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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 3, 2008

John Imhof  
Commissioner  
Nassau County Department of Social Services  
60 Charles Lindbergh Boulevard, Suite 160  
Uniondale, New York 11553-3686

Dear Commissioner Imhof:

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

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

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

Sincerely,

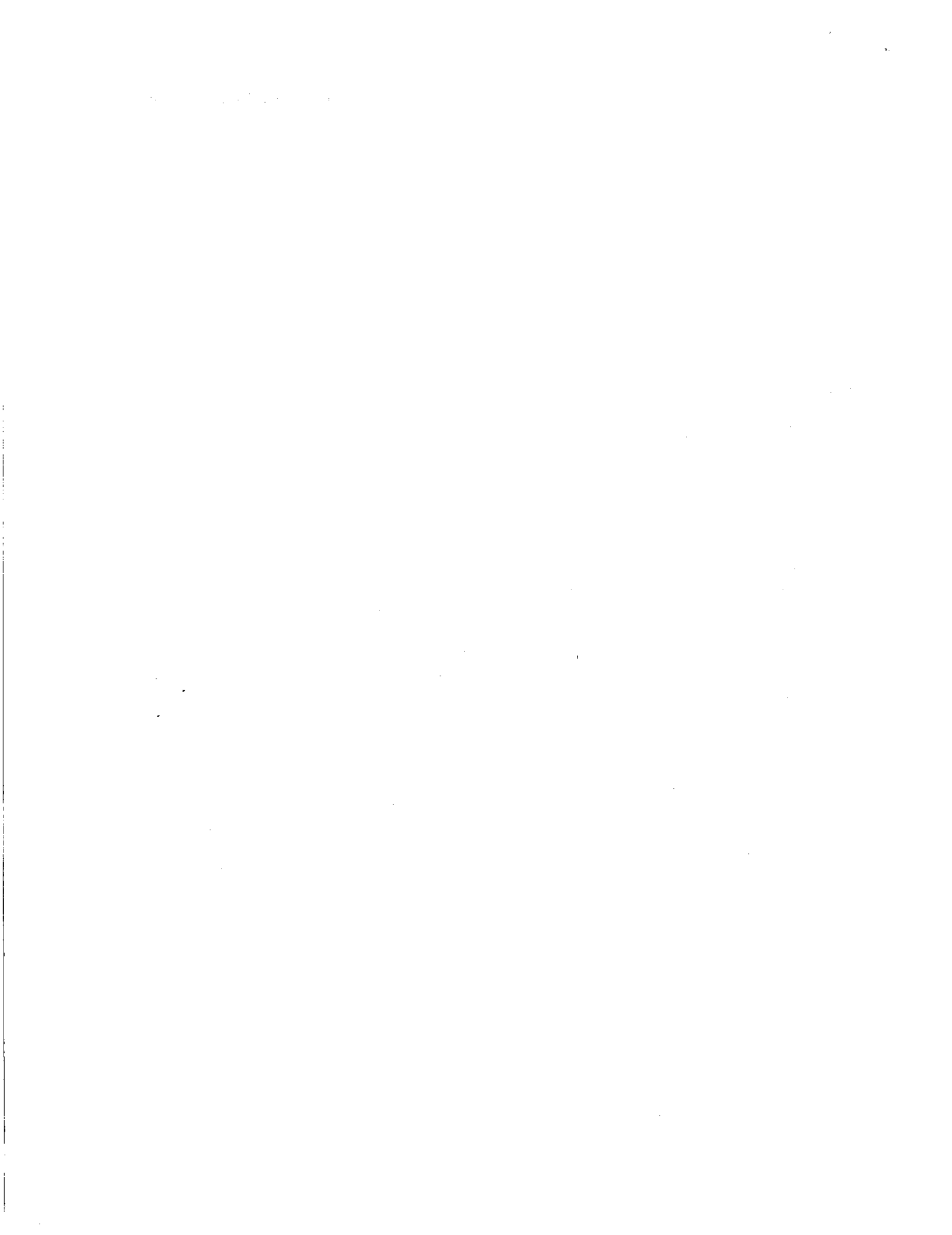
A handwritten signature in black ink, appearing to read 'RSykes', written over a horizontal line.

Russell Sykes  
Deputy Commissioner  
Center for Employment and Economic Supports

