job and funds from other sources must be sufficient to meet the individual's needs:

- Post Employment services/counseling
- Transportation reimbursement/mileage (bus vouchers/gas coupons/actual travel at 50% of the IRS 2008 Mileage
- Reimbursement rate \$1000.00 maximum relocation expense
- \$100.00 for work related clothing, not limited to uniforms or footwear

- \$100.00 for tools or equipment
- \$100.00 for license or other work related fees
- \$1000.00 maximum for vehicle repairs, insurance premiums, DMV fees, and car or lease payments(documented evidence of individual ownership/title and valid driver's license is required)

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

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

#### Section 4.2 Transitional Supportive Services

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

- Post employment services done by contracted provider
- Congratulations letter sent by district listing possible job retention services (ie: daycare assistance, CST car assistance, uniform/work clothing, etc)

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.

- One month's rent
- Three month's medical insurance premium
- Expense to obtain or retain phone service
- Post employment services
- Gas coupons
- Car insurance
- Car repairs
- Transportation costs for up to one week if vehicle is in repair and deemed cost effective
- Services referenced in Section 4.1

#### 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.

- Gas coupons
- Car repairs up to \$1,000
- Auto Insurance up to \$500

- Auto Registration up to \$80
- Tires up to \$400
- Uniforms/work clothing up to \$100
- Case Management/Post Employment Services
- Other emergency support services deemed necessary to assist in job retention and prevent an individual from returning to assistance on a case by case basis

**Section 4.4 Supportive Services for Food Stamp Employment & Training (FSET) Participants:**  
 (Reference 18 NYCRR 385.4(b))

The district provides necessary childcare in accordance with the childcare section of the Child and Family County Services Plan.

a. Following is the district’s policy for providing transportation services for FSET participants:

The district will reimburse at 50% of 2008 IRS mileage reimbursement rate.

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

Supportive services as referenced in Section 4.1 will be offered to FSET applicant and recipients.

**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:

Once the district has been notified of a participant’s refusal to comply, a notice is sent to the non-compliant participant to inform them of the right to conciliation. The conciliation conference will be conducted by district staff not involved in the case.

The good cause/willfulness determination is made by:

- client’s employment worker
- a supervisor

- separate entity (please describe below)  
 other (please describe below)

The process shall be completed within 20 days for TANF cases and 14 days for SN, by a supervisor, after review of the available evidence related to the recipient's failure to comply, including the information provided by the recipient at the conference.

Failure of recipients to respond to the first letter, or who fail to prove at the conciliation conference that their non-cooperation was without good cause, will result in a ten day notice to discontinue or reduce benefits. The notice includes the right to a fair hearing. No sanctions relating to the disputed matter shall be imposed during the conciliation process. Participants determined not to be in compliance, that documented good cause for non-cooperation, will be notified in writing. Individuals have a right to contest their assignment through the fair hearing process, but will be expected to continue the activity until the district receives the hearing decision

### Section 5.2 Sanction

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

The sanctioned individual must sign an "Agreement to Comply with Employment Program Requirements" form. They will then be required to perform a work activity deemed appropriate by the district for 5 consecutive days before the sanction will be discontinued and they are considered as compliant.

### 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

To dispute the assignment or health related accommodations, the client must submit a request in writing, to the district. There will be at least one meeting with the individual, employment counselor, and mediator. The mediator will be a supervisor with no direct responsibility for the client's case. The meeting will be held within thirty days of the request. When the district has determined that a client has a health-related limitation that must be accommodated, and the client

indicates the site is not addressing the limitation, the individual is not required to perform said tasks at that site until the district determines that appropriate accommodations are in place.

#### Section 5.4 Food Stamps Good Cause Determination

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

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

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

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

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

To determine an individual's disability and/or medical limitations, a medical statement is required at application, recertification or at intervals determined by the circumstances. The DSS medical or mental evaluation is completed and submitted to the department within 10 days; once received, is reviewed to determine initial ability to work or address work limitations. The individual is notified in writing of the employability determination, and the right to a fair hearing. If necessary, the documentation will be further evaluated by the Medical Review Team consisting of the County's Medical Director, along with ACAP and DSS Employment staff, and/or additional medical or psychological evaluations may be requested from an independent medical provider (IMA) contracted by DSS to provide additional medical documentation to the Agency. The district will inform activity providers of any individual's limitations; to ensure the worksite is responding to the respective limitations of each participant, the employment counselor contacts the site supervisor regularly, making adjustments in work assignment/location when necessary, or as warranted upon receipt of updated medical statements. The district will inform providers of any limitations in writing.

