



RECEIVED MAR 4 - 2008

Eliot Spitzer  
Governor

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

David A. Hansell  
Commissioner

February 27, 2008

Ms. Janet DeMarzo  
Commissioner  
Suffolk County Department of Social Services  
3085 Veterans Memorial Highway  
Ronkonkoma, New York 11779

Dear Commissioner DeMarzo:

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  
Kimberly Staab  
Thomas Grecco  
John Healey

*"providing temporary assistance for permanent change"*



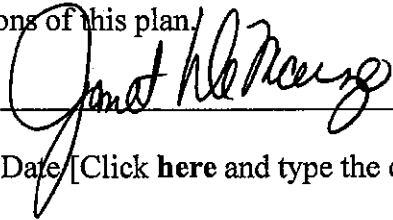
bcc: S. Antos  
D. Bloodstein



**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 Suffolk 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 Suffolk 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 [Click [here](#) and type the date signed]

**Section 2 Administration**

**Section 2.1 Administrative Structure**

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

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

**The Suffolk County Department of Social Services contracts with the Suffolk County Department of Labor (SCDOL) for the "Suffolk Works Employment Program" (SWEP). The SCDSS/SCDOL Interagency Agreement, which defines the services and outcomes that are required of SCDOL, is being revised for 2008. A copy of the agreement, which is pending County Attorney approval, is attached.**

The total number of employees of the local Department of Social Services is **1,438 employees of which 66 are involved in employment program activities.**

### 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) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
Suffolk County Dept. of Labor	\$9,010,778	Primarily funded by FFFS and LAF	TANF/SN MOE/SN Non MOE	SCDOL completes the client assessment, employment plan, and assigns and monitors work activities
SCDHS Employability	\$10,000	Primarily funded by FFFS and LAF	TANF/SN MOE/SN Non MOE	SCDSS uses the services of SCDHS to determine employability of applicants and recipients.
Industrial Medicine Associates (IMA) Employability Determinations	\$1,845,000	Primarily funded by FFFS and LAF	TANF/SN MOE/SN Non MOE	SCDSS uses IMA to assess TA applicants and recipients for physical, mental and substance abuse impairments. In addition, IMA will assess, evaluate and monitor substance abuse treatment and compliance.
Child Care Council of Suffolk, Inc. Resource and Referral Contract	\$130,998		TANF/SN MOE	SCDSS uses the Child Care Council of Suffolk to find and develop child care providers and refer TANF clients to these services.
Child Care Council of Suffolk, Inc. Registration and Inspection MOU	\$939,193	100% NY State funded	TANF/SN MOE	The Child Care Council of Suffolk inspects registers and monitors Family Day Care providers for compliance with health and safety regulations.

Child Care Council of Suffolk, Inc. CDC Loan Program	\$11,474		TANF/SN MOE/SN Non MOE/NTA FS	The Child Care Council of Suffolk helps Child Care providers obtain bank loans to improve facilities.
Education and Assistance Corp. (EAC) Employment Shuttle Program	\$130,000	Community Solutions for Transportation	TANF/SN MOE	EAC will provide transportation to and from employment.
Education and Assistance Corp. (EAC) Sanction Intervention Project	\$186,000	Flexible Fund	TANF/SN MOE	EAC will service TANF and SN MOE individuals sanctioned until compliance for failure to comply with work rules and other mandated requirements.
Education and Assistance Corp. (EAC) Intensive Case Services	\$272,820	TANF funding	TANF/SN MOE	EAC will service TANF and SN MOE long term sanctioned individuals for failure to comply with work rules and other mandated requirements.

\* Total: \$12,536,263

TABLE 2 – Other Service Providers

<u>Provider</u>	<u>Programs, Services or Activities Provided</u>	<u>Categories of Clients Served</u>	<u>Funding Source(s) (if known)</u>
Eastern Suffolk BOCES	ESL, GED and Basic Education	TANF and at or below 200% of poverty	EDGE
Western Suffolk BOCES	ESL, GED and Basic Education	TANF and at or below 200% of poverty	EDGE
Long Island Educational Opportunities Center-(LIEOC)	Employment Readiness Training and Vocational Training	TANF and at or below 200% of poverty	BRIDGE
Suffolk Community College	Employment Readiness Training and Vocational Training	TANF and at or below 200% of poverty	BRIDGE
VESID	Vocational Skills Training, On the Job Training, Work Tryout and Job Coaching	Disabled TANF/SN MOE/SN Non MOE individuals and general public	State Education Department
Displaced Homemaker-FEGS	Provide a job readiness training program and basic computer skills	TANF/SN MOE/SN Non MOE, at or below 200% of poverty and general public	NYSDOL, United Way and UJA/Federation
Displaced Homemaker-SCDOL	Job readiness training and basic computer skills	TANF/SN MOE/SN Non MOE, at or below 200% of poverty and general public	NYSDOL
Jobs Program	Resume preparation, job placement and retentions services	TANF and at or below 200% of poverty	New York State OTDA
Wheels for Work- EAC	EAC will obtain and distribute autos to qualified employed clients to increase their employment opportunities.	TANF and at or below 200% of poverty	NYS Wheels for Work funding
Teenage Services Act (TASA)	Information, referral, advocacy and case management services for pregnant and parenting teens and at risk siblings residing in the same household	TANF, SN MOE, SN Non MOE and MA recipients. Must be referred prior to 20 <sup>th</sup> birthday.	TANF
Workforce Investment Act (WIA)	Short term training, vocational education, employment workshops, job fairs, job search interview strategies and self directed education	TANF/SN MOE/SN Non MOE/NTA FS and dislocated workers	Federal funding through WIA

<b>WIA Youth services</b>	<b>Career counseling, career workshops, work experience, career exploration, GED</b>	<b>14-20 year olds</b>	<b>Federal funding through WIA</b>
<b>Summer Youth Employment Program</b>	<b>Work experience, academic enrichment, job counseling, referral and workshops</b>	<b>14-19 year olds</b>	<b>Flexible Fund</b>
<b>JOB Corps</b>	<b>Vocational Education, GED</b>	<b>Safety Net Non MOE 16-24 year olds</b>	<b>Federal funding through WIA</b>

Section 2.3 – Jobs Agreement

**Jobs Program Services – Target Groups**

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

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

**Other Services Requested**

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

**Perform WTCMS, and JRS data entry. Provide individual employment counseling as well as intensive telephone solicitation to employers. Provide labor market information to clients and employers. Refer clients to jobs openings, job fairs, VESID and supportive services. Monitor client's progress and compliance with referrals. Provide information regarding WOTC, EITC and bonding. Compile weekly activity reports and attend monthly meetings with Suffolk County staff. Provide 30, 60 and 90 day post employment retention services. Compile monthly Recap reports for OTDA.**

\*Please note that OTDA staff work in conjunction with SCDOL during the assessment process.

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

**Number of Jobs staff** **2.5\***  
**Locations**

- |  |    |
|--|----|
| 1. North County Complex building 17, Hauppauge, N.Y.     | 2  |
| 2. 303 West Old Country Road, Hicksville, New York 11801 | .5 |

*Note: \*The regional coordinator (FTE of .5) for Nassau and Suffolk Counties is located at 303 West Old Country Road Hicksville, NY 11801.*

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

**Thomas Grecco (631) 854-9922**

### **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:

**"Engaged in Work" is defined as fully cooperating with the work activity requirements defined in Section 3.4 of this plan. These are activities that the Suffolk County Department of Social Services and its agent, the Suffolk County Department of Labor, deem necessary for restoring an individual's financial independence. Participants are advised of their "Engaged in Work" responsibilities through the development of an Employability plan for non-exempt individuals.**

**In addition, exempt individuals are required to participate in activities that will lead to self-sufficiency. These activities include the pursuit of SSI/SSD benefits, and enrollment in drug/alcohol, mental health, vocational rehabilitation programs and case management services. Similarly, exempt individuals are advised of their "engaged in Work" responsibilities through the development of a Self-Sufficiency plan.**

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

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

Check one of the following:

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

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

- **An Opportunity Agreement form explaining joint responsibilities of the participant and the Agency.**
- **A "Did You Know" general information form and the "Information About Education and Training Opportunities for Temporary Assistance Recipients in Suffolk County" which describes educational and vocational activities.**
- **A "Learn More Earn More" fact sheet describing approved vocational training courses.**
- **Information about accessing child care services, including "Important Information about Child Care" (LDSS-4647). In addition, direct referrals to the on-site Child Care Council staff are made, when indicated.**
- **Information about available employment opportunities and discussion about accessing services through SCDOL's One-Stop employment center.**

- **Information about the TANF program, available supportive services and community resource (e.g., Dress for Success), earned income exemption and credits, TANF time limits, work exemptions, Family and Child Health Plus.**
- **Review of supervised job search log.**

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.

**Orientations are provided for applicants and recipients and are generally done in a group setting by SCDOL staff upon employability determination. Occasionally, orientations are provided on an individual basis for clients who cannot attend the group enrollment. Two different orientations are offered by SCDOL; one for Non-exempt individuals and one for Exempt individuals. The requirement to establish paternity and pursue child support obligations is addressed upon application and recertification.**

### 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.

[ X ] 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:

- A discussion of the applicant/recipient's work limitations and treatment requirements (drug/alcohol, physical and mental health)**
- A discussion of court mandated obligations (Probation, Parole, CPS etc.)**
- A discussion of barriers that may interfere with participation in a work activity or treatment program**

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

**SCDOL uses the WTCMS Assessment screens (e.g., Conviction History) and the Wide Range Achievement Test.**

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))

**College Degree graduates or individuals who possess 4 years of related work experience in similar employment. Employees are also required to attend the Welfare to Work core training.**

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

**Suffolk County Department of Labor.**

- 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.