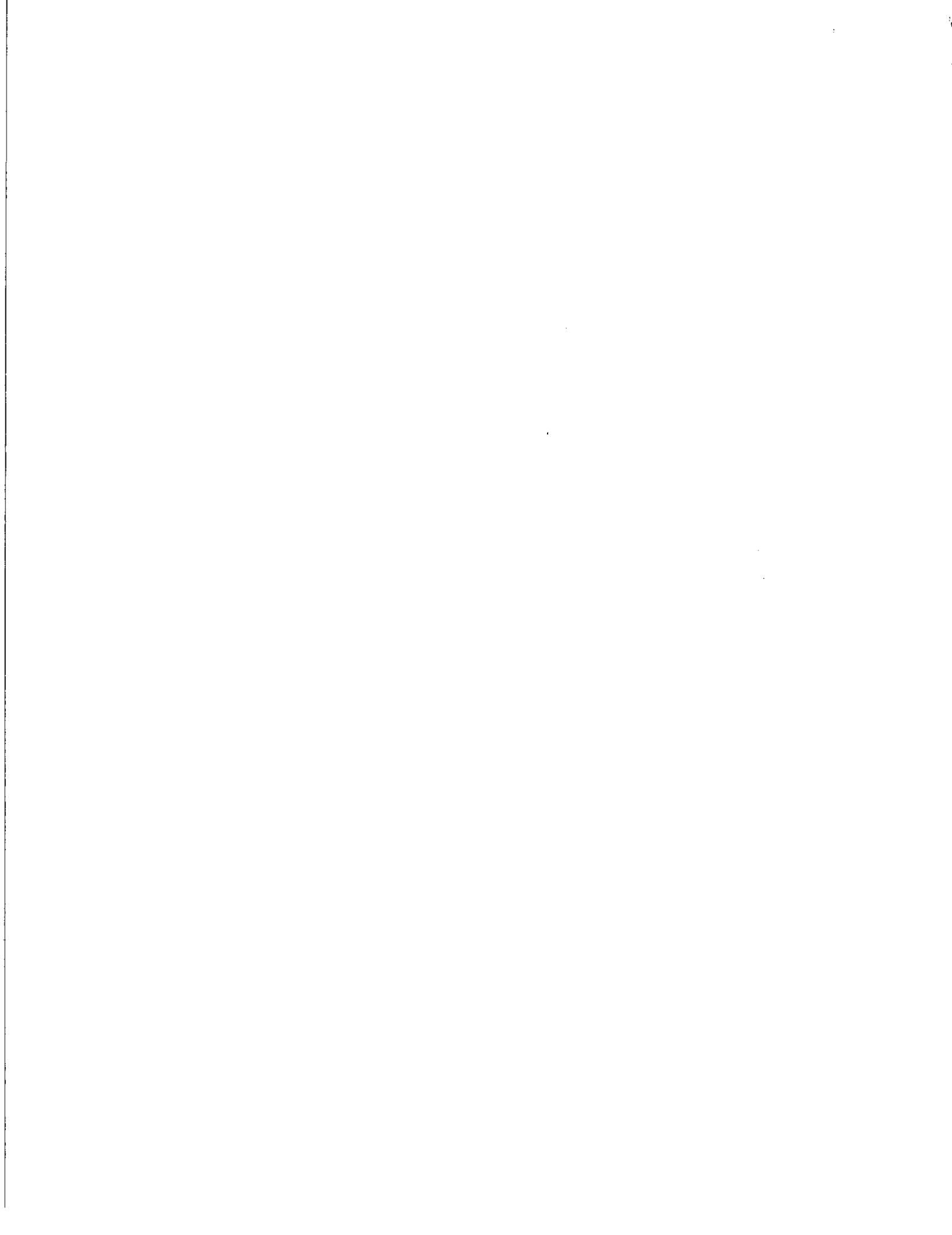
Enclosure

cc: Barbara Guinn  
Elaine McKay  
John Healey

*"providing temporary assistance for permanent change"*



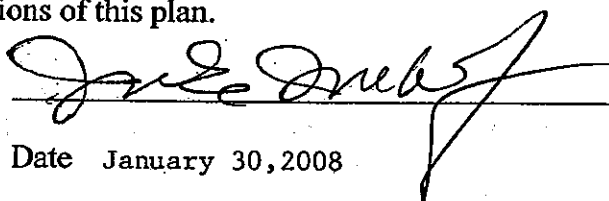
bcc: S. Antos  
D. Bloodstein



**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 Nassau 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 Nassau County Department of Social Services, I hereby affirm that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this plan.



Social Services Commissioner

Date January 30, 2008

**Section 2 Administration**

**Section 2.1 Administrative Structure**

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

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

The Nassau County Department of Social Services' Welfare to Work Program is operated by the Department's Employment Unit, which consists of the following areas: two (2) Family Assistance (FA) Employment Units; Work Experience Program (WEP) Unit; Job Development/Placement; Conciliation; Front Door Employment Orientation and Fair Hearings.

Other Departmental Units which play an integral role in the Welfare to Work operations are the Child Care and Child Support Units. The Child Care Unit comes under the direction of Employment and Child Care, and its role is to assist recipients with appropriate child care services and to administer the payments to child care providers which allows temporary assistance recipients to participate in the range of WTW activities. The Child Support Unit assists individuals who request child care with filing for child support. There are several outside agencies which provide services directly linked with WTW activities. They are:

- Nassau County's Department of Drug and Alcohol which has assigned Certified Alcohol and substance Abuse Counselors (CASAC's) to evaluate the employability of applicants and recipients with substance abuse barriers.

