



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

David A. Paterson  
Governor

David A. Hansell  
Commissioner

March 27, 2008

RECEIVED MAR 31 2008

Ms. Susan Sherwood  
Commissioner  
Rockland County Department of Social Services  
Sanatorium Road, Building L  
Pomona, New York 10970

Dear Commissioner Sherwood:

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 'RSY', written over a horizontal line.

Russell Sykes  
Deputy Commissioner  
Center for Employment and Economic Supports

Enclosure

cc: Barbara Guinn  
Howard Hutson  
James Yonkers

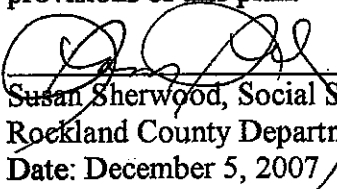
bcc: S. Antos  
D. Bloodstein

*"providing temporary assistance for permanent change"*

**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 Rockland 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 Rockland 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.

  
\_\_\_\_\_  
Susan Sherwood, Social Services Commissioner  
Rockland County Department of Social Services  
Date: December 5, 2007

**Section 2 Administration**

**Section 2.1 Administrative Structure**

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

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

*Rockland County Department of Social Services*

- Employment Unit
- Nyack Assistance Office (NAO)
- Guidance Center
- Next Steps Program

See Chart in section 2.2 for other entities involved in WTW and their descriptions

**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
BOCES	\$84,565.00	FFFS	FA & 200%	Next Steps program costs not covered by reduced EDGE funding.
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
Total	\$84,565.00			

**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>
BOCES	EDGE XIII	<i>FA &amp; 200%</i>	Provides short term job training and vocational education
Nyack Assistance Office (NAO)	FFFS	<i>FA &amp; 200%</i>	Provides resume preparation, training on interview techniques, career counseling and job referrals to parents with dependent children as well as to teens and their caretakers within NPC caseload.
Tomorrow's Workplace	WIA, Welfare to Work Block Grant, FFFS	All categories	WIA One Stop. Provides core services for all. Intensive services based on eligibility.
Guidance Center	DOL and OTDA	FA & 200% & Displaced Homemaker	Conducts workshops, career counseling, computer training & provides internships
Catholic Charities	OTDA Wheels to Work	<i>FA &amp; 200%</i>	Administers Wheels for Work car donation program
Child Care Resources of Rockland	OTDA CST	<i>FA &amp; 200%</i>	Daycare referral service. Administers Community Solutions Transportation program providing temporary taxi/van service to daycare and work.

**Section 2.3 – Jobs Agreement**

**Jobs Program Services – Target Groups**

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

**Services**

**Target Groups**

- Assessment/Employability Plan \_\_\_\_\_
- Supervised Job Search \_\_\_\_\_
- Job Readiness Training \_\_\_\_\_
- Job Club \_\_\_\_\_
- Job Placement Services \_\_\_\_\_
- Grant Diversion \_\_\_\_\_
- Job Development (employer field visits) \_\_\_\_\_

- Applicants \_\_\_\_\_
- TANF (inc. SN fam.) \_\_\_\_\_
- Safety Net Singles \_\_\_\_\_
- Food Stamps \_\_\_\_\_
- 200% of Poverty \_\_\_\_\_

**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.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Not Applicable - No JOBS Program in Rockland*

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

**Number of Jobs staff**

**Locations**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

#### **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.

- Services available in the community
- Information on Rockland County's WIA One-Stop (Tomorrow's Workplace)
- Responsibilities associated with receiving Temporary Assistance
- Information on Childcare in lieu of 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.

- Orientation is done on an individual one on one basis at intake, assessment and reassessment. In addition, clients attend a separate orientation at Tomorrow's Workplace WIB One Stop where they are informed about the services available there.

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

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

a. Check one of the following:

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

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

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

Not Applicable

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)

Rockland County Department of Social Services employees in the titles Employment Assistant I, Employment Assistant II and Employment Assistant III who meet Civil Service qualifications for this position normally will conduct assessments. Such qualifications are:

1. Possession of a Bachelor Degree; or
2. Completion of two years of college and either one year of employment interviewing or placement experience or two years of work experience in client service program which involved direct public contact; or
3. Graduation from high school or possession of an equivalency diploma and either two years of employment interviewing or placement or four years of work experience in a client service program which involved direct public contact.

