



RECEIVED MAR 13 2008

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

Eliot Spitzer
Governor

David A. Hansell
Commissioner

March 5, 2008

Eileen Kirkpatrick
Commissioner
Genesee County Department of Social Services
5130 East Main Street, Suite 3
Batavia, New York 14020

Dear Commissioner Kirkpatrick:

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

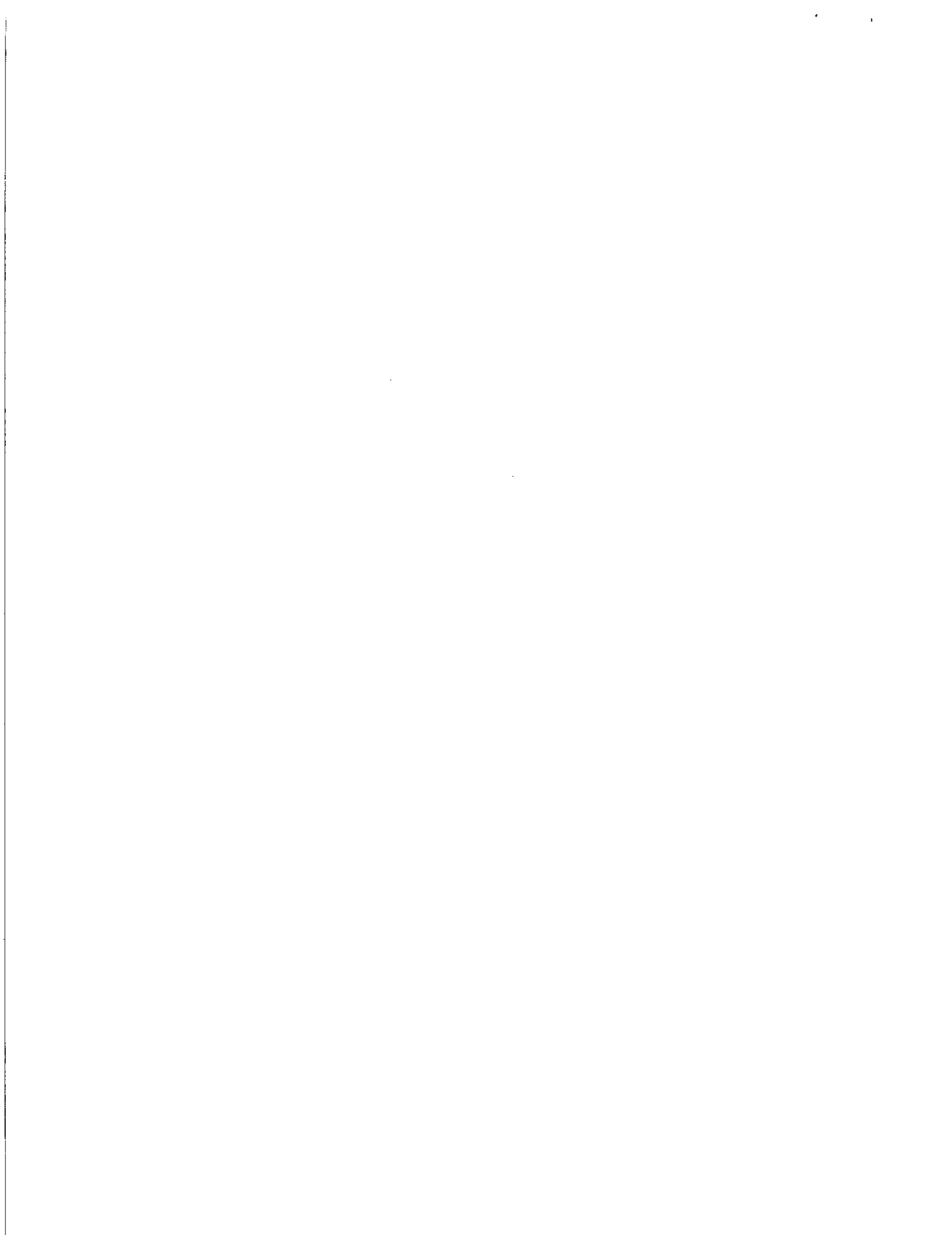
Enclosure

cc: Barbara Guinn
Cathie Mase
Darcell McDonald

"providing temporary assistance for permanent change"



bcc: S. Antos
D. Bloodstein



**COUNTY OF GENESEE
DEPARTMENT OF SOCIAL SERVICES**

5130 EAST MAIN STREET - SUITE 3
BATAVIA, NEW YORK 14020-3433
585-344-2580

Public Assistance, Medicaid, Food Stamps: 585-344-2587
Child Support Collection/Enforcement: 585-344-8500
FAX: 585-343-5548

EILEEN M. KIRKPATRICK
Commissioner
ROBERT M. GOODSSELL
Director of Financial Services

JERRY MORAN
Director of Social Services
MARK CASTIGLIONE
Director of Administrative Services

January 24, 2008

Barbara C. Guinn
Director, Employment and Advancement Services
NYS Office of Temporary and Disability Assistance
40 North Pearl Street, 11th Floor
Albany, NY 12243

Attention: 2008-2009 Employment Plan Processing

Dear Ms. Guinn:

Enclosed is the revised 2008-2009 Employment Plan for Genesee County.