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:

Medicals submitted by participants from their practitioner are reviewed by the TA and Employment Supervisors for an employability determination. If necessary, a secondary review by the Medical Review Team consisting of the County's Medical Director, along with ACAP and DSS Employment staff, is done to determine what and if any activities can be done within documented limitations. Additional medical or psychological evaluations may be requested from an independent medical provider (IMA) contracted by DSS to provide additional documentation for review.

Essex County Department of Social Services  
**EMPLOYMENT PLAN**

Client Name: \_\_\_\_\_ Case #: \_\_\_\_\_

Referred to:

\_\_\_\_ DSS REQUIREMENTS: \_\_\_\_ Job Search

\_\_\_\_ Work Experience

Client's Service Strategy/Employment Plan:

---

---

---

---

---

If plan cannot be accommodated, state reason(s): \_\_\_\_\_

---

Referred client to:

\_\_\_\_ OneWorkSource      \_\_\_\_ NCCC      \_\_\_\_ NYSDOL

\_\_\_\_ VESID      \_\_\_\_ CV-TEC      \_\_\_\_ Other \_\_\_\_\_

I have participated in the development of this plan and understand the steps set forth to help me gain self-sufficiency.

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Essex County Department of Social Services**  
Elizabethtown, New York

**APPLICANT ORIENTATION**

I acknowledge that I have attended an Applicant Orientation for Temporary/Safety Net Assistance on this day and the following topics were explained to me:

- Federal Work Requirements under the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform)
- Work Activities
- Supportive Services
- Non-Compliance/Sanctions
- Reporting of changes in household circumstances
- Intentional Program Violations
- Application Requirements
- Cooperation with Child Support Enforcement Unit
- Personal responsibility for repayment of student loans
- Finger Imaging
- Drug and Alcohol Screening
- Lifetime Limits for Assistance
- Benefits of WORK
- Transitional Benefits
- Diversion

I also verify that I met with the following agencies as indicated by their signatures:

\_\_\_\_\_ OneWorkSource Assessment

\_\_\_\_\_ Essex County Fraud Unit

\_\_\_\_\_ JOBS Unit

**\*\*I am aware that failure to complete this Orientation in its entirety may result in denial of my Temporary Assistance.**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

# Objective Assessment

Date \_\_\_\_\_

Your Phone Number \_\_\_\_\_

Message number \_\_\_\_\_

Name of Spouse or Companion \_\_\_\_\_

Names and ages of dependents

Name	Age						
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

_____	_____	_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------	-------	-------

## Non Custodial Parent information

First Name	Last Name	phone	Source of income
_____	_____	_____	_____

Street / po box	City, state, zip
_____	_____

Do you have day care?  yes  no

Who will be the Provider? \_\_\_\_\_

Have you received Public Assistance 30 months or longer? (life time)  yes  no

How would you get to work or school? \_\_\_\_\_

Do you have a valid drivers license?  yes  no Type \_\_\_\_\_

Do you own a car?  yes  no

Do you have insurance on the car?  yes  no

Are you Disabled?  yes  no explain \_\_\_\_\_

Do you have a current file with our agency?  yes  no

In a few sentences, what would you like to do for yourself:  
In three months ?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In six months ?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In two years ?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what is preventing you from reaching your work / educational goals.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORK HISTORY

List the last three (3) jobs you have had, starting with the most recent one:

Employer or Company Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last job title \_\_\_\_\_ Start Date \_\_\_\_\_

Rate of pay \_\_\_\_\_ Hours per week \_\_\_\_\_ End Date \_\_\_\_\_

Job Duties and Responsibilities: \_\_\_\_\_

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

What did you like about this job? \_\_\_\_\_

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

What did you dislike about this job? \_\_\_\_\_

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

Describe any specialized equipment / tools you used on the job: \_\_\_\_\_

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

May we contact this employer?  yes  no Do you enjoy this type of work?  yes  no

Reason(s) for leaving \_\_\_\_\_

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

Employer or Company Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last job title \_\_\_\_\_ Start Date \_\_\_\_\_

Rate of pay \_\_\_\_\_ Hours per week \_\_\_\_\_ End Date \_\_\_\_\_

Job Duties and Responsibilities: \_\_\_\_\_

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

What did you like about this job? \_\_\_\_\_

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

What did you dislike about this job?