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

- Rockland County Department of Social Services Employment Unit

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

[ X ] Yes [ ] No

Applicants in households without dependent children are required to participate:

[ X ] Yes [ ] No

Food Stamps Assessment

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

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

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

Not Applicable

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:

Not Applicable

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

Same as above

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

Same as above

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.

All non-exempt applicants for Temporary Assistance (FA and SN) are required to meet with the Employment Unit immediately following their eligibility interview. Every non-exempt applicant is given a brief TANF assessment, an orientation which includes what the client can expect once the case is opened and then placed on job search. For those non-exempt applicants with children requiring childcare to perform work activities, an appointment is given for the client to return with childcare arrangements made and forms completed and signed. At that appointment the non-exempt client is then placed on job search.

Non exempt applicants must perform job search for the minimum number of weekly hours required to make the activity fully countable based on their category and document the hours spent on job search and reasonable travel time on a weekly job search time log. Non exempt applicants with children under age 6 must perform job search for 20 hours per week. Non exempt applicants with children age 6 and over must perform job search for 30 hours per week. Non exempt applicants without children must perform job search for 35 hours per week.

The client must document the hours spent on job search by submitting a weekly job search time log. Documentation for job search must include the amount of time spent looking for work, including the amount of time required to identify, apply and interview for a job as well as time preparing and sending materials to an employer. Clients are allowed no more than 2 hours per job contact.

Aside from the minimum number of hours for job search, non exempt applicants must return weekly with a minimum of 10 verifiable job leads applied for in person and documented in their job search booklet. Additional job leads may be applied for other than in person to meet the minimum countable hour's requirement.

Non-exempt clients who do not obtain employment during intake status continue job search as their countable core activity and this enrollment is entered into WtWCMS immediately upon case opening. This allows the case to fully count in the participation count from day one without any delay which might pro-rate and cause only partial credit for up to six weeks (no more than four consecutive) during each federal year.”

At least by the fourth week of case opening, non-exempt clients are called in for a full assessment and development of an employability plan which includes enrollment in appropriate countable core and/or non core work activities. Job search will continue even beyond the countable participation rate period for the number of hours which when added to the core and non core hours total no more than 40 hours per week.

All exempt clients, who have been determined to have a short term or non-permanent incapacity are required to follow a treatment program prescribed by the client's health care provider as part of the employment plan. Compliance is monitored by receiving medical updates at regular intervals based on the client's exemption period.

Substance Abuse clients are required to follow the treatment plans prescribed by a CASAC or other health care professional as part of their employment plan. Attendance at treatment and/or rehabilitation programs is monitored monthly and progress is reported quarterly. Substance Abuse Treatment is a countable 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	SNA	SNF	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	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.

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

X	X	X	Community Service	<p>A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community Service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</p> <p>Community service assignments will primarily be voluntary in nature including participation in VISTA, Americorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or a nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.</p>
X	X	X	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		<p><b>Job Skills Training</b></p> <p>Training or education in job skills to improve a participant's employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post secondary education courses leading to a bachelor's or other advanced degree or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client's assessment that such instruction is needed to improve the participant's employability.</p>
X	X	X		<p><b>Education Training</b></p> <p>Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant's employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, English language instruction and education leading to a GED or HS equivalency diploma as determined as necessary to improve the participant's job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision making skills.</p>

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	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.
N / A	N / A	N / A	N / A	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.

Non exempt Temporary Assistance applicants must perform job search for the minimum number of weekly hours required to make the activity fully countable based on their category and document the hours spent on job search and reasonable travel time on a time sheet. Non exempt Temporary Assistance applicants with children under age 6 must perform job search for 20 hours per week. Non exempt Temporary Assistance applicants with children age 6 and over must perform job search for 30 hours per week. Non exempt Temporary Assistance applicants without children must perform job search for 35 hours per week.

Aside from the minimum number of hours for job search, non exempt Temporary Assistance applicants must return weekly with a minimum of 10 verifiable job leads applied for in person and documented in their job search booklet. Additional verifiable job leads may be applied for other than in person to meet the minimum countable hour's requirement but must be entered in the job search booklet.

The district assigns Temporary Assistance recipients to Job Search  
 Yes  No

If yes, please describe the local district procedures for TEMPORARY ASSISTANCE 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.