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- Family Assistance and Safety Net applicants who claim to be exempt are referred to Nassau University Medical Center for medical evaluation. The final employability determination is made by the Department of Social Services' Medical Director.
- The Office of Temporary and Disability Assistance (OTDA) has assigned three (3) Job staff at two (2) accessible locations in Nassau County to assist Family Assistance and Safety Net Assistance applicants and recipients with job placement activities.
- A Domestic Violence Coordinator is assigned to the Department's Application Center to evaluate applicants or recipients who are at risk or are victims of domestic violence.
- As part of the Front Door process, all Safety Net Assistance and Family Assistance applicants are given an initial assessment form which must be completed as part of the eligibility determination process. The local district utilizes this form to determine which Family Assistance applicants can be referred immediately to OTDA Jobs for job placement activities and which applicants require further testing and assessment prior to a referral to an activity or job placement.
- The Assessment form may also be utilized by the Family Assistance Unit as a basis to determine the appropriate Welfare To Work activity to enroll the individual in. Safety Net Assistance and Family Assistance recipients, with viable employment histories will be assigned to either the Job Development/Placement Unit or the Vendor agencies at the time of application and will be placed on job search until their case is opened.
- Safety Net Assistance (SNA) applicants and recipients are maintained in employment activities by their Temporary Assistance worker. The Temporary Assistance Units are also responsible for determining TA eligibility and identifying other temporary assistance issues for both Safety Net and TANF individuals, whether exempt or non-exempt for employment requirements. These units work closely with all of the areas of Employment to report changes in case status and the Temporary Assistance (TA) and Employment Units work cooperatively in order to facilitate a team caseload approach for Family Assistance (FA) recipients and Safety Net (SN) families. The employment Unit's case management staff is responsible for issuing supportive services, enrollment and maintenance via WTWCMS of all employment activities, updating computer data, client referrals to one of the sub-contract agencies, as appropriate, and referrals to the Job Development/Placement Unit staff.

### 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
Town of Oyster Bay Employment and Training	\$499,296.00	OTDA Employment Program Funds Fed. – 50% State – 25% Local – 25%	TANF/SN Families	Assessment, Employability Plan Development, Vocational Education and other allowable employment related activities to assist Family Assistance recipients to obtain unsubsidized employment leading to economic independence and self-sufficiency.
Long Beach Adult Learning Center	\$281,925.00	Same as Above	TANF/SN Families	Same as Above
Education Assistance Corporation	\$366,249.00	Same as Above	TANF/SN Families	Same as Above
Town of Hempstead Dept. of Occupational Resources	\$248,515.00	Same as Above	TANF/SN Families	Same as Above
Economic Opportunity Commission of Nassau County	\$300,000.00	Same as Above	TANF/SN Families	Same as Above
Education Assistance Corporation	\$118,796.00	Same as Above	TANF/SN	Conciliation Services
Federation Employment and Guidance, Inc.	\$516,373.00	Same as Above	TANF/SN Families	Assessment and WEP placements, site monitoring and related activities.
Child Care Council of Nassau, Inc.	\$100,000.00	Local – 100%	TANF/SN Families	Resource and referral child care services

**TABLE 2 – Other Service Providers**

<b>Provider</b>	<b>Funding Source(s) (if known)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Circulo de la Hispanidad, Inc.	OTDA	TANF, TANF 200%	EDGE
Long Island EOC of Farmingdale University, Inc.	OTDA	TANF, TANF 200%	Bridge
Interfaith Nutrition Network		TANF, SN, FS	Food/Clothing
L.I. Council of Churches		TANF, SN, FS	Food/Clothing, Referral for other services
The Salvation Army		TANF, SN, FS	Food Clothing
OTDA	OTDA	TANF, TANF 200%	Employment Placement
Community Solutions for Transportation	OTDA	TANF, 200% of federal poverty levels	Provide expanded public transportation services for employment

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	X	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			
Job Development (employer field visits)	X		

**Other Services Requested**

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

Intensive telephone solicitations, job development with area employers, utilize all resources in Hempstead, One Stop Hicksville (resume preparation), statistical reports on weekly/monthly basis, JRS (Jobs Reporting System), OSOS reporting and WTWCMS (sending); attend meetings on policy and procedural changes, on-going meetings to coordinate between LDSS and Regional Manager.

**Jobs Program Staffing and Location (Address)****Number of Jobs staff****THREE (3)****Locations**

1. 50 Clinton St. Hempstead, NY
2. Old Country Road, Hicksville, NY
- 3.

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

Elaine McKay – (516) 227-7970

### **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.

All adults will be engaged in work activities in accordance with the federal rule within 24 months of case opening or earlier as is practicable. Clients who apply for assistance will be placed in job search at the time of application, if deemed job ready. Those who claim to not be job ready will be referred to Nassau University Medical Center for further medical evaluation.

Applicants are determined to be job ready when they state that there are no health-related limitations or other barriers which would impede their ability to actively look for employment. Individuals who claim to have physical or mental limitations are referred to the Nassau University Medical Center for medical evaluation. Applicants who have a documented health issue, and are unable to work will be placed in exempt status.

#### **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.

An orientation will be given to all Safety Net Assistance and TANF applicants to explain the applicant's rights and responsibilities regarding their participation in WTW activities which meet the requirements of applicable State regulations. This will include information on time limits for receipt of cash benefits and requirements to engage in work. They will also receive information on a variety of community resources, including housing, child care, and transportation, etc.

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.

Family Assistance recipients are provided with a WTW orientation by one of the contract vendor agencies. Once eligibility has been established a referral is made by an Employment worker to

one of the vendor agencies. The orientation for Safety Net individuals is conducted on site at DSS.

A written statement concerning educational rights, training opportunities and other relevant supportive services information will be provided to Safety Net applicants and TANF during the orientation.

### 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:

Additional assessment information includes veteran status; special licenses or certificates; substance abuse; and felony convictions. Staff also takes homelessness into consideration, since housing status impacts on the client's ability to engage in work activities. Employment staff works closely with Temporary Assistance staff in serving homeless clients to insure that adequate time and resources are allowed for suitable housing to be located.

b. A copy of the assessment tool used by the district is attached. Additional assessment tool(s) used by the district is (are): See page 7a

The assessment tool which the Nassau County Department of Social Services uses is a one page form which includes all of the above client information as cited in Section (a). Clients requiring a more in depth assessment will be referred to an appropriate outside agency for further evaluation.