**Although the district does not require a formal assessment, an orientation interview is required in order to develop an employability plan. During the orientation interview, FSET Work Rules exemptions and individual barriers are reviewed. If the NTA Food Stamps recipient is non-exempt, the client is informed they must comply with the following:**

- **Job Search: Applicants must conduct and document 24 job search contacts within the prescribed 60-day enrollment period. Attendance at a job readiness training (JRT) session at Suffolk County Department of Labor is also mandatory.**
- **Work Experience: NTA-FSET Able Bodied Adults Without Dependents (ABAWD) must participate in a Work Experience assignment upon receipt of Food Stamp benefits and to continue to do so on an ongoing basis or be eligible for Food Stamps for no more than 3 months in a 36 month period.**

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

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

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

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

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

- 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

**Non-exempt TANF and SN MOE applicants are referred to the on site Department of Labor counselor for immediate enrollment in supervised job search when consistent with 06-ADM-17. These applicants as well as SN Non MOE non-exempt applicants and recipients are referred to the Suffolk County Department of Labor (SCDOL) for an orientation and assessment appointment. This appointment is scheduled within five days for applicants and newly opened cases and for ten days for those who transition from exempt to nonexempt in order to provide sufficient advance notification. In the event that the individual is present during the time the nonexempt determination is being made, the DOL appointment may occur in less than ten days since the appointment letter will be hand delivered. Once assessed by SCDOL, Safety Net clients are immediately referred to a countable activity. Similarly, TANF and SN MOE clients are assessed, referred for child care assistance and referred to a subsequent countable activity.**

**All non-exempt single parent TANF and SN MOE households are referred to employment activities up to 40 hours per week. Single parent Family Assistance and Safety Net Family Assistance households with a child under six may have their hourly requirement reduced to 30 hours per week if a mitigating circumstance exists. Similarly, two parent TANF and SN MOE households are referred to employment activities for 40 hours per week per parent providing both parents are non-exempt.**

**All non-exempt single parent TANF and SN MOE households will be assigned to participate in core employment activities for no less than 30 hours per week. These core employment activities consist of: Unsubsidized/Subsidized employment, Work Experience, Supervised Job Search (4 consecutive weeks not to exceed 6 weeks in each Federal fiscal year) and Vocational Education Training (12 month lifetime limit). Individuals may be assigned to additional core or non core activities to supplement weekly hours above the required 30 hour core employment activity, when warranted.**

**Non-exempt SN Non MOE individuals/childless couples are immediately referred to work experience for the amount of hours that equal their TA and FS benefits divided by the New York State or Federal minimum wage, whichever is higher. In addition to this employment program activity, non-exempt SN Non MOE individuals/childless**

couples are referred to other countable activities in conjunction with work experience that total 40 hours per week.

On a monthly basis, the COGNOS Welfare to Work Current and Monthly reports as well as the on line WTCMS listings are reviewed by SCDOL and SCDSS to in provide quality assurance.

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

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

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

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	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		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	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	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	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	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	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.
				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.
				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.

**Job Search: Applicants must conduct and document 40 hours of job search per week in order to meet Federal participation guidelines. The individual must document no less than 15 contacts per week. Applicant job search is monitored weekly via the job search log where start/end times and the number of job search contacts are reviewed. Attendance at a job readiness training (JRT) session at Suffolk County Department of Labor is also mandatory and will count toward the 40 hour requirement. It is worth noting that job search activities may include other things beyond job contacts such as resume writing and attending job fairs. Contacts may vary based upon client work limitations or other case specific circumstances.**

The district assigns TA recipients to Job Search  Yes  No

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

**Job Search: Recipients must conduct and document 40 hours of job search per week in order to meet Federal participation guidelines. The individual must document no less than 15 contacts per week. Recipient job search is monitored weekly via the job search log where start/end times and the number of job search contacts are reviewed. Attendance at a job readiness training (JRT) session at Suffolk County Department of Labor is also mandatory and will count toward the 40 hour requirement. It is worth noting that job search activities may include other things beyond job contacts such as resume writing and attending job fairs. Contacts may vary based upon client work limitations or other case specific circumstances.**

### Section 3.5 Job Development

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

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

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

of staff, frequency of contacts, etc:

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

**The SCDOL Suffolk Works Employment Program (SWEP) maintains a dedicated staff of four (4) to provide job development. This unit consists of two job developers, one clerical, and one supervisor.**

**Job development efforts include: Field visits, telephone calls and other communications with employers to solicit jobs. Additional efforts include maintenance of a computerized job bank, distributing flyers to applicants and recipients on such subjects as job fairs, and earned income tax credit and scheduling on-site recruitments.**

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

**Jobs program staff discuss employment openings with clients. In addition job development with local employers can include an individual telephone solicitation (ITS) with employers that may result in additional job openings. Jobs program staff also engage in identifying, matching and communicating to clients any known job openings discovered on the Internet based web site/ job banks, newspapers, bulletin boards and from other Employment Opportunity sources.**

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:

**All providers of education and training are certified by the NYS Education Department. Additionally, the curriculum of all educational/vocational programs are evaluated by the Suffolk County Department of Labor (SCDOL) and the Suffolk County Department of Social Services (SCDSS) to determine if the program meets Welfare to Work requirements. Referrals will only be made to approved programs and only for those individuals that have been assessed to benefit from the training in order to become self sufficient. Existing providers must continually demonstrate their respective programs' effectiveness and ability to prepare a participant to acquire the necessary basic skills to achieve financial independence.**

- 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:

**All providers of education and training are certified by the NYS Education Department. Additionally, the curriculum of all vocational and job skills programs are evaluated by the Suffolk County Department of Labor (SCDOL) and the Suffolk County Department of Social Services (SCDSS) to determine if the program is in a demand occupation and meets Welfare to Work requirements. Referrals will only be made to approved programs and only for those individuals that have been assessed to benefit from the training in order to become self sufficient. Training is also provided under WIA in accordance with Federal Regulations. Existing providers must continually demonstrate that their programs are in demand occupations and provide a path to financial independence. A listing of approved "Suffolk Works" vocational training programs are identified in the "Learn More Earn More" flyer. Additionally, participants that have self-initiated and completed vocational education programs in demand occupations may be eligible for tuition reimbursement not to exceed \$3,800.**

- 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.

**In order to increase enrollments in Vocational Education, the district is implementing the following strategies:**

- **Continuous enrollment into EDGE/Bridge funded computer skills vocational education courses will enable participants to prepare for employment and/or further short-term vocational training opportunities.**
- **We are attempting to engage the FA/SN MOE work limited population utilizing VESID services. VESID orientations are done at the SCDOL on a bi-weekly basis averaging 7 client referrals per meeting. These clients have to be able to be employed for no less than 15 hours per week.**

- **Utilization of the Pilot Program run by Suffolk County Community College (SCCC) and Eastern BOCES. This program works with clients enrolling them in an EDGE training course and is designed to increase course completion and employment.**
- **Continue to work with the One-Stop Center to provide WIA funded services to clients. The One-Stop is constantly seeking new grant funding to provide training to TA clients. Currently a WIA incentive grant has been made available to provide vocational training to fifteen clients.**

**In order to increase enrollments in Vocational Education, the district is implementing the following strategies:**

- **The SCDOL is opening two staff monitored computer learning labs, one at the One-Stop center in Hauppauge (8 computers) and one in the Riverhead office (8 computers). These computer labs will offer Microsoft Office applications, typing and GED tutorials as well as, internet access for job search and online resume submittal.**
- **The SCDOL worksite/job development unit is working with SCCC to develop worksites at the college campuses that will have the ability to offer work experience and non-core type activities in one place. This will alleviate the burden of travel on clients. SCDOL is also searching for other institutions that could provide this same combination at their respective sites.**
- **The SCDOL is developing a worksite program at the HELP Suffolk shelter. This worksite will combine work experience and job skills training at one location.**
- **The SCDOL is working with the One-Stop Employment Center and the network of educational providers funded under Title II to develop additional non core job training skills programs for TA clients.**

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

**All providers of education and training are certified by the NYS Education Department. Additionally, the curriculum of all educational/vocational programs are evaluated by the Suffolk County Department of Labor (SCDOL) to determine if the program is in a demand occupation and meets Welfare to Work requirements. Referrals will only be made to programs approved by SCDOL. Training is also provided under WIA in accordance with Federal Regulations. Existing providers must continually demonstrate that their programs are in demand occupations and provide a path to financial independence. A listing of approved "Suffolk Works" vocational training programs are identified in the "Learn More Earn More" flyer.**

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

**TANF recipients are notified of approved training providers at various program stages: during their initial orientation in SWEP, at the in-house JRT session, at the assessment interview, at subsequent interviews, and throughout the employability planning process.**

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

**Temporary Assistance recipients who have not exhausted their twelve month vocational education lifetime limit may be assigned to education/training activities. SWEP policy requires that TANF recipients who lack a marketable skill will be assigned to an activity commensurate with their math and reading skills and in conjunction with the designated entry level skill defined by the educational provider. Participants should have sound plans in place for child care and transportation in order to ensure compliance with the training requirements. Additionally, participants must be able to meet the physical/mental demands and requirements of the related occupation.**

**For those Temporary Assistance recipients who have exhausted their twelve month vocational education lifetime limit, they may be assigned to education/training providing they are meeting core requirements.**

**In the event an individual has a previous history of non-compliance with prior education and training activities, the individual must express a willingness to comply with the demands of the new training program and be able to demonstrate that the reasons for past non-compliance have been resolved.**

**The following policy describes the criteria for approving clients in a college program:**

### **SUFFOLK WORKS COLLEGE POLICY**

**In accordance with the legislative changes that are defined under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Suffolk Works College Policy is as follows:**

**TANF clients expressing an interest in completing an Associates degree college program shall have their specific case circumstances reviewed by Suffolk County Department of Labor supervisory staff and shall be deemed to be in an approved Suffolk Works Employment Program (SWEP) activity when the following criteria are met:**

- 1. The individual possesses a high school diploma or GED.**
- 2. In light of the Federal 12 month lifetime limit on vocational education, the individual must enroll for a minimum of 32 credits per 12 month period. Individuals may enter an Associates degree program in the first or second year. Individuals who have exhausted any of these federally limited months will be ineligible to attend college under the Suffolk Works Employment Program.**

3. The college course program is in a demand occupation as defined by the Suffolk County Department of Labor.
4. The college program must warrant a minimum of 30 hours per week of educational related activities. (Classes, labs, internships, work study, etc.)
5. The individual must maintain full satisfactory attendance throughout the 12-month period.
6. At the completion of the first SWEP approved semester, a minimum of 12 required credits must be accrued. Failure to accrue these 12 credits and attain a grade point average of at least 2.0, will result in the individual's approved status to be discontinued.
7. The individual agrees to participate in an employment related assignment up to 40 hours per week in any week during the 12-month period that the individual is not attending post secondary education courses (e.g. summer months, January).
8. The individual agrees that the SWEP approval and any related supported services will be rescinded if prescribed attendance and college accrual credit criteria is not met.
9. The aforementioned policy shall not prohibit clients from attending college on their own, without financial assistance for supportive services from the SWEP program, so long as the client, if non-exempt, participates fully with SWEP requirements which include: acceptance of job offers, acceptance of short-term training, participation in work experience programs and employment.
10. The individual agrees that full-time employment is the immediate goal following completion of the designated agency approved college program.

