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Eliot Spitzer
Governor

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

David A. Hansell
Commissioner

March 12, 2008

Ms. Nancy L. Gates
Commissioner
Yates County Department of Social Services
417 Liberty Street, Suite 2122
Penn Yan, New York 14527

Dear Commissioner Gates:

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

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

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

Sincerely,

Russell Sykes
Deputy Commissioner
Center for Employment and Economic Supports

Enclosure

cc: Barbara Guinn
Barbara Hartson
Krista Etters

"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 Yates 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 Yates 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.



Nancy Gates, Yates County Social Services Commissioner

Date 2/1/2008

Section 2 Administration

Section 2.1 Administrative Structure

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

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

Applicants and recipients for cash assistance begin the eligibility process at the Yates County Department of Social Services. Yates County DSS contracts with Workforce Development to offer employment services and ProAction of Steuben and Yates Counties, Inc to offer Job Coach Services. The Temporary Assistance Unit and Workforce Development Agency are both located on the second floor of the Yates County Office Complex located in Penn Yan, New York and ProAction of Steuben and Yates Counties, Inc is located in the same building on the first floor.

The Temporary Assistance Unit, located within the Department of Social Services, does intake and determines eligibility for all cash assistance applicants. Workforce Development, LDSS and the Job Coach all share a roll in providing orientation to TA applicants. All employable applicants are referred immediately to Workforce Development and the Job Coach to begin job preparation, job searches and referrals to employment.

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WELFARE-TO-WORK DIVISION**

Once a client who is deemed employable and complies with employment and eligibility requirements and is opened on cash assistance, the TA Unit continues to manage the case while Workforce Development Staff and the Job Coach continue to provide employment services as describe in this document.

Contract with Workforce Development attached.

Contract with ProAction of Steuben and Yates Counties Inc. for the position of Job Coach is attached.

Section 2.2 TA and FSET Provider Agencies

Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and FS clients. These activities and services may include, but are not necessarily limited to, employability determinations, development of assessments and employment plans, conciliation and grievance activities, provision of work activities, monitoring and support for compliance with treatment plans for exempt individuals with the potential for restoration to self-sufficiency, job development, job placement and retention services, and other employment related activities.

Each contract listed in Table 1 contains an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis and, if not a performance-based contract, a statement regarding use of a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, A-21 for educational institutions, or A-87 for State and local governments.

Agencies/providers that offer services to participants but which have no direct financial agreement with the district are included in Table 2 (e.g., Bridge, EDGE, OTDA Wage Subsidy, etc.).

TABLE 1 - Contracts Associated with Employment Programs and Services

Provider	Total Contract Cost (per yr.)	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Workforce Development	\$43,470	TANF: Federal 50%, State 25%, and Local 25% SNA: State 50% and Local 50%	FA, SNA, SNF, 200% TANF	Provides Initial Assessment for employment competencies and needs, complete employment plans, assign employment activities and training for all TA and FS employables
ProAction of Steuben and Yates Counties Inc.	\$50,000	FFFS and LAF	FA, SNA, SNF, 200% TANF	Job Coach services include intensive on-site job coaching and counseling for TA recipients in workfare slots, supportive services and follow-up services to TA recipients who find employment, job development and placement services

Wheels to Work	\$100,000	FFFS	TANF, 200%	Grants and loans for purchasing cars, car repairs and insurance/registration
Total	\$193,470			

TABLE 2 – Other Service Providers

Provider	Funding Source(s) (if known)	Categories of Clients Served	Programs, Services or Activities Provided
Finger Lakes Community College	Federal and State (State Ed)	TANF, 200%	Bridge College to Work
Wayne Finger Lakes BOCES	Federal and State (OTDA)	TANF, 200%	for EDGE
NYS Jobs Program	Federal and State	TANF	Employment Services

Section 2.3 – Jobs Agreement

Jobs Program Services – Target Groups

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

Services		Target Groups	
Assessment/Employability Plan	<u> x </u> (limited) _____	Applicants	_____
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	<u> x </u> _____	Food Stamps	_____
Job Placement Services	_____	200% of Poverty	_____
Grant Diversion	<u> x </u> _____		
Job Development (employer field visits)	<u> x </u> _____		

Other Services Requested

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

Jobs Program Staffing and Location (Address)

Number of Jobs staff

Locations

-
1. .5 at Yates County Workforce Development (pending assignment)

 - 2.