A copy of this Plan has been forwarded to Ms. Darcell McDonald for her review. If you should have any questions, please feel free to contact me.

Very truly yours,



Cathie Mase
Employment Coordinator

Cc: Darcell McDonald
Encl.

**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 Genesee 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 Genesee 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.

1/28/08 Elben M. Kitzpatrick, Social Services Commissioner

Date

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 operation of the Employment Program in Genesee County is a collaborative effort between a number of partners in the community. The primary partners include Office of Temporary and Disability Assistance (OTDA), Job Development Bureau (JDB), Genesee Council on Alcoholism and Substance Abuse (GCASA), and Social Services (DSS). There is an onsite OTDA staff person to service employable applicants/recipients. Social Services has an Employment Coordinator, three Employment Program Assistants and one Senior Social Welfare Examiner who provide intensive case management. DSS also utilizes a Director of Financial Services, three Principal Social Welfare Examiners, one Senior Social Welfare Examiner, seventeen Social Welfare Examiners, a Principal Typist, and a Clerk Typist at varying levels to support employment related activities.

RECEIVED
WELFARE-TO-WORK DIVISION
FEB 01 2008

GENESEE COUNTY LEGISLATURE

COUNTY MANAGER

COMMISSIONER DSS

DIRECTOR OF FINANCIAL SERVICES

EMPLOYMENT

One Employment Program Coordinator
Two Employment Program Assistants
Two Senior Social Welfare Examiners
One Jobs First Manager

PROGRAMS

Three Principal SWE's
One Senior Social Welfare Examiner
Seventeen Welfare Examiners

PROGRAMS

One Principal Typist
One Receptionist
Four Clerk/Typist

Genesee County DSS utilizes a pro-active, employment based, front-door philosophy stressing self-sufficiency through Jobs First. The Intake Unit, OTDA Representative, Employment Coordinator, three Employment Program Assistants, and one Senior Social Welfare Examiner promote job searches, job referrals and supportive services to divert applicants from the need of ongoing cash assistance. Case management provided by our Employment Unit and OTDA Representative at the initial job assessment and job search help identify potential hurdles to self-sufficiency and assist families to overcome these hurdles.

All applicants for Temporary Assistance and Food Stamps are screened by our Intake Unit for employability. The screening serves a dual purpose, one to identify physical ability to work and second to identify potential hurdles to long-term gainful employment. All Temporary Assistance applicants are screened for drug/alcohol abuse and domestic violence. If our drug/alcohol screening detects a potential problem, that individual is referred to our onsite Genesee Council on Alcohol and Substance Abuse (GCASA) Credentialed Alcohol and Substance Abuse Counselor (CASAC) for a formal assessment. The assessment assists in determining employability status and the appropriate level of treatment. It is Genesee County's policy to have drug/alcohol counseling services be a part of an individual's employment plan. Our Employment Program Assistants and Senior Social Welfare Examiners provide case management and follow-up to monitor compliance of all potential drug/alcohol applicants/recipients. If GCASA recommends outpatient treatment for employable individuals, anyone refusing to participate in counseling services will be sanctioned as outlined in 385.12.

Individuals that self-identify for a potential domestic violence situation are referred to our Domestic Violence liaison. The liaison will put the individual in touch with our Domestic Violence Program, which is run by local YWCA. If the individual is deemed to be a victim of domestic violence, our liaison will evaluate employability based on the current situation. Exemptions for employment may be granted on a case-by-case basis. The duration of the exemption will be determined per State guidelines by our liaison.

The Intake Unit explains the employment process to the applicant and outlines the applicant's and the Agency's Rights and Responsibilities.

Applicants are asked to complete a Medical Self-Report. This Medical Self-Report is used to identify the applicant's current health for work relief placement or any potential limitations. If an applicant states that they have limitations and/or are not employable, they are given a medical statement (LDSS form 4526) for completion by a certified health professional. (We define a certified health professional as a physician, psychiatrist, certified alcohol counselor, physician's assistant, nurse practitioner or mental health clinician) If an individual does not have a physician or cannot afford to pay for a doctor's visit, we can assist the individual in making arrangements for the physical at no cost to them. The medical will be evaluated by DSS to determine employability.

We use Industrial Medical Associates (IMA) on a case-by-case basis to help the Employment Program Assistants clarify limitations and disabilities. IMA returns medical information within five business days from the initial appointment. IMA medicals also help local staff to determine appropriateness for referral for disability benefits.

If the applicant does not self-identify any health related barriers, an appointment is scheduled with our on site OTDA staff person who we call our Jobs First Manager.