**Note:** Part time college attendance as well as "Developmental" courses will be considered "non-core" employment activities and as a result, the individual will be required to perform no less than 20 hours in a core employment related activity.

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

Recipients are notified of referral for enrollment in a work activity at their assessment/employability plan interview with the Department of Labor counselor. The work activity referral form, fact sheet and child care provider agreement (when applicable) is also furnished at this interview. At the service provider interview, the client is advised of approval for enrollment in a work activity and is supplied with an activity schedule.

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

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

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

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

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

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

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

Additional reasons as stated below:

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

**In accordance with 06-INF-12, 06-INF-30 and the OTDA School Attendance Desk Guide (LDSS-4888), the district will obtain school verification to monitor the high school attendance of 16-18 year old students. Similarly, non-head of household individuals ages 16-18, who are not attending secondary school will be referred for an employability assessment and will be referred to an appropriate employment activity.**

- 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 individual's health related limitations are taken into consideration when assigning a work activity. In addition health-related limitations are listed in the comment section of the WTWCMS Referral form, which is sent to the provider. All work activity providers are required to comply with Title II of the Americans with Disabilities Act.**

### 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;

**Documentation received by the Suffolk County Department of Labor (SCDOL) through various sources (e.g. the Suffolk County Department of Social Services (SCDSS), network providers, self-attestation) on behalf of a Temporary Assistance participant demonstrating the attainment of unsubsidized or subsidized employment is initially reviewed to ensure that the activity meets Federal regulations. The collected documentation such as, pay stubs, employer verification forms and/or direct phone contact with the employer is annotated in the Employment enrollment and Client Notes section of the WTWCMS. This information is subsequently forwarded to a SCDOL staff member co-located at each SCDSS center, who is responsible for routing the employment information to the participants' respective SCDSS Eligibility or Income Maintenance case manager. The WTWCMS case folder is assigned to the co-located SCDOL staff member for subsequent monitoring purposes.**

**The SCDOL staff that is co-located at each SCDSS service center is responsible for reviewing their caseload of employed Temporary Assistance participants on a monthly basis to ensure that the reported employment activity meets Federal regulations with respect to Federal work activity participation levels. If a participant's actual verified weekly employment hours decrease where the minimum Federal work activity participation level is not met, the staff member is responsible for initiating contact with the SCDOL indicating that the participants must be engaged in additional work activities. Supervisory and administrative SCDOL staff monitors the progress, timeliness and accuracy of the reviews conducted by the co-located SCDOL staff members.**

Assure that the documentation for actual hours, supervision/attendance, excused absences and holidays in other activities is present in the case file;

**The SCDOL Program Operations module is responsible for collecting work activity attendance documentation for all activities other than those instances when Supervised Job Search is being counted as a core activity. The SCDOL Client Services module is responsible for collecting Supervised Job Search documentation if the activity is a core activity.**

**Work activity attendance monitoring sheets (including documentation regarding absence from the activity) attesting to meeting the Federal and State monitoring requirements and the accuracy of the participant's attendance is completed by our approved network providers and forwarded to the SCDOL in accordance within five (5) business days following the reporting period.**

**Work activity attendance monitoring sheets and non-core job search logs are then reviewed by the SCDOL Programs Operations staff for accuracy and recording onto the WTCMS. All documentation regarding excused absences is reviewed to determine if the hours can be counted for participation rate purposes in accordance with Federal and State regulations. All documented hours are recorded in week-long increments throughout each reporting period. Additionally, when work activity attendance monitoring sheets are received, the SCDOL Program Operations staff reviews each participant's case to determine if he or she is meeting minimum Federal and State participation rate requirements, to determine if the participant's aggregate work activity hours require adjustment and to initiate referrals for additional work activities or non-compliance, if necessary.**

**Additionally, the SCDOL Client Services module reviews and collects job search documentation from those participants assigned to Supervised Job Search as a core activity on a weekly basis. The review and recording methodology is similar to that followed by the SCDOL Program Operations staff.**

Assess whether participation in the work activities reported for work eligible individuals meet the federal definition for the activity;

**All employment program activities are reviewed to ensure that they meet the definitions set forth by the Department of Health and Human Services (HHS).**

Assess that the data entered into either WTCMS, NYCWAY or other automated system used for reporting work activities is accurate, including actual hours; excused absences and holidays; and is based on documentation in the case record; and,

**Individual attendance records and job search logs are reviewed prior to data entry into WTCMS.**

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.

All TANF, Safety Net-MOE and Safety Net Non MOE single and childless couples Applicants/Recipients are interviewed by the Employability Unit (EMP). Applicants/Recipients who identify that they are needed in the home to care for a disabled household member are required to provide a medical statement documenting the circumstances. The medical statement includes:

- Name of the household member/patient who is disabled;
- Nature of the disability;
- Services provided by the applicant/recipient for the disabled household member;
- Number of hours per week that care is provided for disabled household member;
- Whether or not the household member is attending school or rehabilitation;
- Any attempts made to place patient in special school or agency with day program for individuals with disability.

This statement is reviewed by EMP medical staff and evaluated to determine if the individual meets a full time needed in home exemption (Employability Code 38) or a part time needed in home exemption (Employability Code 40).

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 SCDOL utilizes a system of monthly supervisory review. For each area detailed below a supervisor checks CMS and hard copy files for documentation, correctness and compliance with HHS TANF rules. The ongoing quality control process consists of the following but is not limited to:

- For employment, the supervisor will review files looking for a PEC or other acceptable employment documentation. The employment documentation will be compared to the CMS entry for correctness and checked to see if the schedules are entered.
- For work experience, vocational training, community service, on the job training, job skills training, education related to employment and attendance in secondary school the supervisor will review files for these items if applicable: a referral form, a worksite fact sheet, a training fact sheet, timesheets, documentation for excused absences, a credential and a religious addendum form. CMS entries for any activities, timesheets and referrals will be compared to hard copies for correctness. The supervisor will review timesheets for actual hours and ensure only designated Federal Holidays were utilized in accordance with NYS OTDA guidance.
- For job search and job readiness training the supervisor will review files for these items: a referral form, job search fact sheet, job readiness assistance curriculum, a manual referral letter to JRA and job search logs. CMS entries for the referral, activity and job search log entries will be compared to hard copies for correctness and compliance with NYS OTDA standards.

- For registration and assessment, the supervisor will review files for the proper documentation. Documentation includes: job search logs, transportation reimbursement forms, an employability plan, opportunity agreement, dispute resolution form, "Did You Know" form for supportive services, child care provider agreement and medical documentation if client is claiming a disability not previously addressed. CMS entries for the employability plan and the assessment will be checked for correctness.

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):

**Suffolk County 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 or collateral contact with the employer. 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.**

**Suffolk County 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 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.**

**Suffolk County 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 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.**

**Suffolk County 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. Temporary assistance records will be will also be reviewed to ensure that the household composition is in fact a one parent case and that the individual has not exceeded the 12 month lifetime limit.**

**Suffolk County will perform a random sample of 10 cases per quarter in which a case member is reported to be incapacitated to determine if s/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.**

**Suffolk County will perform these random audits on a monthly basis to order to identify policies, processes or cases that need immediate corrective action. A quarterly summary/management report will be submitted to Kathleen Nagy of OTDA.**

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

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

- a. Following is the district's procedure for determining if a disabled individual has the potential to be restored to self-sufficiency. This determination is different from the determination of the individual's disability exemption as covered in Section 6 of this plan. Included here is who (e.g. physician, employment worker, Temporary Assistance worker, local review team, etc.) makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities. Also included is the source and type of information used to make the determination (e.g. information from individual's physician, district contracted provider, specialist evaluation obtained as result of district referral, etc.):

**The Employability Unit (EMP) reviews physical, mental health, psychological, drug and alcohol employability assessment documentation, which provides exertional and non-exertional limitations and a prognosis for the individual. Based on this documentation, EMP determines if the individual has the potential to be restored to self-sufficiency.**

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

**Upon EMP's determination of exempt status, a referral with supporting documentation is forwarded to SCDOL. This supporting documentation identifies treatment needs such as physical therapy or mental health counseling as indicated by the examining practitioner. Based on the above, SCDOL will develop a treatment plan in accordance with available rehabilitative resources and will assist the individual in engaging in treatment. SCDOL will assist the individual in identifying barriers to participation and in securing supportive services that will ensure compliance (e.g. transportation).**

- 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.:

**EMP issues a Treatment Provider Status Report to all exempt participants upon employability determination. This form is to be completed by the client's treatment provider(s) and submitted to SCDOL at the time of their Self Sufficiency Orientation (SSR) appointment. If a participant does not come to the SSR Orientation with a completed status report, the Suffolk County Department of Labor Counselor will issue a new status report which must be completed and returned within 30 days. A schedule is entered on CMS and attendance tracked for those participants who are participating in rehabilitative/treatment programs. Those participants who fail to return the Status Report within the required time frame, or who fail to comply with their treatment schedules, will be referred for disqualification.**

Section 3.9. Strategies/Procedures for Increasing Program Attendance

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

**The SCDOL makes the following efforts to maximize participation:**

- **Participants are assigned to the maximum hours permitted (i.e. 40 for FA's) this enables participants to have a built in buffer to maintain participation in case of "good cause" absences, without needing/exceeding excused hours.**
- **Participants having attendance problems are counseled by their worksite/school supervisor, are issued a counseling letter via mail, receive counseling phone calls from DOL staff and are visited on site by DOL worksite unit personnel. These efforts are used to assist clients to stay in participation and also to lessen referrals for non-compliance.**
- **Clients reporting for their DSS conciliation meeting are walked into the DOL when good cause is established. This enables us to get client referred to a countable activity the same day as their conciliation.**
- **DOL has developed a "Worksite Spreadsheet" to enable counselors to locate the most convenient worksite for the participants. This spreadsheet can be sorted in various ways including town and by bus route.**
- **DOL and DSS have streamlined the Child Care process. Clients no longer need to report in order to have child care services for new activities and/or referrals. This eliminates the client missing time "unexcused" time from their activities.**
- **DOL representatives visit participants onsite when their vocational education programs are nearing completion. These visits enable us to complete needed paperwork to assign client to their next activity without missing any time in their current activity.**