 - 3.

Jobs Program LDSS Staff Contact (Name & Phone Number)

Director of Workforce Development and Youth Bureau (vacant position) 315-536-5140

Barbara Hartson Workforce Development 315-536-5140

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:

Yates County Department of Social Services assures that all TANF funded Temporary Assistance adult recipients will be engaged in work within 24 months of receiving federally funded assistance.

The district defines what it means to be “Engaged to Work” as including the following:

All defined work activities as defined in 3.4.c

In addition the following will be included in the definition of “Engaged in Work”:

- **Remedial activities as deemed appropriate and outlined in the employability plan.**
- **Drug and/or Alcohol treatment as deemed necessary for the client.**

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.

[Click **here** and type the additional items included]

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.

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

In addition, the district’s orientation provides the following:

The orientation to WTW fully describes the assessments, how an employability plan is developed and what consequences may occur if the applicant does not fulfill his obligation to participate in activities. In addition, during the orientation the possibility of drug and alcohol screening and applicant’s rights and responsibilities are outlined, as well as mandated time limits to receive assistance. Applicants are informed of the option of receiving child care guarantee in lieu of temporary assistance.

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

The orientation is done in a group setting on a weekly basis by a DSS caseworker, Job Coach and Workforce Development Office staff. During the orientation each applicant is instructed to meet with the WFD office for a one on one meeting with the Employment and Training Coordinator or Employment and Training Assistant to begin the process to develop the employability plan and to set up attendance at weekly job club for work readiness activities and to begin job search activities.

Orientation is provided by TA eligibility staff during fact-to-face interviews for recertifications as employment status changes.

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:

The district’s assessment also includes the following elements:

On-going observation of the participant by the case managers and other staff assigned. As part of the on-going assessment, work limitations and physical and mental disabilities will be noted. As part of the assessment any reasonable rehab that will alleviate barriers to employment shall be monitored.

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

**TABE
Career Zone/O’Net
OSOS form**

- 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))

All employees meet the New York State Civil Service requirements for the following job titles:

**Employment and Training Counselor
Employment and Training Assistant
Employment Coordinator.**

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

Yates County Workforce Development

- e. Applicants in households with dependent children are required to participate:
 Yes No

Applicants in households without dependent children are required to participate:
 Yes No

Food Stamps Assessment

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

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

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

- **Educational and basic skill level, including literacy and English language proficiency;**
- **Supportive services needs including the need for assistance with transportation or child care;**
- **Prior work experience and skills;**
- **Training and vocational interests;**
- **Family circumstances as they relate to participation, including any special needs of a child.**

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.

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

Defined steps and activities that have been identified for the participant to help them become self-sufficient. This includes both short-term and long-term employment goals.

A review of the “local labor market”. Identify what jobs are available within the market suitable for the customer.

Any changes to the plan shall be discussed with the individual and documented in writing, with copies given to the participant and for the file.

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

[Click **here** and type **ONLY if different** from those performing assessments]

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

[Click **here** and type **ONLY if different** from those performing assessments]

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

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

All activities in Section 3.4.c are used by the district to meet participation rate requirements. The typical time period between case opening and engagement in activities for nonexempt individuals is one week. The typical time period between case opening and engagement in activities for exempt individuals is typically ten days.