The Jobs Manager completes an assessment, explains the Job Search Program to the individual, and provides a handout outlining the requirements. The OTDA Representative provides the individual with two or three advertised job openings that match as closely as possible the individual's qualifications. The applicant will be required to make contact with those employers over the next two business days. FA and SNA applicants return to the Employment Unit after one week with a total of ten job searches. Due to the forty-five day wait for SNA, SNA applicants will continue on a weekly job search for four weeks.

FA applicants are referred after one cycle of job search and SNA applicants are referred after four job search cycles to a 12 hour job readiness training provided by Job Development at DSS offices. This Working To Success training is a job-securing workshop that utilizes 3 workbooks, 18 handouts and 4 sample applications to deliver a condensed curriculum on how to secure and retain employment.

There is also a second mini-component of Working To Success that provides pre and post employment activities designed to give psycho-educational support to individuals identified as Mentally Ill Chemically Addicted (MICA), which enables mentally ill participants to obtain/retain employment. This component is facilitated by our Genesee County Mental Health Association.

Section 2.2 WTW and FSET Provider Agencies

Table 1 lists the local contracts or agreements with agencies to provide WTW and FSET activities and services. These activities and services may include, but are not necessarily limited to, 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, disability evaluations and sanction 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., EDGE, Bridge, WSP, 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
Job Development Bureau	\$32,336.00	FFFS	TANF, FA, SNA	Working To Success job readiness training- pre and post employment training to obtain/retain employment.
Community Care of WNY	\$66,000.00	FFFS	FA	BILT-Home based visiting program that focuses on teaching home management, parenting skills, and job search techniques to obtain employment and achieve long-term independence.
Attica Bus Services, Inc.	\$70,000.00	NYSDOL CST Grant	FA	Demand/Response shuttle service to daycare/employers.
Community Care of WNY	\$20,682.00	ICM Grant	FA	Engage non-compliant or not fully engaged participants into full engagement.
Genesee Council on Alcoholism and Substance Abuse (GCASA)	\$135.00/assmnt. \$35.00/toxi	FFFS	TANF, FA, SNA	Complete assessments to determine if ongoing treatment necessary. Also, to assist with employability determination if not employable due to D/A.
Industrial Medical Associates (IMA)	105.00/exam	Programs	TANF, FA, SNA	To complete an independent evaluation of an individuals medical diagnosis. Also to assist the department to clarify medical conditions and recommended treatment.
	\$			
	\$			
Total	\$189,018.00			

TABLE 2 -- Other Service Providers

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
OTDA Jobs Program		TANF/SNA	Assists applicants and recipients of temporary assistance with their Job Search assignment. Supplies these individuals with bona fide job listings. Job Developes within the community.

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	_____ X _____
Supervised Job Search	_____ X _____	TANF (inc. SN fam.)	_____ X _____
Job Readiness Training	_____	Safety Net Singles	_____ X _____
Job Club	_____	Food Stamps	_____
Job Placement Services	_____ X _____	200% of Poverty	_____
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., WTWCMS data entry, case conferencing, job fairs etc.)

Case conferencing and job fairs.

Jobs Program Staffing and Location (Address)

Number of Jobs staff -1

Locations

1. 5130 East Main Street, Suite 3, Batavia, NY
14020

2.

3.

Jobs Program LDSS Staff Contact (Name & Phone Number)

Cathie Mase -- (585) 344-2580 ext 6424

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 self-sufficiency such as SSI and SSD.

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

- As defined in Section 3.4.
- Community Service as defined in this Plan.
- Any activities an applicant/recipient may be referred to during assessment process for determining exempt or disability status (eg. GCASA, Mental Health).
- Any activity that may be tailored to the requirements of special needs or at risk individuals. Specifically, persons having documented either physical or mental limitations.
- Participation in Job Search as defined in this Plan.
- Working to Success Job Readiness.

Those individuals initially identified as disabled are monitored regularly for changes in status. Our Employment Program Assistants, Senior Social Welfare Examiner and Social Welfare Examiners ask for updated medicals on a regular basis (no longer than each recertification). All individuals with long-term disabilities are referred to our Disabled Client Assistance Program (DCAP). The Senior Examiner works with the individual on the SSI/SSD application process if their disabilities warrant. In certain situations we may ask recipients to see our physician (IMA).

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.

1. The participant's obligations to participate in all scheduled activities.
2. The procedure to follow if the participant has a conflict or cannot attend a scheduled appointment or activity.
3. Notification of client's responsibility to participate in Work Experience.
4. Scheduling of the Employability Plan.
5. A sign off sheet which clearly states requirements regarding time limits and school attendance for teen parents.
6. Working with DSS employment workers to reduce or eliminate potential barriers to employment (e.g. Daycare/transportation).
7. Notification of available supportive/transitional services including Child Care in Lieu of Temporary Assistance.

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.

The Orientation is conducted prior to the start of our Working To Success Job Readiness training program in a group setting by the Employment Unit staff. Exceptions to the group setting are made on an individual bases (e.g. Mental Health issues, physical disabilities, etc.).