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 qualifications of the staff administering the assessment tool are in keeping with Nassau County Civil Service Commission requirements for a Welfare Examiner I position with the Nassau County Department of Social Services. Vendor agency staff that administer the assessment and /or employability plan have backgrounds in Education, Career Counseling and Job Placement/Development. The information provided in the assessment form is reviewed by qualified Temporary Assistance and Employment Unit staff. The information gathered is used to make referrals to appropriate agencies/activities and for additional testing and/or evaluation where required.

# Nassau County Department of Social Services Welfare to Work Organizational Chart

John E. Imhof, Ph.D.  
Commissioner

Mary Brosnan  
Deputy Commissioner

Child Support  
Helene Wohlsteifer, Director

Application Center  
Alice Buck, Director

Nassau University Medical  
Center Screening

Nassau County Drug &  
Alcohol Addiction Screening

Coalition Against Domestic  
Violence Screening

Temporary Assistance  
Mitreola Units 1231, 1232  
1233, 1234, & 1235

Elaine McKay  
Director of Employment and  
Day Care

Unit 1893 Employment  
Developer II, Supervisor  
John McMillin, Job  
Developer II, Supervisor

Front Door  
Orientation

Conciliation Administrator

Scott Vodvarka

Work Experience Program

Unit 1681/1682 employment  
Supervisor  
Cheryl McGovern

FEGS  
Federation Employment and  
Guidance Services

Town of Hempstead

Town of Oyster Bay

Education Assistance  
Corporation

Long Beach Adult Learning  
Center

Economic Opportunity  
Commission

Joseph Hyland  
Conciliation/Dispute  
Resolution

Will Denson  
Fair Hearings

Mary Mitchell  
Coordinator of Child Care

Unit 4231 and 4232  
Diane Kushtins  
Supervisor

Unit 4233  
Marylu Murphy  
Supervisor

Unit 4234 New Applications  
Justine Hanif  
Supervisor

PRE-ASSESSMENT EMPLOYABILITY EVALUATION

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

Name: \_\_\_\_\_

S.S. #: \_\_\_\_\_

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

Case #: \_\_\_\_\_

Town: \_\_\_\_\_

Phone: \_\_\_\_\_

(PLEASE LIST MOST RECENT JOB FIRST; GO BACK AT LEAST 5 YEARS.)

Name of Company: \_\_\_\_\_ Date Worked: \_\_\_\_\_

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

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

Reason for Leaving: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Date Worked: \_\_\_\_\_

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

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

Reason for Leaving: \_\_\_\_\_

EDUCATIONAL & VOCATIONAL TRAINING

Name of School/Training Program: \_\_\_\_\_

Highest Grade Attended: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Certificate/License: \_\_\_\_\_ Degree: M.A. \_\_\_\_\_ B.A. \_\_\_\_\_ A.A. \_\_\_\_\_

Veteran: \_\_\_\_\_ Yes \_\_\_\_\_ No

Other Special Skills: \_\_\_\_\_

Criminal Convictions: \_\_\_\_\_ Yes \_\_\_\_\_ No

Felony: \_\_\_\_\_ Misdemeanor: \_\_\_\_\_ Date: \_\_\_\_\_

Are you currently on parole or probation:  Yes  No

Name and tel. No. of parole/probation Officer: \_\_\_\_\_

Do you have any Physical Impairments?  Yes  No

How do these physical conditions prevent you from working? \_\_\_\_\_

Driver's License: \_\_\_\_\_ Yes \_\_\_\_\_ No

THE ABOVE STATEMENTS ARE TRUE AND CORRECT

\_\_\_\_\_  
Employment Worker

\_\_\_\_\_  
Applicant's Signature

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

The Nassau County Department of Social Services and/or one of its contract vendor agencies is designated to provide assessments as one of the contractual stipulations.

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

Yes       No

Applicants in households without dependent children are required to participate:

Yes       No

Food Stamps Assessment

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

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

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

The individual's employment history, educational/vocational training and identified barriers to employment.

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: See pages 8a & 8b

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 Department will ensure that an employability assessment and employability plan for each public assistance recipient who is a member of a household with dependent children and is:

i. eighteen years or older; or

ii. is 16 or 17 years of age and not attending secondary school and has not completed high school or an equivalency program.

DSS staff perform all the assessments and employability plans for SN individuals; this includes SN clients who have recently been separated from the labor force, have current job skills, and are job ready. DSS authorizes child care for all TANF recipients who are enrolled in approved work activities, including educational activities.



NASSAU COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
60 CHARLES LINDBERGH BLVD., SUITE 160  
UNIONDALE, NEW YORK 11553-3686

JOBS EMPLOYABILITY PLAN

NAME:  
CIN #:  
DATE:

GOALS

PARTICIPANT'S GOAL BASED ON JOBS ASSESSMENT:

PARTICIPANT'S INITIAL GOAL PREFERENCE:

IF NOT ATTAINABLE, GIVE REASONS WHY:

PLANNED STEPS IN GOAL ATTAINMENT:

- 1) ...
- 2)
- 3)
- 4)



NASSAU COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
60 CHARLES LINDBERGH BLVD., SUITE 160  
UNIONDALE, NEW YORK 11553-3686

JOBS EMPLOYABILITY PLAN

NAME:  
CIN #:  
DATE:

SUPPORTIVE SERVICES NEEDED:

PLANNED PARTICIPANT ACTIVITIES:

<u>ACTIVITY</u>	<u>START DATE</u>	<u>END DATE</u>	<u>HOURS</u>
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Declaration:

I have read the above plan and discussed it with my employment counselor. The employment counselor has provided an explanation of available resources and my rights and responsibilities as a JOBS participant, including applying for grants and scholarships and my liability for student loans. I understand that my employment counselor and I will review my employability plan on a regular basis and the activities and services may be changed as necessary to achieve my employment goals. I, the undersigned, hereby give my consent to release and verify any and all information relating to my JOBS activities.