Participation rates and engagement are monitored in various ways:

- a. **Utilization of WTW Case Management System and Cognos Reporting System**
- b. **Weekly client contact**
- c. **Job search documentation**
- d. **Follow up with work site supervisors weekly or as needed.**

The district’s weekly standard participation requirement is up to 35 hours for households with children and 20 hours for per week for a single caretaker of a child under age six.

We require these standards to not only achieve participation rates, but to move people to self sufficiency.

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

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

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

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

X	X	X	X	<p>On-the-Job Training (OJT)</p>	<p>Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.</p> <p>OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment due to the fact that the individual must participate in workplace training to attain full and adequate job performance and the subsidy provided is intended to offset the cost of such training.</p>
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X	X	X	X	Community Service	<p>A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community Service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</p> <p>Community service assignments will primarily be voluntary in nature including participation in VISTA, Americorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or a nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.</p>
X	X	X	X	Job Search	<p>The act of seeking or obtaining employment or preparing to seek or obtain employment and will include looking for suitable job openings in a group or individual setting, making contact with potential employers, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, preparing to or applying for and/or interviewing for jobs and related activities.</p>

X	X	X	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	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.
X	X	X	X	Education Training	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.

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.
X	X	X		Provision of Childcare for Individual Participating in Community Service	Providing unpaid child care to enable another Temporary Assistance (TANF/MOE funded) recipient to participate in a community service program.
X	X	X		Treatment Plan for Substance Abuse	Substance Abuse treatment will include medical, behavioral and other treatment necessary for individuals suffering from substance abuse (current and former users) with such required treatment ranging from detoxification services to after care/abstinence maintenance. For FA families with dependant children this activity will be deemed to be Job Readiness Training within participation rate reporting. For SN households without children this activity will be deemed to be community service.
X	X	X		Treatment Plan Other than Substance Abuse	Physical health treatment and rehabilitation services including attending necessary physical therapy, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary. For FA families with dependant children this activity will be deemed to be Job Readiness Training within participation rate reporting. For SN households without children this activity will be deemed to be community service.
				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.

Section 3.5 Job Development

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

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

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

[Click **here** and type the description]

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

Workforce Development staff, to include the Employment and Training Assistant, the Employment Coordinator and the Business Services Representative, does this. At least 30 plus businesses are contacted on a monthly basis to offer services including On the Job Training opportunities and to locate the “hidden” job market. In addition, the ProAction of Steuben and Yates Counties, Inc. Job Coach staff person will make employer contacts.

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

[Click **here** and type additional information]

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

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

Clients are referred for tutoring, GED classes, ESL, and Literacy Volunteers. The district has good working relationships with appropriate program providers.

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

The district has established strong relationships with appropriate program providers. Determinations of appropriate training are made by the local and regional staff of Finger Lakes Works.

- 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.

We will enroll all eligible and appropriate individuals as funding allows. One strategy will be to blend 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.

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

Training providers must meet the approval standards of the Finger Lakes Workforce Investment Board (WIB) and training programs must meet the definition under Vocational Education in Section 3.4.c Training must meet the definition of job skills training and education training, as appropriate.

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

There is a complete list of training providers available in the Workforce Development office.

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

Recipients must meet the minimum acceptance standards as set by the training institute. The training selected must be in a demand occupation, and the training must provide the base that is needed by some individuals in order to progress to or in competitive employment.

They also must meet the requirements under Vocation Education, job skills training and education and training in section 3.4.c. It will be the responsibility of the participant to provide documentation from the training provider as proof of attendance.

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

Training participants are notified in writing, sign a contract for approved training and are giving appropriate information for supportive services in writing. In addition, the approved training becomes part of the participants employment plan.

For a participant to maintain enrollment in the activities outlined in Section 3.4.c the requirements will be a follows:

For a participant to maintain enrollment in the activities outlined in Section 3.4.c the requirements will be a follows:

Participant must attend all scheduled training or have excused absences approved and provide verification of reason for absences as requested.

Maintain a passing grade.