Our Temporary Assistance cases are recertified in a group setting. We have added the Orientation information to our recertification tape to ensure all recipients have this information at recertification as well.

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:

[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):

Genesee County Social Services uses the tool in WTCMS.

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))

The minimum qualification of employees administering assessment tools is to meet the Genesee County Civil Service requirements for Employment Program Assistant and Senior Social Welfare Examiner. Any staff member administering the assessment tool is trained on appropriate use by our Employment Coordinator.

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

Genesee County DSS Employment Unit.

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

Yes No

Applicants in households without dependent children are required to participate:

Yes No

Food Stamps Assessment

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

- a. The district does does not require work registrants to participate in a formal employment assessment.
- b. If assessment is required, the assessment includes the following elements:

N/A

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

- a. A copy of the district's employability plan is attached and:
 The district completes employment plans in accordance with 18 NYCRR 385.6(b) and 385.7(b) and no additional information is contained in the plan.

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

- The participant's barriers to employment;
- A realistic, sequential plan for overcoming barriers to employment;
- Commitments such as counseling appointments, substance abuse rehabilitation, etc.;
- Childcare and transportation needs and arrangements.

Any changes to the plan shall be discussed with the individual and documented in writing.

The Evaluation Tools Used Include:

- TABE
- WTCMS Employment 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's Plan will include:

- a. Plan of self-support (PASS) for employable SN individuals in our local congregate care level II drug/alcohol facility.
- b. Work Experience.
- c. Happily sanctioned individuals are brought in semi-monthly and counseled by their Employment Program Assistant on supportive services and the benefits of employment, including Child Care in Lieu of Temporary Assistance.
- d. Utilize an in-home visiting program (BILT) to promote the benefits of employment and assist with the removal of any household barriers.
- e. Contract with our local Career Center to provide Intensive Case Management to under-engaged and non-compliant households.
- f. Twelve hour Job Readiness Training program.

Our goal is to have every nonexempt individual engaged as of the date of case opening. The Employment Program Assistants are all in the same hallway as the Temporary Assistance Social Welfare Examiners. They have a regular dialogue on cash assistance cases. If for some reason the verbal communications fail, we use a local COGNOS report to identify date of case opening. This report is generated the day after the case opens.

For individuals that become non-exempt after case opening, we have them engaged as soon as supportive services are in place. We can have supportive services in place within five to seven days. A locally generated COGNOS report is produced semi-monthly to identify individuals that have become non-exempt.

To ensure full engagement of all non-exempt adults, we use the state generated Active Adults with Current Schedules less than 30 or 20 hours COGNOS report.

The District's work experience/community service weekly standard participation is a minimum of 30 hours per week. For households with a child under 6 years of age, participation is determined on a case-by-case basis with a minimum requirement of 20 hours per week. A combination of work experience and/or job search may be assigned up to a total of no more than 40 hours per week. In no circumstance will an individual work more than their TA grant plus Food Stamps divided by the Federal/State minimum wage, whichever is higher.

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.

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

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

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

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

<p>☒</p>	<p>☒</p>	<p>☒</p>	<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>
<p>☒</p>	<p>☒</p>	<p>☒</p>	<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>

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

All Temporary Assistance applicants are required to complete a Job Search. Because of the 45-day waiting period for Safety Net Applications, we require those individuals to complete four weeks of a Job Search. Those individuals must do at least 10 Job Searches totaling a minimum of 15 hours per week. The Family Assistance applicants are required to complete two weekly job searches with no less than ten job contacts each week. Both TANF and SNA applicants are either issued a \$20.00 gas voucher or ten bus tokens from RGRTA to complete the search.

We are currently using the new Job Search Log (attached are copies of the logs we use). An individual whether Safety Net or Family Assistance is given two advertised job referrals at initial contact by our OTDA representative. Those individuals are given one week to return to our offices and see either the OTDA representative or one of the DSS Employment staff. The process repeats once for Family Assistance applicants and three times for Safety Net applicants.

Genesee County Social Services samples all Job Search Logs returned. We send out a letter to 40% of the listed job contacts to confirm that the applicant did make contacts as listed.

Genesee County also requires all Family Assistance and Safety Net applicants to participate in our twelve hour job readiness program during the application phase.

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.

All Temporary Assistance recipients are required to complete a Job Search using our Job Search Log. Those individuals will return to see either the OTDA representative or the DSS Employment staff at least weekly. Safety Net recipients must do at least 10 Job Searches totaling a minimum of 15 hours per week. The Family Assistance recipients must complete at least 5 Job Searches totaling a minimum of 5 hours per week. Both TANF and SNA recipients are either issued a \$20.00 gas voucher or ten bus tokens from RGRTA to complete the search.

Genesee County Social Services samples all Job Search Logs returned. We send out a letter to 40% of the listed job contacts to confirm that the recipient did make contacts as listed.