---

---

---

Describe any specialized equipment / tools you used on the job:

---

---

---

May we contact this employer?  yes  no Do you enjoy this type of work?  yes  no

Reason(s) for leaving

---

---

---

Employer or Company Name

---

Address

---

Town

---

State

---

Zip Code

---

Last job title

---

Start Date

---

Rate of pay

---

Hours per week

---

End Date

---

Job Duties and Responsibilities:

---

---

---

What did you like about this job?

---

---

---

What did you dislike about this job?

---

---

---

Describe any specialized equipment / tools you used on the job:

---

---

---

May we contact this employer?  yes  no Do you enjoy this type of work?  yes  no

Reason(s) for leaving

---

---

---

# Educational History

Name of School (current / last) : \_\_\_\_\_

Date last attended: \_\_\_\_\_ Grade (current/last) \_\_\_\_\_ ED Level \_\_\_\_\_

Major course of study: \_\_\_\_\_

Vocational / Job related training: \_\_\_\_\_

Have you ever taken the GED exam?  yes  no

Date taken: \_\_\_\_\_ Results: \_\_\_\_\_

List major achievements/awards received: \_\_\_\_\_

Have you ever received Pell, Tap or other educational assistance?  yes  no

Do you have any outstanding student loans?  yes  no

If yes, are you up to date on your payments?  yes  no

What are your education goals?  
\_\_\_\_\_  
\_\_\_\_\_

Is the chosen education program related to a demand occupation?  yes  no

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Military Experience

From \_\_\_\_\_ To \_\_\_\_\_ Type of discharge: \_\_\_\_\_

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

Duties: \_\_\_\_\_

Skills attained: \_\_\_\_\_

How are these skills transferable to the civilian labor market?  
\_\_\_\_\_  
\_\_\_\_\_

## Home Experience

What are your hobbies?  
\_\_\_\_\_

Do you see your hobbies as a source of income?  yes  no

# Needs Assessment

Date \_\_\_\_\_

Comments

## Living Situations

- Adequate Food  yes  no
- Adequate Clothing  yes  no
- Adequate Housing  yes  no
- Adequate Elec/Heat/Water  yes  no
- Adequate Transportation  yes  no

---

---

---

---

---

## Family Situations

- Moral support of family/friends  yes  no
- Has financial support of family  yes  no
- Adequate child care  yes  no

---

---

---

## Personal Situations

- Substance Abuse  yes  no
- Chronic illness/allergies  yes  no
- Recent serious illness/injury  yes  no
- Emotional problems  yes  no
- Problems with relationship  yes  no

---

---

---

---

---

## Physical Limitations

- Standing  yes  no
- Sitting Lifting/Bending  yes  no
- Other  yes  no

---

---

---

## Legal Situations

- Criminal Record  yes  no
- Probation/parole  yes  no
- Suspended Drivers License  yes  no
- Child Support/Custody  yes  no
- Wage Garnishing/Restitution  yes  no
- Lawsuit Pending  yes  no

---

---

---

---

---

---

## Financial Situation

- Serious Debt  yes  no
- Facing Eviction/Foreclosure  yes  no
- School Loan in Default  yes  no