- **DOL has relocated our Supervised Job Search Team to the Suffolk County One Stop Center location. This relocation enables SJS participants to have easy access to the One Stop resources.**

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 District has a current contract with the Education Assistance Corporation (EAC) to implement a Sanctions Intervention Project. This project consists of a monthly review of TANF and SN MOE individuals who are sanctioned until compliance or whose sanction period has expired. These individuals are scheduled in for an Eligibility Verification Review interview with EAC. Those who appear are directly referred to DOL for placement in a countable employment program activity or referred for a medical, psychiatric or a substance abuse evaluation where warranted. Those who fail to appear are referred for a full case closing.**

**In addition to the above process, the DSS Compliance Unit will immediately notify EAC upon the implementation of a WE1 sanction or a Y99 disqualification. This will further ensure that sanctioned TANF/SN MOE individuals are being re-engaged as soon as possible.**

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

**Same as above**

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

**The District has an additional contract with the Education Assistance Corporation (EAC) to implement an Intensive Case Services (ICS) project. The target populations are TANF and SN MOE individuals who are under a durational sanction. This project consists of an Eligibility Verification Review via a home visit. Individuals who are non-exempt, will be provided with a bona fide offer of employment. Individuals who present with medical, psychiatric and/or substance abuse problems will be referred for the appropriate evaluation(s). If the individual is determined to be exempt, EAC will facilitate a treatment plan. Similarly, if the individual is determined to be non-exempt, the individual will be provided with a bona fide offer of employment. Failure to accept a bona fide offer of employment would result in a full case closing in accordance with 04-INF-19.**

Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

**Diversion payments are issued in order to redirect applicants of Temporary Assistance from the need for ongoing assistance by meeting a specified once only or short term payment. The following is a brief summary of the District's diversion payments:**

PAYMENT	ITEMS COVERED	PAYMENTS AVAILABLE TO	MUST BE CURRENTLY EMPLOYED?
Transitional Service Payments	Employment related expenses: Uniform Allowance, Tools, License Fees, & Other items of need	Former TANF assistance recipients closed due to employment	YES
Diversion Transportation Payment	Employment related transportation costs such as Public Transportation Car Insurance Car Repairs	Employed applicants, no prior TANF history needed	YES
Diversion Payment	Mortgage or Mortgage Arrears, Moving Expenses, Storage Fees, Household Structural, and Equipment Repairs	Applicants	NO
Child care in Lieu of Temporary Assistance	Child Care assistance	Applicants	YES

**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:

Requests for the following supportive services must be submitted on a timely basis.

1. Transportation, but not more than the cost of public transportation if available or, if not, at a level up to 30 cents per mile, but not to exceed the reimbursement rate for private transportation regularly paid by the social services district to its employees; this includes the cost of transporting children of SWEP participants to and from child day care. The County mileage chart is used to calculate the mileage between destinations. Additionally, TANF & SN MOE individuals can be referred to the Employment Shuttle Program (CST) which provides free transportation to and from employment.
2. Up to a maximum of \$200 per SWEP activity for clothing necessary for participation in SWEP activities or employment.
3. Up to \$300 for each license or other work-related fees necessary for participation in SWEP activities or employment during any calendar year.
4. Up to a maximum of \$500 during any calendar year for tools and equipment necessary to participate in SWEP activities or employment.
5. Individuals who are satisfactorily participating in an employment related work activity are eligible to receive up to a maximum of \$2,500 or the retail value of the automobile, whichever is less, during any calendar year for reasonable costs of necessary repairs to a SWEP participant's automobile, and up to a maximum of \$2,000 during any calendar year for payment of necessary automobile insurance, including associated finance/service fees, which meets the minimum State auto insurance requirements. Such expenditures may be authorized only when they are the least costly means of meeting the transportation needs of a SWEP participant.
6. Child care registration fees, up to \$75 per child, for enrollment of children of SWEP participants in child care when such child care is necessary for participation in SWEP. Child care may also be authorized for approved educational activities that are in addition to SWEP activities, as long as the participant remains in full compliance with SWEP.
7. Actual cost up to \$3,800 per calendar year for tuition costs related to participation in an approved SWEP activity when other resources such as financial aid or other government funding have been exhausted.
8. Books and school supplies as deemed necessary for participation in an approved SWEP activity when other resources are unavailable, consistent with 97ADM-18 (Williams vs. Dowling).
9. Full time employment related transportation benefit of \$100 for TANF & SN MOE and \$50 for SN Non-MOE individuals may be authorized. This benefit is limited to once per calendar year for newly employed TANF, SN MOE and SN Non MOE recipients and the hours of employment must equal or exceed 30 hours per week at the Federal or New York State minimum wage, whichever is higher. This benefit is restricted to employment outside the recipient's residence. This benefit is further restricted to TANF, SN MOE and SN Non MOE recipients who are in compliance with employment program requirements. The request for this supportive service must be made within two weeks of beginning employment. This is not a Transitional benefit; it is intended to provide

transportation assistance while awaiting receipt of the individual's first paycheck.

**10. Other employment or training related expenses deemed necessary for obtaining or maintaining a work activity.**

- 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):

**Under Supportive Services Section 4.1, the district reimburses participants for any public transportation costs related to work activity travel. In addition, if the participant uses their own vehicle, the participant is reimbursed at the rate of 30 cents per mile. Although the current IRS mileage reimbursement rate is 48.5 cents per mile, this figure includes wear and tear on an individual's vehicle. Since car repairs are an available supportive service, the lesser amount of 30 cents per mile will be used.**

**Tokens are also provided to participants who plan to use bus transportation to travel to and from work activities and employment related appointments. (Please note these policies do not apply to travel to employment as the budgeting methodology includes a work expense allowance.)**

**Additionally, TANF & SN MOE individuals can be referred to the Employment Shuttle Program (CST) which provides free transportation to employment.**

- 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 maximum distance a client would be expected to walk is 2 miles. The rationale for this is that the Suffolk County Child & Family Services Plan for 2007-2009 defines "reasonable distance" as one hour of travel time. Therefore, an average person can walk 2 miles in one hour unless medically limited.**

- 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:

**Please see diversion strategy in Section 3.9.**

- 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 district utilizes the following to accommodate the needs of non-English speaking participants:**

- **Telelanguage Services**
- **Bi-lingual staff**
- **Bi-literal forms**
- **Referrals to ESL service providers**
- **Interpreter services for the deaf**

[ ] 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:

**As previously mentioned, the district will provide an informational notice entitled, "Did You Know" which details Temporary Assistance, Supportive and Transitional services offered through DSS. All recipients are provided with information regarding the Earned Income Tax Credit (EITC). The district will also offer an employment incentive supportive service benefit to newly employed TA recipients.**

**In addition, TANF and SN MOE individuals may be eligible for Employment Shuttle Program (CST) services which provides free transportation to and from employment for up to six (6) months. After six (6) months, these individuals may be eligible for Project Jumpstart which provides automobiles to eligible low income, full time employed families.**

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.

**All supportive services defined in Section 4 of this Biennial Plan.**

**In addition, income ineligible Family Assistance recipients are eligible to receive Transitional Child Care, Low Income Child Care, Transitional Medicaid, Transitional Benefit Assistance (FS) and Family Health Plus. The children of these recipients can also participate in Child Health Plus.**

#### 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.

**Wheels-to-Work (EAC):**

**Project Jumpstart provides autos to eligible low income, full time employed families.**

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

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

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

**The district will reimburse FSET participants for transportation, but not more than the cost of public transportation if available or, if not, at a level up to 30 cents per mile, but not to exceed the reimbursement rate for private transportation regularly paid by the social services district to its employees; this includes the cost of transporting children of FSET participants to and from child day care.**

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

**Referral to Education and Assistance Corporation (EAC) - Community Solutions for Transportation-Project Jumpstart.**

**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:

**When a recipient fails to comply with a work activity assignment, Suffolk County DOL forwards a completed conciliation notification to the DSS Compliance Unit. The Compliance Unit verifies the case status and address and processes it for mailing. A TANF and SN MOE recipient has ten days and a Safety Net Non MOE recipient has seven days to request a conciliation conference.**

**If an individual requests a conciliation conference, the Compliance Unit will provide at least one meeting which includes the individual and an appropriate impartial Social Services staff member. If good cause is established, the individual will be re-engaged as necessary. This may include an immediate appointment with SCDOL (same day as conciliation meeting) or the granting of temporary or permanent exempt status. Individuals are informed of the results of the conciliation conference in writing.**

**If an individual fails to respond to the conciliation notice or if the Compliance Unit determines from the conciliation that the individual's refusal or failure to comply was willful and without good cause, the department will issue a ten day notice to discontinue or reduce (whichever is appropriate) the TANF, SN MOE or SN Non MOE grant.**

The good cause determination is made by:

client's employment worker

a supervisor

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

**Upon conclusion of the conciliation meeting, a supervisor reviews all written documentation as well as the verbal information supplied by the client. Good cause reasons such as medical emergencies, hospitalizations, incarceration, death of a family member etc. will be taken into consideration.**

### 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:

**TA individuals who are sanctioned until compliance or whose sanction period has expired can opt to end their sanction by simply visiting their local DSS center and signing a Willingness to comply notice. The individual may be directly referred to DOL for placement in a countable employment program activity or referred for a medical, psychiatric or a substance abuse evaluation where warranted.**

**The District also has a current contract with the Education Assistance Corporation (EAC) to implement a Sanctions Intervention Project. This project consists of a monthly review of TANF and SN MOE individuals who are sanctioned until compliance or whose sanction period has expired. These individuals are scheduled in for an Eligibility Verification Review interview with EAC. Similarly, those who appear are directly referred to DOL for placement in a countable employment program activity or referred for a medical, psychiatric or a substance abuse evaluation where warranted. Those who fail to appear are referred for a full case closing.**