Signed: \_\_\_\_\_  
Participant's Signature

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

Signed: \_\_\_\_\_  
Employment Counselor

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

As part of an employability plan, Safety Net applicants and recipients with a history of substance abuse will be mandated to participate in a drug/alcohol treatment program. Referrals to outside agencies will be made for literacy testing where appropriate. The results of testing will then be incorporated into the employability plan to help with enrollment in work activities, including job readiness training and job placement. Any changes to the plan will be discussed and agreed upon by the individual and documented in writing.

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

N/A

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

N/A

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 will continue to work on increasing the required assessing participation rates by all non-exempt applicants in and assigning them to job search which will continue once their case has opened.

Since the majority of TANF cases are opened within thirty days of application, it is expected that these clients will be referred to a vendor agency within 7-10 days of their case opening. Individuals whose status changes from exempt to non-exempt will be referred to a vendor agency for enrollment in a suitable work activity.

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

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

FA	SNF	SNA	FS	Activity	Definition
X	X	X	X	Unsubsidized Employment	Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self employment and/or paid internships.
X	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.

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

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

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

X	X	X	Job Skills Training	<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>
X	X	X	Education Training	<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>

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

TA applicants are referred to OTDA Jobs staff in one of their two locations placed on job search for 35 hours per week. They are required to submit 18 job search contacts bi-weekly which are reviewed by district Job Development staff. Follow-ups on contacts are done on a monthly basis. No other work activity is required of applicant; unless they receive monies on an on-going basis other than emergency funds.

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.

TA recipients are required to submit 36 job search contacts on a monthly basis to their vendor agency. If the recipients are in other activities, the hours assigned to job search will vary. If job search is their only activity, they are assigned to that activity for 35 hours per week. Job search outcomes are required to be reported on a weekly basis.

Section 3.5 Job Development

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

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

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

The following are job development activities which the district engages its clients in: Job club, Supervised Job Search, Job Counseling, Job Fairs, Private Sector recruitment both for family assistance clients and Safety Net families, and job Coaching. Job Developers work closely with local employers to help identify jobs that meet the skill levels of our clients. We do this with employment agencies as well as private non-profit organizations.

The district's vendor agencies employ Case Managers who provide Job Development/Placement activities to Safety Net families and Temporary Assistance clients. Clients are seen on a bi-weekly basis and receive job counseling and job placement assistance. Outreach to local employers is on-going to identify and solicit suitable job openings. In addition, case managers coordinate with the Local Work Force agencies, OTDA and the Long Island Works Coalition to develop employment opportunities for our clients.

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

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

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

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

The district makes every effort to thoroughly identify the education, interest, and language skills ability when considering a client's placement in any work activity. Based on an assessment and employability plan the client and Employment worker and/or vendor agency staff will discuss all of the educational and work activities that would be most appropriate for that individual.

- b. Describe how the district identifies/provides appropriate Vocational Education and Job Skills programs that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

The District identifies and provides vocational educational and job skills training to clients who meet the program entry requirements for a particular training program. Recipients are required to achieve certain math, reading and other aptitude scores depending on the vocational education training or skills training being pursued. Recipients who have previously completed a vocational education program or job skills training, or who already have marketable job skills will be assigned to job search and will be given job placement assistance to help them return to the labor force.

- 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.

- d. 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.

Employment Unit staff will work closely with the current contract agencies to encourage enrollment efforts of individuals in vocational education or job skill training. The increased goals will be explained in detail and each agency will be given a specific number of additional clients to be enrolled within the year. We will track each agency's success through monthly reports.

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

Training institutions utilized by the Nassau County Department of Social Services are evaluated by the following standards:

- Must be licensed by the New York State Department of Education or other appropriate licensing agency for the type of training provided.
- The experience and evident capability of the provider to perform the work required (i.e. background of organization, proper facilities, equipment, supplies and qualified staff).
- A proven history of effectiveness in securing training related job placements.
- Training site is accessible to the population to be served.
- Cost effectiveness of the training program.
- Must not require participants to take out a student loan to pay for the cost of the program.
- An understanding of participant's needs, reflected by experience in serving economically and educationally disadvantaged people.
- Must have established procedures approved by DSS for reporting attendance and satisfactory progress for students who are DSS recipients.

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

Each of the subcontract agencies are responsible for notifying Family Assistance recipients of approved training providers. Recipients who are identified as suitable candidates for vocational training based on an assessment of their skills level, educational and interest inventory will be informed by their vendor agency of approved training institutions which offer the specific program the recipient is interested in.

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

Temporary Assistance recipients are required to meet certain levels of math, reading and general aptitude dependent upon the type of training being pursued. If a recipient wishes to enroll in a particular training program, but is unable to pass the minimum entry requirements, a referral may be made to appropriate remedial training to help an individual raise his/her skill level, obtain a GED or improve language skills.