Date of Contact	Start Time	End Time	Employer Name, Address, Phone Number or Activity Performed	Name of Person Contacted	FOLLOW UP						Results Of Contact
					PHONE CALL	APPLICATION	INTERVIEW	BY MAIL/FAX	ONLINE APP	IN PERSON	
TOTAL	HOURS										

Signature: _____ (Client) _____ Date

When you find out you are employed _____ Date

Call David Clark – (585) 344-2580 ext. 6532

With the following information:

(Please leave on voicemail if he doesn't answer.)

(Received By) _____ Date

Your Name/Phone #: _____

Place of employment: _____

Number of hours per week: _____

\$ per hour: _____

Start date: _____

Tab Title:

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:

[Click here and type the description]

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

[Click here and type the description]

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

JOBS Program staff uses scheduled visits to Genesee County employers as well as cold visits/calls as job development. Job orders are created and monitored. Many employers call when they need to fill positions as a response to previous job development efforts.

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:

Genesee County Department of Social Services currently does not have a contract to provide GED or ESL instruction. BOCES is the entity that provides Equivalency Diploma training to our residents and Literacy Volunteers of America provides individuals with ESL instruction. The Employment workers are provided with information and resources from the providers regarding their programs. This information is passed to individuals that have been identified as needing services. In both instances, staff work closely with both entities to coordinate necessary services and monitor compliance.

- 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:

Genesee County Department of Social Services currently does not have a contract to provide vocational education or job skills training. If short term training is needed to obtain skills necessary to qualify for the job and there are reasonable job opportunities available, the Employment worker will provide the individual with information of available community resources (eg. VESID, ACE, BOCES, Genesee County Job Development). Many times, Vocational Education and Job Skills training programs are paid by WIA or VESID. In some cases, Genesee County may pay for the training.

The Employment worker will try to identify work experience placements that support the individual job interests.

- 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.

Our intent is to have at least five additional individuals enrolled in vocational education or job skills training on a continuous basis by December 31, 2008. We will develop a letter to mail to all non-engaged and under-engaged individuals inviting them to contact their Employment worker to discuss the benefits of Vocational Education/Job Skills Training. For individuals that do not respond, we will make phone contact with them. Our goal is to mail 15 letters each month until all individuals are contacted. Once a course of action has been identified, the Employment worker will work with the individual to coordinate services. The worker will enroll identified individuals and continue to work with them on an ongoing basis.

- d. Education and training providers are evaluated by the following standards:
1. Compliance with all regulations stipulated in contract or agreement.
 2. Placement rates which exceed 80% for the training provided.
 3. Be accredited to provide the training proposed by the appropriate agency.
 4. Must be willing to provide documentation of attendance and satisfactory progress.
 5. Training provided meets the local labor market needs.

- e. The district procedure for advising participants of the approved training providers is:
1. Work with individual in identifying need.
 2. Provide them with a list of providers that may help meeting need (e.g. VESID, ACE, Community College, BOCES, etc).
- f. Participants must meet the following requirements in order to be assigned to education/training activities:
1. The recipient's assessment results show that they possess the necessary aptitude and academic ability to benefit from and successfully complete training.
 2. The recipient's training goal is consistent with local labor market needs.
 3. All individuals less than 20 years of age who have not received a high school diploma or GED will be required to attend secondary educational activities leading to a high school degree or GED as part of their employment plan. High school attendance will not be required if based on the assessment, participation will not lead to a high school diploma or it's equivalent. Attendance and satisfactory progress will be monitored by the case manager to ensure compliance with local school district standards.
- g. The district procedure for notifying participants of approval for training or enrollment in a work activity is:
1. A basic framework of activities will be part of an individual's Employment Development Plan. Individuals will be notified in writing of the specific date and time of an activity. Where possible individuals will also be verbally reminded of 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:

DSS makes a reasonable effort to not assign a non-graduate student to work activities during hours that conflict with the student's academic schedule. In attempting to schedule work activity assignments around academic schedules, DSS may not always find it possible to enroll individuals in activities for the number of hours required to meet work participation rates or to enroll individuals in activities that DSS believes are necessary for the individual to achieve self-sufficiency. Therefore, if a required work activity assignment is only available during hours that conflict with the student's academic schedule, DSS may assign the student to that work activity even though the assignment conflicts with the academic schedule.

DSS makes a reasonable effort to assign recipients who are students to work experience sites on campus when such assignments are available or within a reasonable proximity to campus when on-campus is not available.

- 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 enrolled and participating in school on a full time basis will be monitored through the use of the DSS-3708, School Attendance Verification, at application and recertification by an eligibility worker (Social Welfare Examiner).

- 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:

Genesee County DSS complies with the requirements of the Americans with Disabilities Act to not discriminate against and provide equal access to services for persons with disabilities. Genesee County DSS assigns applicants and recipients of Temporary Assistance/Food Stamps to work activities that are consistent with the individual's health related limitations. Genesee County DSS will document requests for health related accommodations and the district's response to the request. Genesee County DSS will inform work site supervisors in writing of the health related limitations of an applicant/recipient of Temporary Assistance/Food Stamps for purposes of accommodating the limitation.