### 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)

**When a recipient of Non-Temporary Assistance Food Stamps fails to comply with a work activity assignment, Suffolk County DSS mails a Request For Information Regarding Food Stamps Non-Compliance to the client. The NTA Food Stamps recipient has ten calendar days to respond to the request and provide an explanation regarding the non-compliance. If good cause is established, the individual will be re-engaged as necessary. This may include a re-scheduled appointment with SCDOL or the granting of temporary or permanent exempt status. Individuals are informed of the results of the conciliation conference in writing.**

**If an individual fails to respond to the Request For Information Regarding Food Stamps Non-Compliance or if the Compliance Unit determines that the individual's refusal or failure to comply was without good cause, the department will issue a ten day notice to discontinue or reduce NTA Food Stamps benefits.**

**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.

**All TANF, Safety Net-MOE and Safety Net Non MOE single and childless couples Applicants/Recipients are interviewed by the Employability Unit (EMP). Those applicants and recipients who identify a disability either medical/psychiatric/drug/alcohol will be referred to an approved provider such as The Suffolk County Department of Health Services, Industrial Medicine Associates, etc. for an employability assessment. In addition, the district will refer an individual for evaluation whenever there is reason to suspect that there is a mental or physical, and/or a drug and alcohol impairment that is a barrier to employment. The individual will also be advised in writing that they have the right to submit medical documentation to support their claim within 10 days of the district's notification. The district's employability assessment will provide a diagnosis, recommendations and identify any functional limitations. Any conflicts that arise between the client's documentation and the district's evaluation will be resolved by the district's Medical Director. Individuals who are determined non-exempt or non-exempt with limitations, will be issued a LDSS-4005a and will be referred to the Suffolk County Department of Labor (SCDOL) Suffolk Works Employment Program for the development**

of an employability plan. Non-exempt participants with limitations have recourse to dispute their assignment per section 5.2 of this plan.

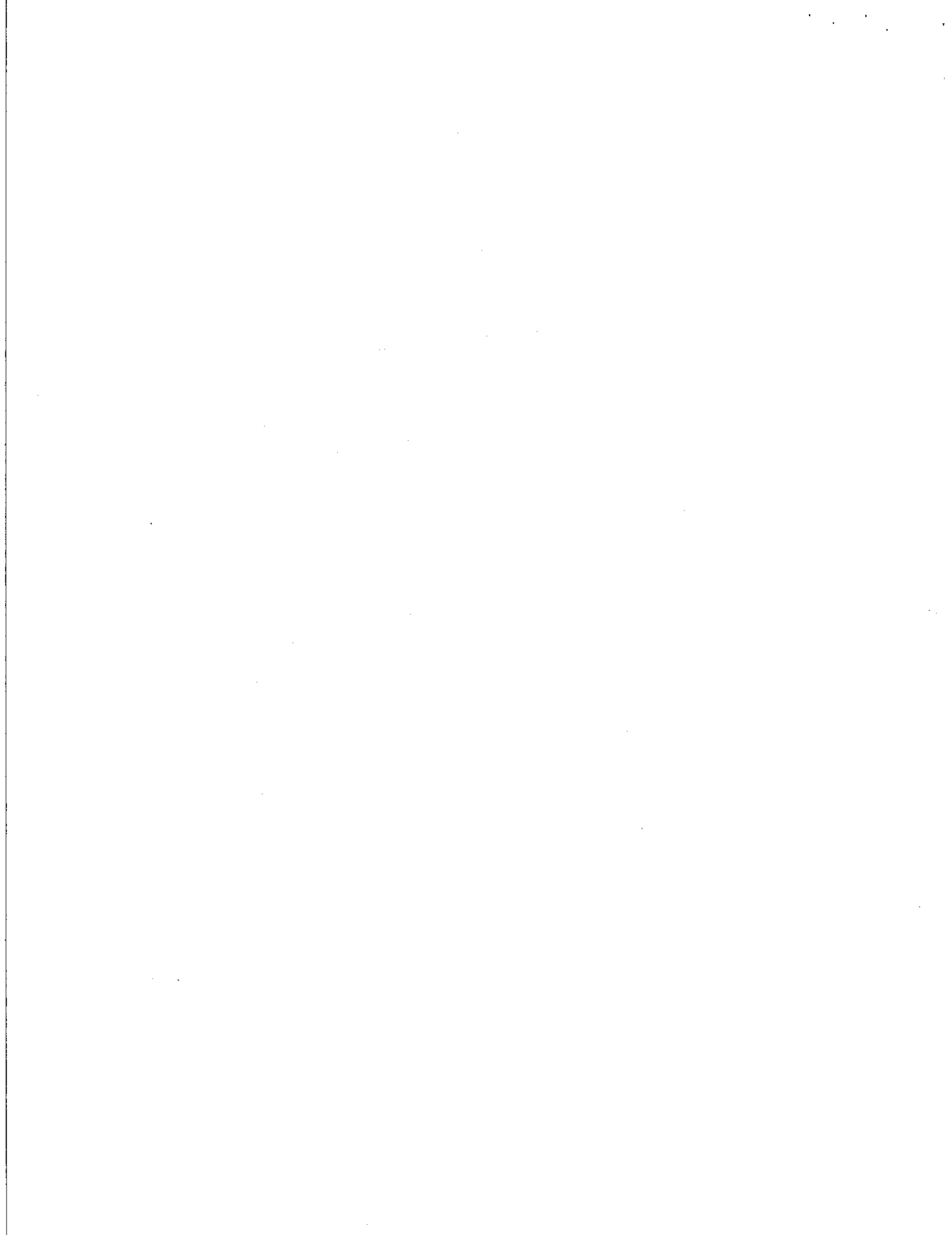
Participants who are determined temporarily exempt by EMP will be issued a LDSS-4005 and will be referred to the Suffolk County Department of Labor (SCDOL) for a self-sufficiency plan that will include a variety of rehabilitative activities that are deemed necessary by the district to move an individual from an exempt status to a non-exempt status. SCDOL monitors the self-sufficiency plan to ensure compliance and progress. Participants who are determined permanently disabled will be issued a LDSS-4005 and will be required to apply for SSI and/or SSD benefits and will be referred to the Disabled Client Assistance Program (DCAP). When appropriate, permanently disabled individuals will also be referred to rehabilitative services.

Individuals who claim a non-medical exemption such as needed in the home due to the illness of a household member, are asked to provide any pertinent documentation. The district will issue either the LDSS-4005 or LDSS-4005A indicating whether the non-medical exemption has been approved (full or part time) or disapproved and based on this determination, referrals will be made as necessary. EMP is responsible for re-evaluating non-medical exemptions.

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:

**Please see above.**



**DRAFT Interagency Agreement**

**Suffolk County Department of Social Services  
and  
Suffolk County Department of Labor**

**This Agreement (Agreement)** is between the **Suffolk County Department of Social Services (SCDSS)**, having its principal office at 3085 Veterans Memorial Highway, Ronkonkoma, New York 11779, and the

**Suffolk County Department of Labor (SCDOL)** having its principal office at Building 17, North County Complex, Veterans Memorial Highway, Hauppauge, New York 11788.

The parties hereto agree to utilize the services of **SCDOL** to assist **SCDSS** in the operation of the **Suffolk Works Employment Program (SWEP)**.

**Term of Agreement:** January 1, 2008 through December 31, 2009.

**Total Cost of Agreement:** Shall not exceed \$9,458,521, in accordance with the Budget for 1/1/08 through 12/31/08 and \$9,458,521 in accordance with the Budget for 1/1/09 through 12/31/09 as set forth in Exhibit C.

**Terms and Conditions:** Shall be as set forth in Exhibits A through C, attached.

**In Witness Whereof**, the parties hereto have executed this Agreement as of the latest date written below.

**Suffolk County Department of Labor**

**County of Suffolk**

By: \_\_\_\_\_  
Robert W. Dow, Jr.  
Commissioner

By: \_\_\_\_\_

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

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

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

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

**Approved As To Legality:**  
**Christine Malafi**  
**Suffolk County Attorney**

**Department of Social Services**  
**Approved:**

By: \_\_\_\_\_  
Patricia M. Jordan  
Assistant County Attorney

By: \_\_\_\_\_  
For the Commissioner  
Patricia A. Clark,  
Director of Management and Research