Non exempt Temporary Assistance recipients must perform job search for the minimum number of weekly hours required to make the activity fully countable based on their category and document the hours spent on job search and reasonable travel time on a time sheet. Non exempt Temporary Assistance recipients with children under age 6 must perform job search for 20 hours per week. Non exempt Temporary Assistance recipients with children age 6 and over must perform job search for 30 hours per week. Non exempt Temporary Assistance recipients without children must perform job search for 35 hours per week.

Aside from the minimum number of hours for job search, non exempt Temporary Assistance recipients must return weekly with a minimum of 10 verifiable job leads applied for in person and documented in their job search booklet. Additional verifiable job leads may be applied for other than in person to meet the minimum countable hour's requirement but must be entered in the job search booklet.

Once the Temporary Assistance case opens, all non-exempt Temporary Assistance recipients are required to continue the job search to which they were assigned during the eligibility waiting period for at least 4 consecutive weeks after the case opens.

By the fourth week after case opening, non-exempt clients are called in for a full assessment and development of an employability plan which includes enrollment in appropriate countable core and/or non core work activities. Job search will continue even beyond the countable participation rate period for the number of hours which when added to the core and non core hours total no more than 40 hours per week.

### **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 district has a job development, placement and retention team within the Employment Unit consisting of a Job Developer II, 2 Employment Assistant II and 1 Employment Assistant I. The Job Developer II's role involves responsibility for locating and developing job openings for applicants/recipients of Temporary Assistance through regular contact with local employers either on the telephone, via e-mail or face to face visits. The team also visits job fairs, attends rotary club and other business organization functions.

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.

BOCES provides job development as part of the EDGE/ Next Steps program

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

Not Applicable

### **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 Rockland County Department of Social Services has a long standing relationship with local school districts as well as BOCES who are licensed or approved by the State Department of Education to provide educational instruction. We first look to the local school district located in the area where the client lives so as to provide a more convenient location and lessen travel time.
- 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 Rockland County Department of Social Services has a long standing relationship with BOCES to provide vocational educational and skills training. In order for the training to be deemed appropriate, the program must provide a marketable skill for which jobs are available. In addition, over the many years that BOCES has provided training, they have a successful job placement rate.
- c. OTDA is requesting each district to increase the number of vocational training or job skills enrollments by at least 20 percent by January 2009 (generally as compared to September 2007) as one method to increase the skill development of recipients to support improved job entries.

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

The Rockland County Department of Social Services is an active partner of the local WIB, known in Rockland County as Tomorrow's Workplace. In order to achieve the goal of increasing the number of participants engaged in job skills training programs at least 20% by January 2009 (generally as compared to September 2007), the agency will refer at least 10 additional participants to their existing Tomorrow's Workplace's "core staff assisted" job skills training courses held there. Tomorrow's Workplace will provide DSS with monthly attendance and regular progress reports.

Among the programs available are basic, intermediate and advanced computer training including courses in Microsoft Office, Internet Explorer, etc.

Once a client is assessed and it is determined that a need for job skills training exists based on the Assessment and Employment plan, the client will be referred to the appropriate training program.

There shall be no minimum enrollment hours required and the job skills training need not be countable for participation rate purposes. All that is needed is a judgment that the training would benefit the client by enhancing job skills.

- d. Education and training providers are evaluated by the following standards:
- Licensed or approved by the State Department of Education to provide educational and skills training. Must provide a marketable skill for which jobs are available. The provider must have a successful job placement rate.
- e. The district procedure for advising participants of the approved training providers is:
- A list of all approved providers is available upon request in the Employment Unit office.
- f. Participants must meet the following requirements in order to be assigned to education/training activities:

In order to be assigned to education/training as a countable core or non-core activity the following criteria must be met:

- No previous Education/Training in the same or similar subject area.
  - Education/Training must count toward participation requirements.
  - Client cannot have been previously sanctioned for failure to follow through with approved training or comply with other work activities.
  - Education/Training is approved only up to one year in a lifetime.
  - Education/Training must lead to a specific employment opportunity.
  - Must meet minimal entry requirements set by provider.
  - Must maintain minimum C average (or equivalent) or above to continue approval.
- g. The district procedure for notifying participants of approval for training or enrollment in a work activity is:
- The Employment Plan, generated the WtWCMS system, once printed and signed by the Employment Unit worker and supervisor shall serve as the notification.
- 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:

N/A

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:

- All teens aged 16 - 18 are required to provide attendance reports to their Temporary Assistance worker at each recertification. Attendance reports must be signed by school official.