In addition, the recipient must have no previous education, training certificate or degree or a significant work history or marketable job skills for jobs in demand in the local economy as determined by the Department.

An individual who has not attained twenty years of age and has not obtained a high school diploma or its equivalent must be assigned to educational activities unless:

1. That individual is between sixteen (16) and eighteen (18) years of age and :
  - a. A decision not to require school attendance is based on an individual assessment which indicates that further attendance is unlikely to result in the attainment of a high school diploma or its equivalent based upon aptitude and other factors, and
  - b. He/she participates in either another educational activity other than one which would lead to the attainment of a high school diploma or its equivalent, or in job skills training appropriate to and designed for youths.
2. That individual is eighteen (18) or nineteen (19) years of age and a determination is made by the Department, based upon an assessment and employability plan that educational activities are not appropriate or if they fail to make satisfactory progress in these endeavors, they may be assigned to other appropriate activities.

A TANF/SN-FA recipient may be excused from educational activity requirements if the individual demonstrates a basic literacy level; or the long term employment goal identified in the employability plan does not require a high school diploma or its equivalent.

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

Recipients are notified in writing of their approval for enrollment in training or in a work activity by a case manager from one of the vendor agencies.

Safety Net Assistance recipients are notified in writing of enrollment in an approved work activity by either their Temporary Assistance worker or Employment Unit case manager.

- i. 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:

- j. 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:

- Individuals who have not attained twenty years of age and have not obtained a high school diploma must be assigned to educational activities.
- Individuals between the ages of 16 and 18 years of age may be excused from school attendance if:
  1. the decision not to require school attendance is based on an individual assessment which indicates that further attendance is unlikely to result in attainment of a high school diploma or its equivalent based upon consideration of aptitude and other factors such as grade completion, and
  2. he or she participates in either another educational activity other than one which would lead to the attainment of a high school diploma or its equivalent or in job skills training appropriate to and designed for youths.

Married teens or single heads of household under 20 years old count as participants if he/she maintains satisfactory attendance at secondary school or the equivalent or participates in education training for at least an average of 20 hours weekly regardless of the year.

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

Individuals with health-related limitations who have provided adequate medical documentation to the Department are evaluated for placement in a suitable work activity. Referral to a work activity is made based on the individual's work limitations and the required number of hours of participation.

### Section 3.7 Work Verification

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

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

The Quality Assurance plan must explain how staff will:

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

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

The Employment Unit will perform a random sample of 10 cases per quarter for paid work activities. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms, and direct phone contact with the employer documented in case notes. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.

The Employment Unit will perform a random sample of 20 cases per quarter for participation in unpaid work activities. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTCMS, 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 Employment Unit will perform a random sample of 10 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.

The Employment Unit will perform a random sample of 10 cases per quarter in which a case member is reported to be incapacitated to determine if she/he remains incapacitated or is now a work eligible person. The temporary assistance case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption.

The Employment Unit will perform a random sample of 10 cases per quarter in which a case member is reported as an employability code 38-needed in the home full time to care for a disabled household member. The temporary assistance case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption and that the individual is the appropriate caretaker.

District staff will assess and verify that participation in the work activities that are reported meet the State approved definition for the activity as part of the sample cases reviewed.

We will ensure that a summary report will be prepared following each review period and forwarded to [Kathleen.Nagy@otda.state.ny.us](mailto:Kathleen.Nagy@otda.state.ny.us)

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.):

Temporary Assistance applicants who claim to be exempt from or limited in the scope of employment requirements because of a disability are sent to the Nassau University Medical Center for a medical examination to determine employability. The results of the medical evaluation are forwarded to the DSS Medical Director who reviews the disability and the anticipated date when self-sufficiency will be restored. A follow-up date is established by the Medical Director for a review of the status of the individual's disability. If the individual is found to be exempt, the employability code will be changed to reflect this. In cases where the individual requires assistance with applying for SSI, a referral will be made to the Disabled Client Assistance Program (DCAP). DCAP staff will work closely with individuals to complete the SSI application process.

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

The local Department of Social Services does not develop individual treatment plans however, the Resource and Recoveries Unit has procedures to insure that the type of disability is identified and an appropriate monitoring activity is initiated. The Medical Director evaluates medical information submitted from the participant and determines the necessity for the type of specialized treatment. All Temporary Assistance applicants are screened at New Applications with the (4571) Drug and Alcohol screening tool and seen by Nassau County Drug and Alcohol certified alcohol and substance abuse counselors (CASAC's). Nassau County Drug and Alcohol, in turn, advises the Department of the employability status of applicants. That determination is followed up utilizing the intake evaluation and periodic assessments submitted by the individual treatment facilities.

- 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.:

The local Department of Social Services tracks compliance by monitoring all medicals and identifies any overdue medicals for appropriate action; follow-up; or to initiate closing the case. Monthly attendance verification is required in order for the activity (drug and alcohol treatment) to count toward the district's participation rate.

A client claiming to be disabled is referred to Nassau University Medical Center for an appointment with a doctor prior to the eligibility review. The medical information is returned to the Resource and Recoveries Unit for the Medical Director to evaluate.

When an active employable client indicates he/she is disabled the worker initiates a 279. Resource and Recoveries prints them and mails them out to the client. Resource and Recoveries keeps a control on the return date. When the 279 is returned the Medical Director reviews and a decision is made as to the employability code. The worker is notified and a notation is made on the comment sheet. If the medical is not returned, the Resource and Recoveries Unit notified the worker to take the appropriate action.