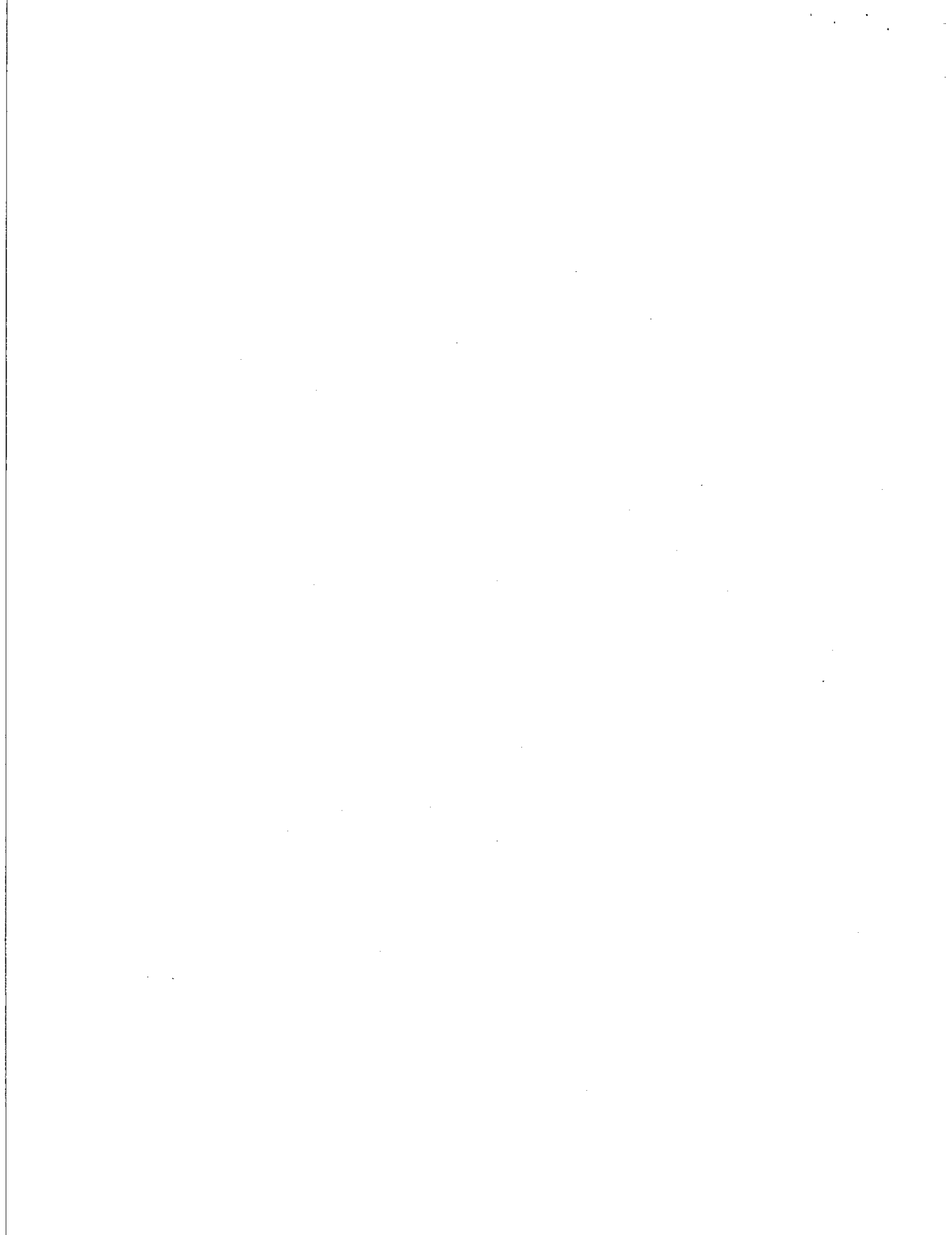
Date: \_\_\_\_\_

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

**Recommended:**

By: \_\_\_\_\_  
Edward Hernandez, Deputy Commissioner  
Division of Housing, Adult and Employment  
Services

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



## List of Exhibits

### Exhibit A

#### General Terms and Conditions

1. Total Cost of Agreement, Budget Approval Process and Service Levels
2. Responsibilities of SCDSS and SCDOL
3. No Assignment
4. Amendments
5. Entire Agreement

### Exhibit B

#### Contract Budget Approval Form

### Exhibit C

#### Suffolk County Department of Labor SWEP Budget

For the Period January 1, 2008 through December 31, 2009



**Exhibit A**  
**General Terms and Conditions**

**Whereas**, the **SCDSS** has the responsibility and authority to implement **Suffolk Works Employment Program (SWEP)** in accordance with **18 NYCRR 385**;

**Whereas**, the **SCDSS** requires the services of the **SCDOL** to assist in the operation of **SWEP** and to make available to Suffolk County Temporary Assistance and Food Stamps applicants and recipients comprehensive employment and training services to promote self-sufficiency;

**Now, therefore**, it is agreed and understood as follows:

**1. Total Cost of Agreement, Budget Approval Process and Service Levels**

- a. The Total Cost of Agreement is defined as the sum of all duly approved Budgets for each Budget Period and shall not exceed the amounts appropriated therefore by the Suffolk County Legislature for each Budget Period.
- b. The Budgets and any amendments thereto, for calendar years 2008 and 2009 shall be as documented by the parties by use of the "Contract Budget Approval Form" set forth in Exhibit B, attached.
- c. It is understood and agreed by both parties that this Agreement is subject to and contingent upon the availability of State and Federal funding for the Suffolk Works Employment Program and upon sufficient appropriations in the Suffolk County Operating Budget.
- d. The Budgets for calendar years 2008 and 2009 are set forth in Exhibit C. Any amendment to the 2008 and 2009 Budgets shall be as documented by the parties by use of the "Contract Budget Approval Form" set forth in Exhibit B.

**2. Responsibilities of SCDSS and SCDOL**

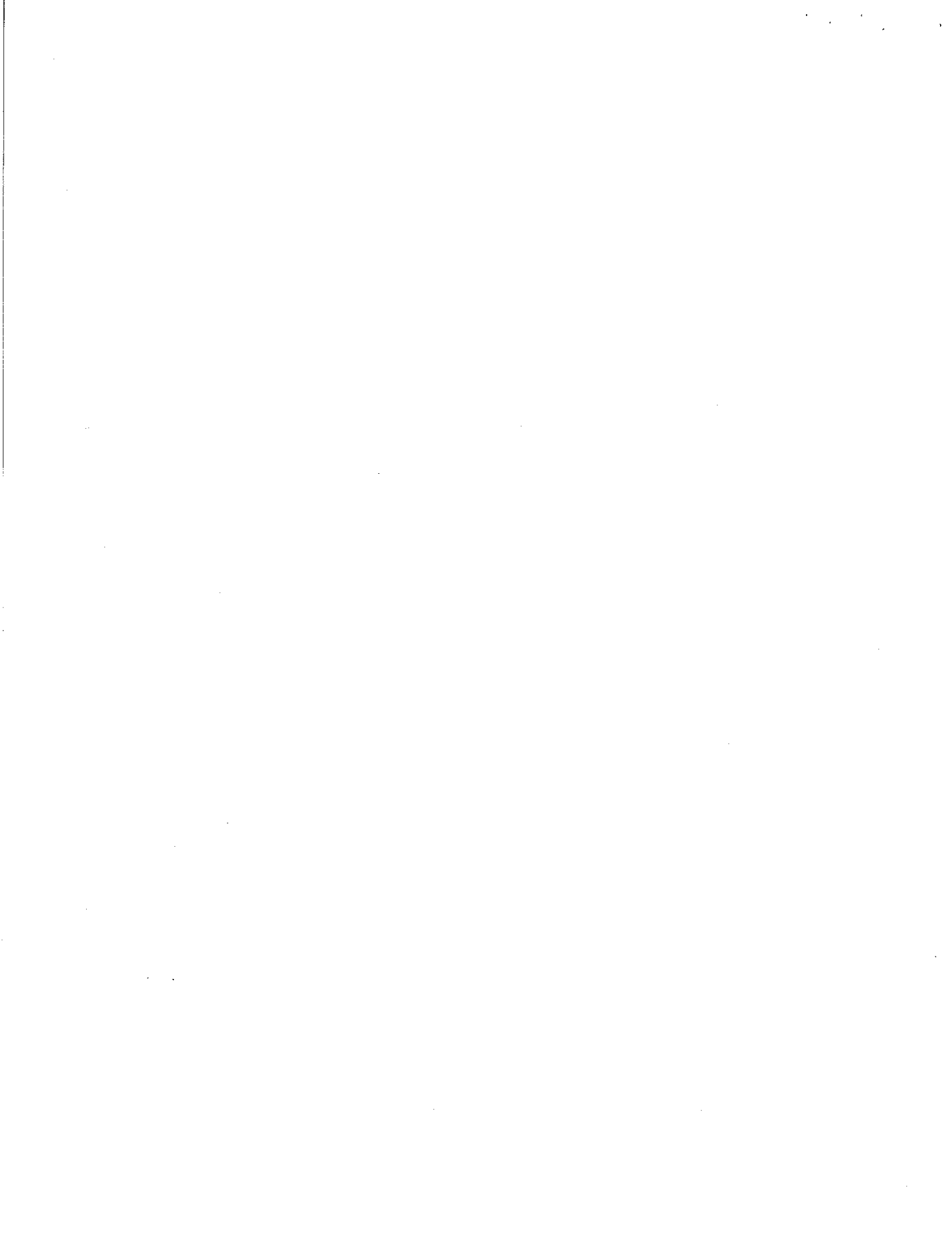
- a. It is understood and agreed upon by both parties that the goals of this Agreement are to move Temporary Assistance and Food Stamp applicants and recipients into competitive full time employment or other benefit eligibility such as SSD/SSI as rapidly as possible. It is further understood and agreed upon by both parties that the goals of this Agreement are to meet the Federal and State mandated participation rate requirements.
- b. It is understood and agreed upon by both parties that the Employment program will be administered in accordance with all applicable Federal and State policies, laws and regulations which include but are not limited to: 18 NYCRR 385, Interim Final TANF Rule, 06-ADM-17, New York's Work Verification Plan and the Temporary Assistance and Food Stamp Employment Plan for 2008-2009.



- c. The Suffolk County Departments of Social Services and Labor will work cooperatively to meet the Federal and State mandated participation rates: **TANF/SN MOE: 50% of all countable cases; SN Non MOE: 50% of all countable cases.** SCDOL will continue to utilize all management tools to meet the aforementioned rates which include but not limited to COGNOS Upfront Current and Monthly reports and all reports and data contained in the Welfare to Work Caseload Management System (WTWCMS). SCDSS and SCDOL will be responsible to meet any new participation rate mandated by a change in Federal or State legislation. If, at any time, it appears that SCDSS and SCDOL may not be able to meet the mandated participation rates, they will meet to determine the immediate actions that must be taken to resolve the issues.
- d. SCDSS will refer Temporary Assistance and Food Stamp applicants and recipients to SCDOL. Non-exempt TANF and SN MOE applicants will continue to be referred to the on site Department of Labor counselor for immediate enrollment in supervised job search when consistent with 06-ADM-17. These applicants as well as SN Non MOE non-exempt applicants and recipients will be referred to the Suffolk County Department of Labor (SCDOL) for an orientation and assessment appointment. This appointment is scheduled within five days for applicants and newly opened cases and for ten days for those who transition from exempt to non-exempt due to the ten day notice requirement.
- e. In accordance with OTDA requirements, SCDOL agrees to provide the following services to non-exempt TA and Food Stamps applicants and recipients:  
Interview and assess all clients, enroll in employment workshops and test for skills where applicable, develop employment plans, assist clients in arranging for child care and related supportive services, enroll clients in appropriate education, training and job-seeking activities, monitor progress and attendance, develop jobs, and make direct job referrals and provide job matching services.
- f. SCDOL agrees to re-assess, review status and re-assign, where appropriate, the following exempt and non-exempt categories, including but not limited to: individuals given a twelve-month exemption for a child under age one, work limited (Safety Net Non MOE) and employed individuals.
- g. All non-exempt clients referred to SCDOL by SCDSS will be engaged in a countable employment activity no later than twenty (20) calendar days from the date of the initial referral contingent upon client compliance.
- h. SCDOL will ensure that all non-exempt TANF, SN MOE and SN Non MOE individuals are participating in countable SWEP activities. SCDOL also agrees to monitor all TANF and SN clients' work participation activities. SCDOL will maintain documentation that supports the actual activity hours per week in accordance with the OTDA Work Verification Plan. SCDOL agrees to input any and all enrollment, status changes, client notes and other pertinent information into WTWCMS in a timely manner. SCDOL further agrees to input any and all attendance and job search records into WTWCMS upon receipt but no later than fifteen (15) calendar days following the report month in order to maximize TANF participation.