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:

The district will inform work activity providers of any individual's 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 feedback form, sent to work activity providers, generated by the WtWCMS system will incorporate all information on work limitations that need to be accommodated.

### **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):

In order to meet and maintain accurate documentation and data entry of enrollments, the unit has developed an internal work verification plan that consists of regular internal quality control case reviews.

On each case, a worker enters enrollments into WtWCMS. The maximum hours required for work experience/community service is calculated using a worksheet (see exhibits section below). The enrollment entry is then checked by a supervisor. Any errors are immediately corrected.

Verification of confirmed enrollments are based on submission of

- Monthly attendance from work activity site supervisors, schools or other training providers.
- Wage stubs or other wage verification as required for Temporary Assistance recertifications.
- Job search logs or booklets which document hours spent on job search including reasonable travel time.

On the second Friday of each month, the Employment Unit clears the appointment schedule for "case management day" so that the WtWCMS system is as up to date as possible before OTDA's monthly "snapshot" is taken. Case management day starts with a brief meeting to discuss work assignments and objectives. Each worker then receives a printed list of the segment of the caseload to which he/she is assigned. Each worker then reviews each case record in WtWCMS to make sure that the information on the case is accurate. A checklist (see exhibits section below) was designed to assist in the verification process.

In addition, a quality control team consisting of the Employment Coordinator and 2 senior unit supervisors will choose a random sample of cases each calendar quarter. Cases will be reviewed to ensure that Work Activity & Documentation Requirements are met as follows:

The Rockland County Department of Social Services Employment Unit will perform a random sample of 5 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.

The Rockland County Department of Social Services Employment Unit will perform a simple random sample of 5 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.

The Rockland County Department of Social Services Employment Unit will perform a simple random sample of 5 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.

The Rockland County Department of Social Services Employment Unit will perform a simple random sample of 5 cases per quarter in which a case member is reported as an employability code 31-caretaker of a child under the age of 12 months. The temporary assistance case file will be reviewed to ensure there is a birth certificate present to verify the child under the age of one.

The Rockland County Department of Social Services Employment Unit will assess and verify that participation in the work activities reported for work eligible individuals meets the Federal definition for the activity.

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

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

The Rockland County Department of Social Services does not currently have program providers who are responsible for collection of documentation or entry of data into WTWCMS.

**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.):

Every exempt individual is required to provide a detailed medical and / or psychiatric report with details of the diagnosis and prognosis. Reports are then reviewed by a local team made up of the Employment Coordinator and unit supervisors.

In cases where a clear determination of potential cannot be made by the review team or this information is not specified, the report may be referred to the agency's staff physician for further review and follow up.

Individuals who are determined to have a disability expected to last beyond 12 months are assigned to the Employment Unit caseworker. If after a period of time it becomes apparent that the individual is not being restored to self-sufficiency, the Employment Unit caseworker will assist the client in applying for SSI.

If, on the other hand, progress is made toward restoring employability, the Employment Unit caseworker may enlist the evaluation services of VESID or other member agencies of the Rockland Employment Network (REN) which is a consortium of local organizations who provide services to individuals with disabilities.

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

All clients are required to follow the treatment plan recommended in the medical/psychological evaluation as part of their employment plan.

- 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.:

Clients who have been given a specific treatment regime by a medical or mental health professional must present the agency with the details of the treatment in writing. These details must include the type of treatment, number of weekly hours, estimated length of time and prognosis. Depending upon

the length of exemption given, the client must provide periodic reports from the treating entity as to compliance and progress.

In the case of a client receiving treatment for Chemical Dependency, a CASAC must develop and provide a treatment plan. The treatment facility must be OASAS licensed and is required to provide monthly attendance and quarterly progress reports consistent with the regulations.

### **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.

At each client contact staff will obtain/confirm contact information on the client including such information as home telephone, cell phone, pager, and phone numbers of family or friends. The information will be shared with work activity providers so that they may contact participants to remind them or otherwise keep them updated of the

### **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 agency participates in the intensive case management program funded through OTDA. The primary program activity consists of home visits of those who have been conciliated and failed to respond or who have been already sanctioned beyond the minimum required duration yet have not chosen to comply and end the sanction.