Workers refer applicants/recipients to the DCAP screening booth when a client notifies the worker they cannot work. The DCAP nurses from Resource and Recoveries Unit screen clients for potential DCAP application and then completes the Supplement eligible. DCAP compiles all medical evidence from doctors, hospitals and rehabs to complete the application. DCAP also initiates the SSD/SSI process when the Medical Director determines a client to be AD. DCAP sends requests to clients to apply for SSI hearing from generated denials. Clients are notified to contact the DCAP Unit at NSLS for assistance with their appeals application. DCAP notifies workers to start closing whenever there is noncompliance with the SSD/SSI process.

The unit keeps logs of incoming medicals, denials and DCAP cases for monthly statistics.

### 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.

In fiscal year 2008 the Department will incorporate specific performance measures into the vendor agency contracts. These measures are designed to increase employment activity participation by more frequent client follow-up (via telephone and mail) and coordination with DSS staff. Employment staff will monitor supportive services on a weekly basis to make sure recipients have transportation, child care and any other necessary resources to continue their activities.

### 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:

The social service district will contact first time sanctioned participants to see if they are willing to comply. Those participants who agree to comply will be referred to one of our vendors for assessment and enrollment into a work activity.

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

The social services district will contact first time sanctioned participants to see if they are willing to comply. Those participants who have been sanctioned 60, 90, 180 days will receive notification that their sanction will be over. A letter will be sent to the sanctioned participant with a scheduled appointment. At the time of their appointment, the participants will be questioned regarding their household budget management and will be referred to a work activity. Sanctioned participant's cases will also be reviewed during their recertification appointments.

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

Sanctioned participant's cases will also be reviewed during their recertification appointments.

#### Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

The agency uses diversionary payment strategies in order to assist clients who are in need and/or are applying for assistance. We meet the short term needs of a client by either making a one time payment such as the individual who needs money for a car repair to continue working or start a new job. Other one time emergency payments issues can be: transportation until client receives first paycheck, clothing i.e., office attire, uniforms, etc. Additionally, child care in lieu of temporary assistance can also be provided to families who are eligible.

#### 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. tuition and academic fees up to a maximum of TWO THOUSAND ONE HUNDRED Dollars (\$2100.00) per year.

2. books and supplies up to \$500.00 per year.
  3. forty-eight and one half cents a mile for private transportation (direct mileage rate) or daily transportation rate as deemed reasonable by the Department maximum of \$26.00 per day (public rate). This includes the cost of transporting children of employment/training participants to and from child care.
  4. clothing allowance up to \$150.00 per year, in addition to uniforms.
  5. license fees-up to \$300.00 per year.
  6. tools and equipment necessary to participate in employment or work activities (not to exceed \$500.00 during any period of eligibility for temporary assistance).
  7. car repairs/insurance-the cost must be reasonable (not to exceed \$1,200) and the recipient must document ownership of the vehicle. The Department shall have the discretion to provide up to a maximum based on the recipient's related costs.
  8. camp fees – a maximum of \$400.00 not to exceed four(4) weeks within a one year period.
- 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):

The need for transportation services is addressed by DSS Employment staff or by vendor staff during the assessment and employability plan development process. All individuals who are required to participate in work activities are eligible for transportation services. Upon a review and approval of the Employability Plan, DSS Employment staff authorize and issue transportation funds either electronically or via the Metrocard.

- 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:

In instances where an individual lives in an area not accessible to public transportation, the district will make every effort to locate an appropriate work activity assignment within a reasonable walking distance. The maximum distance a client will be expected to walk is one mile, provided there are no physical limitations to prohibit walking.

The rationale for the one mile limit is based on the standard instituted by the majority of Nassau County school districts.

- 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:

Job related license fees (up to \$300.00), tools and/or equipment (not to exceed \$500.00), uniforms, and referrals to community-based agencies for external services, i.e., mental substance abuse counseling, and domestic violence counseling.

- 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):

The Department provides translation services to all non-English speaking participants in order for them to access employment activities and services. Translation services may be provided by a staff member who is proficient in the client's language. If a staff member is not available, the individual will be taken to the Department's Information and Referral Services (IRRS) where a provider of telephone language services will be contacted to assist with the interview. If further assistance is needed, arrangements for an in-person translator will be made.

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:

Supportive services for transportation, uniforms and supplies will be issued for up to ninety days to individuals whose temporary assistance cases have closed due to employment. These monies will be issued after a thorough review of the individual's needs to insure that the local district has received adequate documentation of the need.

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.

Transitional day care will be provided to TANF recipients whose cases have closed to employment and may be available for up to one year. Transitional day care will be provided as long as the case has been closed due to employment and the required transitional forms are on file with the Department and income is within child care subsidy guidelines. Transitional forms are required for verification of the need for day care.

Transitional Medicaid is available to TANF recipients whose cases have closed due to employment. Transitional Medicaid benefits are available for up to six months based on the client's certification of continued eligibility. Individuals must apply for the benefits and meet all eligibility requirements.