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):

Work Experience Verification:

Prior to approving a work site, Genesee County Social Services make sure that the entity is either a public agency or not-for-profit organization. All work sites are required to have a signed agreement with the Genesee County Department of Social Services prior to receiving any placements. All organizations wishing to participate in work experience, receive an informal training/orientation about our program. Part of the orientation is a description on accurate completion of time sheets including the definition of an excused absence.

Genesee County will perform a random sample of 2 cases per quarter for participation in unpaid work activities. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTWCMS, excused absences and holiday time are documented in the case file and correctly reported on WTWCMS in accordance with federal limitations, and that documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTWCMS by district or provider staff.

Paid Work Activities:

Genesee County will perform a random sample of 2 cases per quarter for paid work activities. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms, and direct phone contact with the employer documented in case notes. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTWCMS and documentation is in the file to support hours reported on WTWCMS and that the scheduled hours on WTWCMS is consistent with the documentation.

We will project verified scheduled hours for no more than six months. If a recipient reports any change in hours, the change is confirmed and entered in WTWCMS and ABEL as appropriate.

Genesee County does not enter self-attested hours into WTWCMS or ABEL.

Genesee County will perform a random sample of 2 cases per quarter in which a case member is reported as an employability code 38-needed in the home fulltime to care for a disabled household member. The temporary assistance case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption and that the individual is the appropriate caretaker.

Genesee County will perform a random sample of 2 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.

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

Our Employment Coordinator will do the review and provide a summary report to the Director of Financial Services each quarter. A copy of the summary report will also be forwarded to Kathy Nagy at Kathleen.Nagy@OTDA.state.ny.us.

The Employment Coordinator and Director of Financial Services will also meet quarterly to discuss the results of the review. If determined there is a substantial problem, a corrective action plan will be developed. This plan will be approved by the Genesee County Social Services Commissioner. Once approved, the plan recommendations will immediately be implemented.

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):

Genesee County Social Services does not currently have program providers who are responsible for collection of documentation or entry of date into WTCMS.

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.):

Medicals (LDSS-4526) are reviewed by staff assigned to our Employment Unit to determine if a disabled individual has the potential to be restored to self-sufficiency. If needed, contact is made with health care providers to clarify treatment recommendations. The employment worker will follow up with both the individual and the health care provider to ensure treatment recommendations are being followed.

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

If appropriate, clients are referred to our DCAP/AD Unit for assistance (see Section 6). For others, individuals with temporary disabilities are monitored by their assigned employment worker on a regular basis for compliance with their treatment plan. This is completed by follow up medicals with appropriate treatment providers.

- 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.:

AFA's are utilized on a monthly or on an as needed basis to verify compliance with the recommended treatment plan. Participants are required to show evidence that they are participating in recommended treatment. If needed, contacts with health care providers are made by employment unit staff on a monthly basis to assist the individual with 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.

The education process starts at our front door. All individuals applying for Temporary Assistance are given an orientation when the application is submitted. Our intake workers discuss the benefits of work, and wrap around services available to support work (e.g. Medicaid, Food Stamps, Child care). The intake worker also explores the possibility of a diversion payment (car repair, work clothes, etc.) for individuals that are working or have a bona fide job offer.

The intake worker outlines the applicant responsibilities both during the application and recipient phase, including both job search and work experience.

The intake worker sets up an appointment with our OTDA representative as well as an opening interview with the Temporary Assistance examiner. An individual claiming work limitations is given a medical (LDSS-4526) to return within 10-days, as well as an appointment with an Employment worker rather than the OTDA representative. (Refer to Section 6 for this process)

The job search and work experience responsibilities are discussed at the Temporary Assistance interview by the Social Welfare Examiner and by our OTDA representative or employment worker.

Individuals that see our OTDA representative are given a job search log with two actual open positions. The Temporary Assistance applicant is asked to make those two contacts plus eight random contacts and return with a completed log in one week. The job search will continue as outlined in Section 3.4.

Running concurrently with the job search is an appointment with the employment worker. The employment worker will further explain the work experience process including identifying an appropriate work experience placement. The employment worker and applicant will work together to identify any barriers to either work experience or actual paid employment. They will work together to reduce or eliminate those barriers.

Genesee County has several programs that assist recipients in obtaining and retaining employment or continued compliance with work experience.

1. Building Independence for the Long Term (BILT) – A homemaker service that provides assistance to TANF individuals that are having problems balancing the responsibilities of a job and normal life at home. The homemaker does home visits and provides individual support in order to facilitate a “normal” home life and meeting job expectations.
2. Wheels for Work – Refer to Section 4.2
3. Each applicant/recipient is assigned a Department of Social Services Employment worker as a primary contact. This employment worker is available to facilitate the individuals ability to obtain/maintain employment as well as meet 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:

All individuals on sanction have a biweekly self-sufficiency appointment, this is considered to be part of the ongoing eligibility process. At this appointment, the case manager discusses the benefits of work with the sanctioned individual. This includes, but is not limited to hurdles to self-sufficiency and how to overcome those problems. The case manager also discusses the wide array of supportive and transitional services available to support employment. At this appointment the case manager also reviews recipient income, expenses, receipts, etc and compares that with monthly expenses. If the expenses exceed income, and the client is still meeting expenses, a referral is made to our fraud unit.