---

---

---

Are you receiving services from any other agencies?  yes  no

Explain: \_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

### PROJECTED SUPPORTIVE SERVICE NEEDS

#### Child Care

Description of Need: \_\_\_\_\_

Projected Length of Need: \_\_\_\_\_

Projected Total Financial Need: \_\_\_\_\_

#### Transportation

Description of Need: \_\_\_\_\_

Projected Length of Need: \_\_\_\_\_

Projected Total Financial Need: \_\_\_\_\_

#### Medical/Dental/Vision

Description of Need: \_\_\_\_\_

Projected Length of Need: \_\_\_\_\_

Projected Total Financial Need: \_\_\_\_\_

#### Other

Description of Need: \_\_\_\_\_

Projected Length of Need: \_\_\_\_\_

Projected Total Financial Need: \_\_\_\_\_

### TESTING INFORMATION

#### Interest Inventory Information

Rationale: \_\_\_\_\_

Date Tested: \_\_\_\_\_ Counselor: \_\_\_\_\_ Type of Test: \_\_\_\_\_

Results: \_\_\_\_\_

Do results indicate an interest in non-traditional employment? Yes \_\_\_ No \_\_\_

#### Reading Information

Rationale: \_\_\_\_\_

Date Tested: \_\_\_\_\_ Counselor: \_\_\_\_\_ Type of Test: \_\_\_\_\_

Results: \_\_\_\_\_

#### Math Information

Rationale: \_\_\_\_\_

Date Tested: \_\_\_\_\_ Counselor: \_\_\_\_\_ Type of Test: \_\_\_\_\_

Results: \_\_\_\_\_

#### Aptitude Information

Rationale: \_\_\_\_\_

Date Tested: \_\_\_\_\_ Counselor: \_\_\_\_\_ Type of Test: \_\_\_\_\_

Results: \_\_\_\_\_

#### TESTING SUMMARY

Are test results appropriate for demand occupational goal? Yes \_\_\_ No \_\_\_

**ESSEX COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
JOHN O'NEILL, COMMISSIONER**

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

The Work Experience Program gives you an opportunity to participate in a Work Activity as a part of your plan to become self-sufficient. You will be assigned to participate at a Non-Profit or Governmental Agency. The number of hours you participate each month is calculated based on your Public Assistance and/or Food Stamp amount. This does not mean you are receiving a wage for the performance of such activities. The following information will help you comply with regulations and understand what is expected of you in the Work Experience Program.

- 1) Social Services Law states that each person assigned to Work Experience shall be required to participate a certain number of hours according to the size of his or her monthly grant and/or Food Stamps divided by the minimum wage.
- 2) A transportation allowance of 14 cents per mile effective 1/1/2006 may be allowed to and from your home to the project to which you have been assigned, **if necessary**. This allowance will be issued as a special benefit after your time sheet for the month is received by this agency showing the number of days you have participated. Please Note: Transportation allowance will not be paid if the work site is within walking distance. If you have chosen to reside in an area where transportation is a barrier to obtaining employment or participating in a Workfare Program, the Essex County Department of Social Services will assist you with relocation to a populated area within Essex County which will enable you to participate in a Workfare Program and/or possibly increase your chances of obtaining employment. If you choose not to relocate, you are responsible for making your own transportation arrangements to the assigned project.
- 3) You must report to all scheduled appointments with the site to which you are assigned and for the scheduled hours determined by the site supervisor. It will be your responsibility to participate the required number of hours per month or you will be considered unsatisfactory.
- 4) If you are hurt or taken ill at the site, report this to your supervisor immediately before leaving the site. If you are ill, in an accident, or for some other reason are unable to report to Work Experience, notify your site supervisor the same day. You will be required to make up time for such excused absences within the same month. Medical verification of your illness/accident is required upon request of the site supervisor and/or employment counselor.

It is your responsibility to notify your supervisor in advance any time you are required to report to the Department of Social Services. He/She will schedule the days you must participate accordingly.

- 5) During the time you are not participating in the Work Experience Program, you will be expected to seek employment actively and be able to present reasonable proof of seeking work on the request of this agency.

You can be terminated from the Work Experience Program site you are assigned to for any reason a regular employee can be fired. You may be considered unsatisfactorily participating as a result.

Failure to report or continue on the Work Experience Program without good cause or to comply with any of the above may result in the termination of Public Assistance payments and/or Food Stamps.

If you have any questions or complaints regarding your participation in the Work Experience Program, please contact your Employment Counselor at OneWorkSource.

I understand that I may be assigned to the Work Experience Program. The Work Experience Program has been fully explained to me.

Client Signature: \_\_\_\_\_

Worker Signature: \_\_\_\_\_

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

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