- i. EMP will conduct an eligibility assessment of clients in order to determine employability. In accordance with the Self Sufficiency review procedure, SCDOL agrees to enroll and interview exempt TANF, Safety Net MOE and Safety Net Non MOE cases referred by the SCDSS Employability Unit (EMP) within 30 days of receipt of the referral. Individuals whose primary exemption is due to substance abuse (code 63) will be monitored by EMP until they transition to non-exempt status (code 64). SCDOL will provide an orientation and develop a self-sufficiency plan which may include visits to doctors, therapists or rehabilitation specialists. SCDOL will monitor and collect documentation of a client's ongoing compliance with the requirements of the self sufficiency plan within each exemption period. SCDOL will refer and monitor these clients to insure compliance with rehabilitative services. SCDOL will continue to refer non-compliant clients to the DSS Compliance Unit in accordance with the time frames contained in provision m.
- j. SCDOL agrees to make program counselors available at each SCDSS Center location to immediately enroll Non-exempt TANF and SN MOE applicants in supervised job search when appropriate. SCDOL further agrees to provide replacement staff to cover when vacations, extended illnesses and/or training sessions occur. These counselors will also function as a liaison between SCDSS and SCDOL staff, and their job responsibilities are defined in a memorandum jointly prepared by SCDSS and SCDOL Administration.
- k. Administrative oversight and management of referrals to programs, such Bridge and EDGE will be the responsibility of SCDOL. The coordination of services will include referring participants to providers, tracking attendance, progress and compliance and recording participant outcomes. In an effort to meet the 20% activity requirements as set forth in 07-LCM-13, SCDOL will implement a plan to increase enrollments in Vocational Education or Job Skills Training as outlined in Section 3.6c of the Temporary Assistance and Food Stamp Employment Plan for 2008-2009.
- l. SCDOL agrees to dedicate staff to a specialized job development unit. The goals of the unit include but are not limited to; developing employment opportunities specifically targeted toward the knowledge, skills and abilities of the Temporary Assistance population. This unit, in conjunction with the Suffolk County One-Stop Center, will also provide regularly scheduled job fairs, resume preparation, employment related workshops and One Stop orientation and integration.
- m. SCDOL agrees to advise SCDSS of any client noncompliance or activity that may have an effect upon the client's social service benefits no later than seven (7) calendar days after the date such activity is known by SCDOL.
- n. SCDSS and SCDOL agree to implement and manage an ongoing system of quality assurance for the Suffolk Works Employment Program as outlined in Section 3.7 of the Temporary assistance and Food Stamp Employment Plan for 2008-2009.
- o. SCDOL agrees to make available to SCDSS its SWEP case files, appointment logs and other records, upon request, for research and/or quality assurance purposes.
- p. SCDOL agrees to continue to submit a monthly summary and outcome report to SCDSS reflecting the current (end of month actual totals) and cumulative activity status of Non-Exempt and Exempt Temporary Assistance clients, by case type, served by SCDOL under the Suffolk Works Employment Program based on the applicable WTWCMS and COGNOS reports. In addition, SCDSS and SCDOL agree to develop the following additional outcome measure reports:



- I. Vocational Education placement report which indicates the effectiveness and success by provider, training program as well as employment placement rate in both related and non related occupations;
  - II. Expanded Job Development and Placement report which indicates the number and category of positions developed by the efforts of the Specialized Job Development Unit. A job placement productivity rate report of the aforementioned positions will also be included in the expanded report. These statistics will exclude job placement efforts of the OTDA Jobs staff.
  - III. Expanded work experience report which indicates the number of workfare participants who transition to employment.
- q. SCDOL agrees to submit monthly expenditure reports to SCDSS itemizing costs incurred in the previous month in accordance with cost allocation plan approved by OTDA and reporting methodologies required for claiming Federal and State reimbursement. These reports will be in a format designated by SCDSS and OTDA. The monthly expenditure report shall include a detailed listing of staff assigned to the SWEP program, indicating name, title, location, function and percentage of their time dedicated to the SWEP program.
  - r. SCDOL agrees to keep all records, including claiming and cost records, for a period of seven (7) years and to make them available upon request for audit by SCDSS, OTDA, Suffolk County Department of Audit and Control and the Federal Department of Health and Human Services.
  - s. SCDOL agrees that all case information is confidential and will be used only for the intended purposes of this Agreement.
  - t. SCDOL agrees to maintain and revise the SWEP Procedures Manual for use by SCDOL interviewers involved with this program. The manual shall be published for DSS twice per year (January and July). Such procedures shall be subject to DSS approval.
  - u. SCDOL agrees to provide full employment services to Temporary Assistance and Food Stamp applicants and recipients at the proposed Southwest Center scheduled to open in early 2009.

### **3. No Assignment**

SCDOL shall not assign, transfer, convey, or otherwise dispose of this Agreement or SCDOL's power to execute this Agreement, to any other person or corporation without prior written approval of SCDSS and subject to such conditions and provisions as SCDSS may deem necessary.

### **4. Amendments**

It is understood by both parties that this Agreement may be amended due to amendments to the Federal Welfare Reform Act.

### **5. Entire Agreement**

It is expressly agreed that this Agreement represents the entire agreement of the parties; that all previous agreements and understandings are merged in this Agreement and that this Agreement may be modified only in writing, based upon the concurrence of both parties, or terminated at any time by either party upon not less than thirty (30) days prior written notice to the other party.

**End of Exhibit A**



**Exhibit B**  
**Contract Budget Approval Form**

Revision No: \_\_\_\_\_

Department: **Suffolk County Department of Social Services**  
Contractor: **Suffolk County Department of Labor**

Agreement No. 001-6015-0000-64-00001 Agreement Period: 1/1/08 – 12/31/09

Date last executed/amended: \_\_\_\_\_ Budget Period to which this revision applies: \_\_\_\_\_

Identify the items that are being changed by this revision:

**Budget:**

Period _____	Adopting	Revising
Amount of increase	_____	_____
Amount of decrease	_____	_____

New Budget amount for the period: \_\_\_\_\_

**Copies of supporting documentation are attached as follows (check all that apply):**

Resolution \_\_\_\_\_ Budget \_\_\_\_\_ Other \_\_\_\_\_

-----

**Approvals:**

**Suffolk County DSS:**

**Suffolk County Department of Labor**

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
For the Commissioner Patricia A. Clark  
Director of Management and Research Robert W. Dow, Jr.  
Commissioner

**SCDSS Division Director:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Edward Hernandez, Deputy Commissioner  
Division of Housing, Adult and Employment Services