Sanctioned TANF households are referred to our Intensive Case Management (ICM) program. The Intensive Case Management (ICM) worker meets with individuals to reinforce the positive aspects of employment.

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

Continue to meet bi-weekly with those individuals encouraging them to participate in employment activities.

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

See above.

Section 3.11 Diversion Strategies

[] District has no specific diversion strategies.

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

In-depth evaluation of a family's current living situation to determine what wraparound or one time only diversionary payments may help. For example, childcare in lieu of temporary assistance.

In order to be eligible for a diversion payment, an individual must have verifiable employment or the promise of employment.

Section 4 Support Services (Reference 18 NYCRR 385.4)

Section 4.1 For Temporary Assistance Applicants and Recipients in Work Activities

- a. The social services district will provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide to participants the following expenses which the district deems necessary for the individual to participate in orientation, assessment, employment planning, work activities and activities to restore self-sufficiency:

1. Genesee County's Employment Unit will assist all participants in work activities with necessary transportation, childcare and other work related expenses (e.g. obtaining a drivers license, appropriate clothing, etc.). Necessary is defined as required in order for the person to participate in work activities. All supportive services are paid by Genesee County DSS to the provider or the individual securing services. Transportation paid directly to a provider (Bus Company) is paid on a contracted amount. Individuals using their own or borrowed vehicles are reimbursed with gas vouchers. Initially, the individual is provided with a \$20.00 gas voucher. The Agency will continue to provide gas vouchers to meet the cost of fuel used to comply with the work related activity.
 2. The staff at Genesee County DSS work closely with our contracted company to provide transportation to and from childcare and to work experience sites for individuals as necessary.
 3. If an individual needs childcare for children up to age 13, slot availability is cleared with the Childcare Resource and Referral Center. If an individual can document special circumstances, childcare can be authorized for children 13 or older. Social Services reserves the right to approve the special circumstances.
- 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):
- If public transportation is not available, Genesee County has a contracted bus company that can provide demand response service based on contract.
 - Bus tokens or bus passes are issued in situations where the individual can use mass transit transportation.
 - Individuals that have access to a motor vehicle are reimbursed with gas vouchers. Initially the individual is provided with a \$20.00 gas voucher. The Agency will continue to provide gas vouchers to meet the cost of fuel used to comply with the work related activity.
- c. The district will use the following approach for those individuals who reside in an area where public transportation is not available. In those instances where the district would require a participant to walk to a work activity assignment, please identify the maximum distance the client would be expected to walk, along with a rationale for the maximum distance:

Currently, we do not have any work sites that an individual can walk to in areas where public transportation is not available. In those situations, we would use our Demand Response contract (Bus Company).

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:

- Car repairs or insurance
- Work clothes
- Work-related expenses deemed appropriate
- Transportation - Community Solutions for Transportation (CST) for TANF individuals and employed SN Families - demand response van program which stops at employers and daycare providers
- Wheels for Work Program - see Section 4.2

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):

Genesee County DSS has access to language Line and also uses Dynamic Communications Interpretations to provide face to face interpreter services.

[] 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:

- Car repair or insurance
- Work clothes
- Other one time work-related expenses deemed appropriate
- Transportation - Community Solutions for Transportation (CST) for TANF individuals and employed SN Families - demand response van program which stops at employers and daycare providers

Each case that is closed on Public Assistance due to employment will automatically be evaluated for Transitional Medicaid and TBA Food Stamps.

Information on Child Health Plus and Family Health Plus is shared with individuals who are not Medicaid eligible.

All individuals in receipt of childcare will be evaluated for eligibility for Transitional Child Care (TCC). Any case not eligible for TCC will be referred to our Childcare Unit. Our goal is to ensure seamless childcare services for all households who enter employment.

Genesee County uses Community Solutions for Transportation (CST) funds and Wheels funds to establish and maintain the Car and Re-Employment empowerment (CARE) Program. This program underwrites a loan up to \$3000 for TANF individuals or non-custodial SNA individuals to purchase a used automobile from a bona fide dealership. This program assists people in rural areas, without public transportation resources, for whom an automobile is necessary to obtain/maintain employment.

The individual is responsible to repay the money borrowed at the prime interest rate. Genesee County DSS has a contract with Bank of Castile to provide guaranteed loans. This makes the loan affordable for individuals. If the individual makes the initial 24 payments of a 36 month loan, Genesee County DSS will forgive the remaining 12 months.

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.

Genesee County's Employment Unit has one coordinator and four staff members who work with individuals that have recently obtained employment. They will assist individuals in working out any job problems including but not limited to:

- Difficulty with schedule
- Interrelationship problems with coworkers or supervisors
- Childcare issues
- Transportation problems
- Incumbent worker training/skill upgrades

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.