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

See above

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.

District's diversion strategies are described below:

The agency has available one time payments for such things as rent/mortgage arrears, security deposits on housing, utility shutoff, car repairs, etc.. In addition, there is childcare in lieu of Temporary Assistance available.

**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:

To the extent local resources permit the following supportive services provided to participants: bus tickets or mileage cost at the county rate of \$.30 per mile, work related expenses such as reasonable fees to obtain or restore automobile licenses, reasonable automobile repairs up to \$1000, up to \$150 for clothing, including, but not limited to, uniforms and foot wear, up to \$500 for necessary tools and/or equipment, including, but not limited to, job related safety equipment, Any other supportive service the LDSS deems necessary to allow individuals to participate in work activities or to improve or maintain employment may be provided.

- 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):

Any client requiring transportation in order to participate in orientation, assessment, employment planning, work activities and activities to restore self-sufficiency will be provided with free bus tickets to cover the round trips to and from the required activities –or- at the discretion of the Employment Unit staff, mileage reimbursement at the established county rate of \$.30 per mile. The mileage rate is based on a survey of surrounding local social services districts.

- 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:

The agency has a long standing policy that requires a client to walk a maximum of one mile to a work activity assignment or nearest major highway in order to access a bus route. Our local department of transportation and planning has mapped the areas where most of our population resides and determined that most live well within one mile of public transportation access.

- 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:

In order to divert individuals at risk of needing temporary assistance, the Employment Unit has a long standing policy of offering to help anyone find a job whether or not they are applying for or receiving Temporary Assistance, Food Stamps and/or Medicaid. In addition, as a partner of the local WIB (Tomorrow's Workplace) two (2) Employment Unit staff are out-stationed there and are available to assist any County resident who seeks assistance in finding or maintaining employment, thus diverting them from assistance.

- 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 agency has several bilingual staff positions available to translate for non-English speaking participants including within the Employment Unit. In addition, Employment staff seek work activity assignments and job opportunities with bilingual supervisory staff are available.

In those rare occasions where a client cannot access a work activity or job opportunity due to a language barrier, the client would be referred to ESL classes available through a number of providers including local school districts, BOCES, Community Based Organizations, etc.

[ ] 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:

The Employment Unit has in place a job development, placement and retention team maintains contact with clients after placement in order to maintain employment. The team offers case management, employer intervention and advancement training opportunities where appropriate.

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.

Services include transitional childcare, food stamps and Medicaid. Free bus tickets are also issued for those clients who require transportation assistance in order to work until they receive their first paychecks.

#### **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.

Childcare subsidy and free bus tickets.

#### **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:

Same as for Temporary Assistance participants (see above)

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

Childcare subsidy if required to perform work activities.

**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 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:

The client is required to meet with a caseload supervisor and sign a compliance form. The client is then required to comply with the work activity for which he/she was sanctioned.

**Section 5.3 Dispute Resolution**

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

The grievance is mediated by:

an agreement with an independent entity

- supervisory staff who are trained in mediation and who have no direct responsibility for The individual's case
- Designated supervisory staff who have no direct responsibility for the individual's case but who are not trained in mediation

#### **Section 5.4 Food Stamps Good Cause Determination**

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

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

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

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

- District participates in the OTDA managed contract for independent medical evaluations. (IMA)
- 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.

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:

DSS staff physician may be enlisted to assist in making a status determination in the absence of definitive documented medical evidence supplied by the client's medical doctor. The staff physician may require additional documentation, testing, or second opinion.

## EXHIBITS

### WtWCMS Caseload Quick Review Checklist

- 1) Check client notes and assignment to caseload supervisor
  - Are there any notes?
  - When was the last time the client was interviewed?
    - If over 6 months, client may need to be called in.
  - Is the case assigned to the correct caseload supervisor?
  - Do the notes match the enrollments, employment, evaluation, employment plan, employment code, etc.
  