**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.

If an individual has a bonafide job offer with documentation, funds for necessary uniforms, equipment and/or licensing fees, may be provided up to a maximum of \$500.00. In addition, at the district's discretion other emergency supportive services to assist individuals in employment retention and avoid a return to temporary assistance may be provided 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 Nassau County Department of Social Services provides supportive services for food stamp employment and training participants in the following manner: FSET participants are required to make twenty-four verifiable job search contacts in a eight week period, and the rate of payment of reimbursement for transportation shall not exceed the actual costs of transportation as determined to be necessary and directly related to participation in the FSET program.

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

Other reimbursable costs may include related expenses, child care for children up to age 13 based upon the family's eligibility (case management, and/or medical assistance).

**Section 5 – Temporary Assistance Conciliation and Dispute Resolution Procedures; Food Stamp "Good Cause" Determination Procedures** (Reference 18 NYCRR 385.11 and 385.12)

**Section 5.1 Conciliation**

The district's conciliation process is in accordance with 18 NYCRR 385.11(a). Conciliations are conducted (check all that apply.):

- in person
- by phone
- by mail, etc.
- other as described below:

A social services official must issue a notice to each applicant or recipient who refuses or fails to comply with employment activity requirements of the Department's regulations. Applicants who are enrolled in job search and /or assessment are not entitled to the conciliation process. Such notice must advise the participant of his/her refusal or failure to comply and that he/she has ten days in the case of a Family Assistance participant and seven days in the case for a Safety Net recipient to request a conciliation with the Social Services district regarding any dispute related to such refusal or failure to comply.

If the individual requests conciliation within the specified number of days, conciliation will commence promptly and a determination made within thirty days of the conciliation notice for Family Assistance recipients, and fourteen days for Safety Net Assistance recipients. It will be the recipient's responsibility to provide reasons for such refusal or failure to comply.

If the district and the individual cannot, with the assistance with the assistance of a mediator, resolve the issues related to the individual's refusal or failure to comply, and if the district determines that the refusal or failure to comply was without good cause, then the social service official must issue a ten day notice of intent to reduce or discontinue public assistance. The individual can continue to dispute the conciliation by calling for a Fair Hearing.

The good cause/willfulness determination is made by:

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

### 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:

Individual's who are on a first non-compliance sanction will be mailed a letter by the district's Employment Unit informing them of their sanction status and inquiring whether or not they are willing to comply.

If the client responds affirmatively, they will be referred to a vendor agency for activity enrollment. The sanction will only be removed upon compliance.

If the sanctioned client notifies the Employment Unit in writing or verbally that they are willing to comply, they will be referred back to the vendor agency to complete their activity. If the failure was a noncompliance for an assessment or testing appointment, when the client completes the activity the sanction will be removed back to the 1<sup>st</sup> or 16<sup>th</sup> of the month in which they complied. If the client is sanctioned for a work experience failure, the client is required to participate on a work site for five (5) business days before the sanction is removed.

### 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)

The applicant/recipient should contact the local district regarding their failure to comply with Food Stamps Program employment requirements and provide the reason for non-compliance. The local district will review all facts, circumstances and documentation concerning the non-compliance including those provided by the applicant. After this review, the local district will determine if it is an acceptable reason for failure to comply and notify the client. The client may request a fair hearing if he or she disagrees with the determination.

#### 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.

Evaluations performed by psychiatric social workers on staff with Nassau County Department of Mental Health.

Temporary Assistance applicants who claim to be exempt from or limited in the scope of employment requirements because of disability, are sent to the district's medical practitioner at

Nassau University medical center for a medical examination to determine employability. The results of the medical evaluation are forwarded to the DSS Medical Director who make the final employability determination. Applicants who claimed disability, but are deemed non-exempt, or work limited by the Medical Director, are given a Notification of Disability Review Findings and the Right to Contest at the eligibility review. Applicants who are found to be exempt by our Medical Director, are referred to the Disabled Client Assistance Program (DCAP) for screening after the eligibility review.

Temporary Assistance applicants who claim to be exempt or work limited because of the need for substance abuse rehabilitation, are referred for employability determinations to the Nassau County Department of Drug and Alcohol Addiction.

Alcohol and Substance Abuse Counselors (CASAC's) employed by the Nassau County Department of Drug and Alcohol Addiction advise the Department of the employability assessments for this applicant population.

Temporary Assistance recipients who are temporarily determined to be exempt are given follow-up dates by our Medical Director for the resubmission of medical evidence. Clients determined to be non-exempt at the follow-up determination are sent a Notification of Disability Review Findings and the Right to Contest apprising them of the determination and their right to a Fair Hearing to contest the determination. Failure to submit follow-up medical evidence of work exempt status will result in a case closing.

Temporary Assistance recipients who are non-exempt, but claim to be exempt are given the opportunity to submit medical evidence supporting this claim to our Medical Director, who makes a determination based on this evidence. The medical evidence must be submitted within ten (10) business days from the date the customer was informed by DSS of the opportunity to submit such evidence.

Work limitations are written on the Work Experience Program (WEP) referral forms and are given to clients to bring to their WEP site supervisors. DSS Employment Unit staff also call site supervisors before assigning work limited clients to WEP sites to insure that the sites can utilize work limited WEP participants. Follow-up calls are routinely made by DSS Employment Unit staff members to WEP site supervisors to confirm client's initial compliance with assignments. WEP site supervisors know that DSS staff is available to discuss issues that arise related to a WEP participant's performance. The WEP participant is also informed that he or she can discuss difficulties that arise with regard to the WEP placement with the appropriate Employment Unit worker.

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 paragraph 2 under Section 6