**County Executive Budget Office:**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

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

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

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



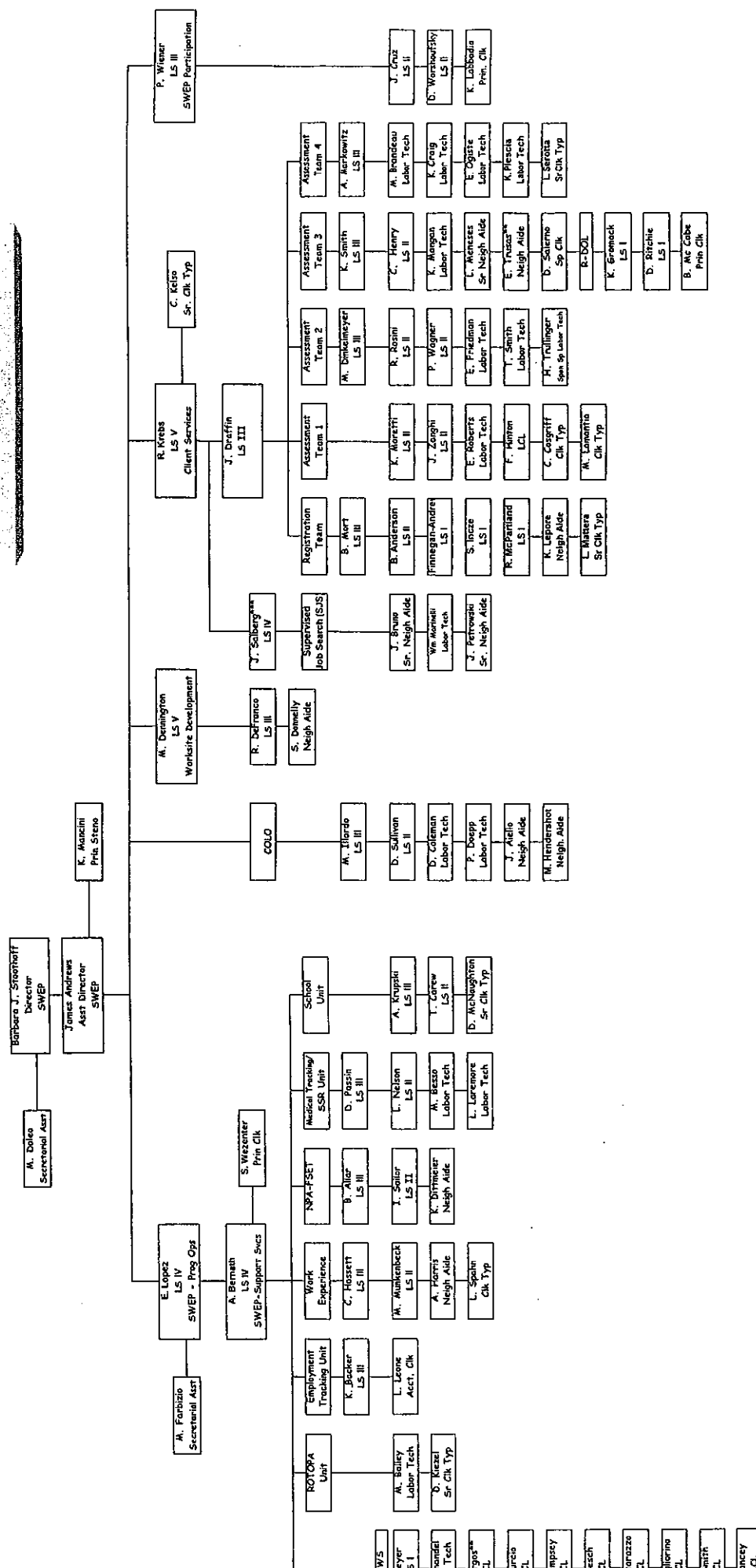
**EXHIBIT C**

<b>SUFFOLK COUNTY DEPARTMENT OF LABOR SWEP BUDGET</b>						
<b>FOR THE PERIOD JANUARY 1, 2008 THROUGH DECEMBER 31, 2008</b>						
		<b>Object %'s</b>	<b>Family Assistance</b>	<b>FSET</b>	<b>Safety Net</b>	<b>TOTAL</b>
<b>SWEP/DOL STAFF</b>	Salaries	60%	\$3,115,746	\$510,756	\$2,067,222	\$5,693,724
	Fringe (as a % of Total)	23%	1,198,759	197,735	797,207	2,193,701
<b>ADMINISTRATIVE</b>	Salaries	11%	544,570	89,492	361,775	995,837
	Fringe (as a % of Total)	4%	191,994	31,691	127,723	351,408
<b>OTHER</b>		2%	121,254	20,615	81,982	223,851
<b>TOTAL</b>		100%	\$5,172,323	\$850,289	\$3,435,909	\$9,458,521
<b>Categorical %'s</b>			55%	9%	36%	100%
<b>NOTES:</b>						

<b>SUFFOLK COUNTY DEPARTMENT OF LABOR SWEP BUDGET</b>						
<b>FOR THE PERIOD JANUARY 1, 2009 THROUGH DECEMBER 31, 2009</b>						
		<b>Object %'s</b>	<b>Family Assistance</b>	<b>FSET</b>	<b>Safety Net</b>	<b>TOTAL</b>
<b>SWEP/DOL STAFF</b>	Salaries	60%	\$3,115,746	\$510,756	\$2,067,222	\$5,693,724
	Fringe (as a % of Total)	23%	1,198,759	197,735	797,207	2,193,701
<b>ADMINISTRATIVE</b>	Salaries	11%	544,570	89,492	361,775	995,837
	Fringe (as a % of Total)	4%	191,994	31,691	127,723	351,408
<b>OTHER</b>		2%	121,254	20,615	81,982	223,851
<b>TOTAL</b>		100%	\$5,172,323	\$850,289	\$3,435,909	\$9,458,521
<b>Categorical %'s</b>			55%	9%	36%	100%
<b>NOTES:</b>						



SUFFOLK WORKS EMPLOYMENT PROGRAM (SWEP)  
November 19, 2007



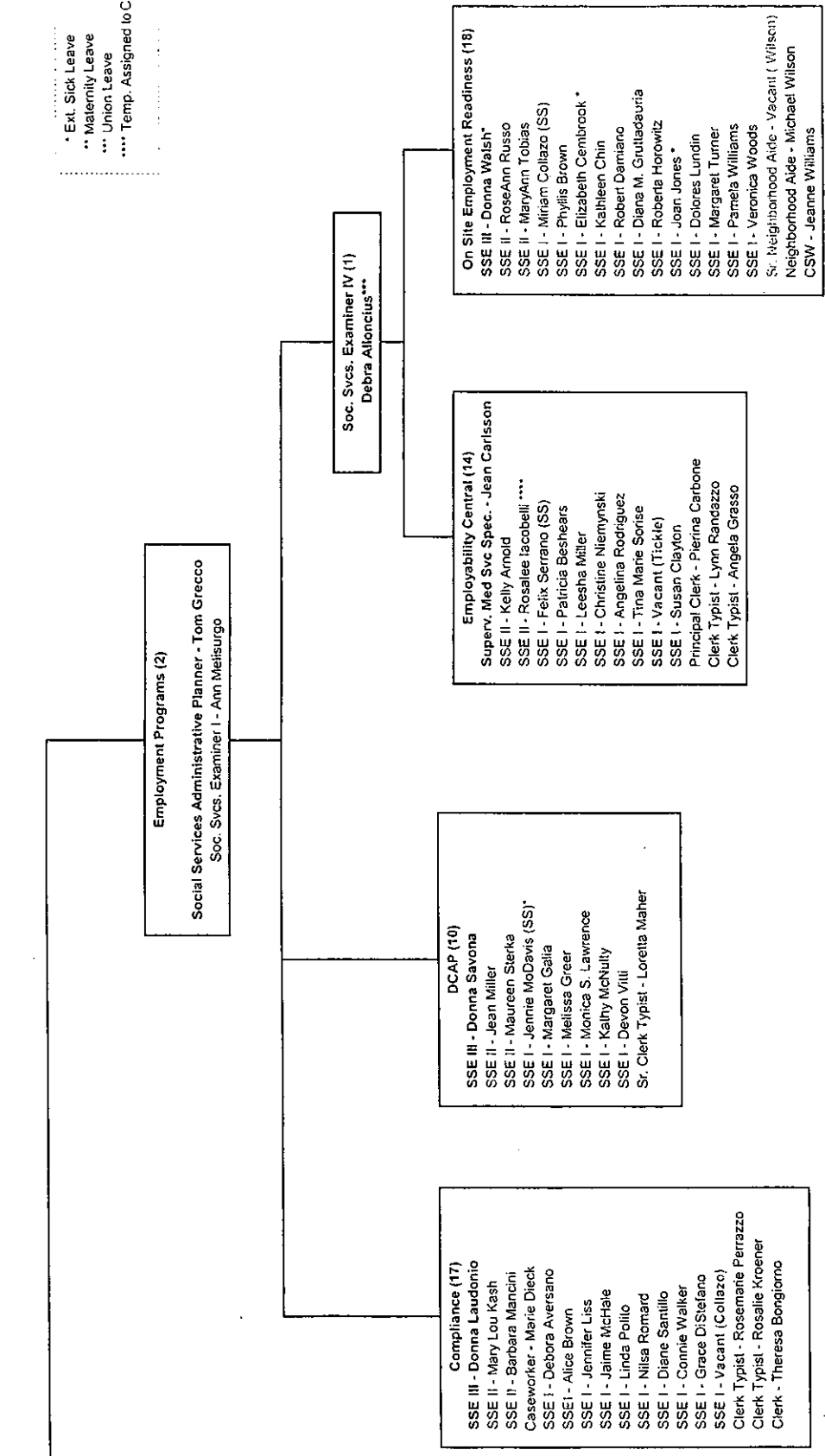
Lawrence J. Conley, Sr Deputy Commissioner (Non-SWEP Funded) -  
Assists in Worksite Development  
\*\*\*Joy Solberg - SWEP/WIA Funded

LEAVE OF ABSENCE  
\* E. Trussas - Neighborhood Aide - Medical Leave - CR Services  
\*\* H. Burgos - LCL - Medical Leave - Creas

- NEWS
- K. Beyer LS I
- R. Schindler Labor Tech
- H. Burgos\*\* LCL
- C. Curcio LCL
- M. Dempsey LCL
- R. Besch LCL
- S. Matarazzo LCL
- B. Matherno LCL
- J. Smith LCL
- K. Yancy ALCL



\* Ext. Sick Leave  
 \*\* Maternity Leave  
 \*\*\* Union Leave  
 \*\*\*\* Temp. Assigned to CCU



Employment Programs (2)  
 Social Services, Administrative Planner - Tom Grecco  
 Soc. Svcs. Examiner I - Ann Melsiurgo

Soc. Svcs. Examiner IV (1)  
 Debra Alloncius\*\*\*

Compliance (17)  
 SSE III - Donna Laudonio  
 SSE II - Mary Lou Kash  
 SSE II - Barbara Mancini  
 Caseworker - Marie Dieck  
 SSE I - Debora Aversano  
 SSE I - Alice Brown  
 SSE I - Jennifer Liss  
 SSE I - Jaime McHale  
 SSE I - Linda Pollio  
 SSE I - Nilsa Romard  
 SSE I - Diane Santillo  
 SSE I - Connie Walker  
 SSE I - Grace DiStefano  
 SSE I - Vacant (Collazo)  
 Clerk Typist - Rosemarie Perrazzo  
 Clerk Typist - Rosalie Kroener  
 Clerk - Theresa Bongiorno

DCAP (10)  
 SSE III - Donna Savona  
 SSE II - Jean Miller  
 SSE II - Maureen Slerka  
 SSE I - Jennie McDavis (SS)\*  
 SSE I - Margaret Gallia  
 SSE I - Melissa Greer  
 SSE I - Monica S. Lawrence  
 SSE I - Kailhy McNulty  
 SSE I - Devon Villi  
 Sr. Clerk Typist - Loretta Maher

Employability Central (14)  
 Superv. Med Svc. Spec. - Jean Carlsson  
 SSE II - Kelly Arnold  
 SSE II - Rosalee Iacobelli \*\*\*\*  
 SSE I - Felix Serrano (SS)  
 SSE I - Patricia Beshears  
 SSE I - Leesha Miller  
 SSE I - Christine Niemynski  
 SSE I - Angelina Rodriguez  
 SSE I - Tina Marie Sorise  
 SSE I - Vacant (Tickle)  
 SSE I - Susan Clayton  
 Principal Clerk - Pierina Carbone  
 Clerk Typist - Lynn Randazzo  
 Clerk Typist - Angela Grasso

On Site Employment Readiness (18)  
 SSE III - Donna Walsh\*  
 SSE II - RoseAnn Russo  
 SSE II - MaryAnn Tobias  
 SSE I - Miriam Collazo (SS)  
 SSE I - Phyllis Brown  
 SSE I - Elizabeth Cembrook\*  
 SSE I - Kathleen Chin  
 SSE I - Robert Damiano  
 SSE I - Diana M. Grutiadauria  
 SSE I - Roberta Horowitz  
 SSE I - Joan Jones\*  
 SSE I - Dolores Lundin  
 SSE I - Margaret Turner  
 SSE I - Pamela Williams  
 SSE I - Veronica Woods  
 Sr. Neighborhood Aide - Vacant (Wflsch)  
 Neighborhood Aide - Michael Wilson  
 CSW - Jeanne Williams