- 2) Check employment codes and exempt status
  - Does the client's status match what is in the notes?
  - How long has the client been coded this way (particularly if exempt)?
  - If exempt for extended period of time, should client be referred to IMA?
  - If the case is coded 43, do the notes indicate that there is documentation that client applied for SSI?
  - Was client mandated to apply for SSI or did client apply on his/her own?
  - Is there a brief statement in the notes as to how the decision was reached to exempt the client? For example: "Client brought in medical. Doctor indicated that due to a medical condition that is expected to last for 6-7 months and client cannot work. Notice of Disability Decision Exempt given to client." -or- "IMA report indicated that client has moderate limitations in most areas and can work with reasonable accommodations (no lifting). Decision made by supervisor to code client work limited code 20. Notice of Disability Decision Non Exempt given to client. Client enrolled in job search and work experience performing clerical tasks with no lifting."
  - Are the details of the client's physical and/or mental impairments listed in the health review section of the evaluation? This should include diagnosis, medications, doctor's name, address and phone, etc.
  
- 3) Check Sanction History
  - If sanctioned beyond 3 months of the end of sanction duration, schedule for reassessment.
  - If no show for reassessment, arrange for a home visit?
  
- 4) Check enrollments, employment, earned income, schedules & core and non-core hours
  - Are there any enrollments entered?
  - Check the "Earned Income" tab to see if wages are budgeted and compare to employment. Do hours match?
  - Are there current schedules entered and are the actual hours updated?
  - Based on category, is the client meeting the core and/or non core hours required?
  - Are the maximum core hours required for Work Experience / Community Service calculated correctly?
  - Do the notes document that the calculation of maximum core hours was done?
  - Does total of all activities add up to no more than 40 hours? If so they must be adjusted to no more than 40.
  - Terminate all old enrollments / employment records if no longer working or job has changed.
  
- 5) Check Evaluation and Employment Plan
  - Are ALL aspects of the evaluation completed? 5 year employment history, health review, etc?
  - Does it include all active enrollments?
  - If exempt, does it include the current treatment plan for mental and/or physical ailment?
  - Does the client have a HS Diploma / GED? If no, call client in for reassessment. During reassessment determine if appropriate for GED program as a non-core activity.

- 6) Check referrals & non-compliance
- Are all old referrals acted on? (feedback entered, non-compliance completed, etc.)
  - Are all conciliations and sanctions handled in a timely manner (30 days)?
  - Does client need ENUF Referral for home visit?
- 7) Check All Alerts & Ticklers
- Perform the work to clear up the reason for the flag before clearing ticker.
- 8) Check WMS & Centraport
- Was the case imaged? If so, check image file for comments and documents related to Employment
  - Is the case opened for Emergency Only?
  - Is the case coded correctly?
    - Is client illegal alien?
    - Is the case coded correctly to identify it as a 2 parent family?
  - Are there documents that need to be imaged? If so, create IAD and place in folder to be sent downstairs.

*THINK: If you were a complete stranger, could you open this case record and understand what is going on with the client?*

## Core Activity Hours Calculation Worksheet

Instructions: The maximum hours permitted for an individual who is participating in work experience or a community service program (not paid employment) are calculated by dividing the Temporary Assistance and Food Stamp grants by the appropriate minimum wage. The number of hours resulting from this calculation fully satisfies the 20 hour core activity requirement, even if the derived hours are less than 20 hours. The individual would still be required to participate in ten (10) additional hours of other countable non-core activities if subject to the 30 hour requirement {the family has a child over the age of six (6)}.

Print out and attach the current TA/FS Budget. From the budget insert the TA and FS grants in the appropriate boxes below. Add the two grants together and insert the resulting subtotal where indicated. Divide the subtotal hours by the minimum wage. This subtotal gives you the monthly hours. To find the weekly hours divide the monthly hours by 4.333. This final calculation, rounded to the nearest hour, will be the maximum number of core activity hours the individual is required to perform in order to fully count for participation rate purposes. Make sure to record the maximum total number of hours required on the case card and in the client notes on WtWCMS.

Temporary Assistance Grant	\$ _____
Food Stamp Grant	+ \$ _____
<b><i>Subtotal (Total Grant)</i></b>	<b>= \$ _____</b>
Minimum Wage	÷ \$7.15 per hour
<b><i>Subtotal (Monthly Hours)</i></b>	<b>= _____</b>
<b>Weekly Conversion Factor</b>	<b>÷ 4.333</b>
<b>MAXIMUM WEEKLY HOURS Required For Core Activities</b>	<b>= _____ hours</b> <i>Round To The Nearest Hour</i>

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 Employment Worker

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 Supervisor