- Community Solutions for Transportation (CST)
- Demand response van program
- Wheels for Work Program
- Car repair or insurance
- Work clothes
- Other one time work-related expenses deemed appropriate
- Case Management

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:

Genesee County will provide or reimburse as appropriate the costs of transportation for individuals participating in FSET programs. Gas vouchers or bus tokens are issued to cover appropriate transportation expenses.

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

The situation is evaluated for potential need of services provided thru TANF 200%.

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:

The district’s conciliation process is as follows:

Temporary Assistance recipients who may have failed or refused to comply with their work activity assignment will be provided an opportunity for conciliation. The district’s conciliation process is as follows:

We issue the WTWCMS Conciliation Notice to any individual for refusal or failure to comply with an employment requirement. The Conciliation process gives the individual a chance to provide reasons for non-compliance. Family Assistance individuals will be given ten days to respond while Safety Net individuals are given seven days. The designated employment worker will be listed as the contact person.

If the individual does not contact the employment worker within the required time period, the Agency will review all known, relevant information and determine whether good cause exists. If the district determines that the failure to comply was both willful and without good cause, the Agency will issue a notice of denial or a ten-day notice of intent to discontinue or reduce public assistance.

The Conciliation session can either be a face-to-face meeting or a phone contact based on the preference of the recipient. It is the individual's responsibility to provide the district with an explanation of why he/she did not willfully and without good cause cooperate. The individual is given the chance to present all relevant evidence at the conciliation.

After the Conciliation takes place, and it is determined that the individual willfully and without good cause failed or refused to comply with employment related requirements, we will issue a notification that will either be a denial or a ten-day notice of adverse action.

The good cause/willfulness determination is made by:

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

For Public Assistance and Food Stamps, the Agency reviews all relevant information and determines whether good cause exists.

Section 5.2 Sanction

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

Our Districts procedure for an individual ending a durational sanction for the first such failure or refusal to comply is:

1. Individual makes contact with employment worker.
2. Employment worker discusses what is needed to do in order to regain compliance (e.g. re-engage in work experience activity).
3. As soon as individual demonstrates compliance, sanction is lifted (eg. appears at work site and works).

Our Districts procedure for an individual to show compliance at the end of the durational sanction is the same as above plus the number of days served.

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)

If an individual fails to comply with an assignment to work activities, Genesee County DSS determines whether the noncompliance was without good cause prior to notifying the household of the individual's disqualification. In determining whether or not good cause exists, the Employment Unit considers the facts and circumstances, including information submitted by the individual. Good cause includes circumstances beyond the individual's control, such as, but not limited to, illness of the individual, a household emergency, or the lack of adequate childcare. The applicant or recipient is responsible for notifying the district of the reasons for the noncompliance and for furnishing evidence to support any claim of good cause.

For Food Stamp recipients, Genesee County DSS issues a timely and adequate notice of adverse action within 10 calendar days of determining that the noncompliance was without good cause.

For Food Stamp applicants who have failed to comply without good cause, Genesee County DSS notifies the household of the individual's disqualification in the notice of action taken.

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.

Any individual claiming a temporary or permanent disability is given a medical for their health provider to complete. We initially give the individual 10-days to return documentation to Department of Social Services. Extensions may be given based on the availability of the provider to complete required information.

The employment worker will evaluate the medical documentation. If there are any questions, the employment worker will contact the medical provider for clarifications. The district will notify the individual in writing of the disability determination using the LDSS-4005 or LDSS 4005(a).

Genesee County reserves the right refer an individual to Industrial Medical Associates (IMA) to help clarify disability status.

Certain individuals have provided documentation of having long-term physical or mental disabilities. Our Senior Social Welfare Examiner (DCAP worker) will review these medicals. Based on the severity and projected length of the disability, the Senior Social Welfare Examiner (DCAP worker) will determine if the individual could be determined disabled and possibly receive SSI/SSD benefits.

Our DCAP/AD person will:

- Interview individuals; collecting data on medical history, and get appropriate releases signed
- Refer to Social Security to apply for SSI/SSD as appropriate
- Send releases to medical providers and obtain medical records
- Send information to Disability Review Team for a determination
- Notify responsible Employment Program Assistant/Social Welfare Examiner of AD decision
- Track claim with Social Security on a monthly basis. Advise individuals of next steps in process
- Assist individual with transportation to medical appointments when necessary
- Refer to Legal Aid when appropriate for assistance with hearing or appeal

The district will inform work activity providers in writing of any individuals work limitations identified as part of the disability review process.

The following is a description of how the district will ensure that worksites are responding to notification of work limitations:

The limitations will be reviewed prior to placement. Genesee County DSS will notify the worksite supervisor in writing of any work limitations and will verify compliance with work limitations at each worksite. If appropriate, a reasonable accommodation will be made. If the reasonable accommodation cannot be made, Genesee County DSS will find a worksite where the accommodation can be made.

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:

See above.