- 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:

[Click [here](#) and type the procedure]

- 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:

At application and each recertification for TA, the TA eligibility worker sends a school attendance form to the school district to verify school attendance for teens.

- 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:

All individuals are given a worker's compensation physical prior to assigning the individual to a work activity. A job description accompanies the worker compensation form. The attending physician then notates any limitation on the worker compensation form. All provider agencies and site supervisors are notified of recipient limitations and any necessary accommodations in writing. The district will inform the work site supervisor in writing of any individual's work limitations identified as part of the disability review process. The following is a description of how the district will ensure that worksites are responding to notification of work limitations:

A signed release from the recipient/applicant is required to discuss this with the worksite and the recipient/applicant is also required to tell the worksite of the limitations.

Yates County will ensure that worksites are responding to notifications of individual's work limitations. Workforce Development case workers who make the assignments to the work experience program's worksites will be in contact with the worksite supervisors on a regular basis. The Job Coach will make onsite visits at least once a month or more if required. This will ensure that individuals with work limitations are assigned to duties that are compatible with their work limitations.

During these monthly visits, the Job Coach will speak with both the worksite supervisor and the work limited participants to make certain that the work activity assignment is within the medical limits of the affected individual. A signed release from the recipient/applicant is required to discuss this with the worksite and the recipient/applicant is also required to tell the worksite of the limitations.

Section 3.7 Work Verification

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

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

The Quality Assurance plan must explain how staff will:

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

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

Yates County will perform a random sample of 1case per quarter for paid work activities. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms, and direct phone contact with the employer

documented in case notes. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTWCMS and documentation is in the file to support hours reported on WTWCMS and that the scheduled hours on WTWCMS is consistent with the documentation.

Yates County will perform a random sample of 1 case 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.

Yates County will perform a random sample of 1 case 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.

Yates County will perform a random sample of 1 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.

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

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

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

Yates County does not currently have program providers who are responsible for collection of documentation or entry of data into WTWCMS.

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

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

- a. Following is the district's procedure for determining if a disabled individual has the potential to be restored to self-sufficiency. This determination is different from the determination of the individual's disability exemption as covered in Section 6 of this plan. Included here is who (e.g. physician, employment worker, Temporary Assistance worker, local review team,

etc.) makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities. Also included is the source and type of information used to make the determination (e.g. information from individual's physician, district contracted provider, specialist evaluation obtained as result of district referral, etc.):

The Temporary Assistance worker and the Employment Counselor at Workforce Development jointly make the determination if a disabled individual has the potential to restored to self-sufficiency once current medical documentation is collected, based on the documentation and physician's recommendation.

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

If there is an indication that there is potential to be restored to self-sufficiency a treatment plan is developed based on physician's recommendations and assessments completed by Workforce Development and other provider agencies. Participants are mandated to follow the recommended treatment plan and are monitored for compliance by Workforce Development. If appropriate, participants maybe referred to VESID, Yates ARC, John D. Kelly Mental Health Clinic and the Disability Program Navigator, etc.

- 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.:

Once a treatment plan has been established, the client will report monthly (at a minimum) with Workforce Development to report progress in treatment, any updates in employment status and provide verification of attendance in treatment.

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.

Participants will the referred to Case Management Services to receive specialized and supportive services to increase participation in activities. DSS currently contracts with Yates County Cornell Cooperative Extension Service for Case Management Services for Safety Net Assistance Program and Intensive Case Management Services for sanctioned and under engaged TANF recipients. We also have a contract with ProAction of Steuben and Yates Counties, Inc. to provide Job Coach services.

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:

- **Refer them to the Intensive Case Management Services.**
- **Refer them to Job Coach.**
- **Intensive case management to define barriers to compliance.
(see section 3.9)**

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

- **Re-evaluation of eligibility and sanction status at recertification.**
- **Engage sanctioned clients in discussion on their needs and how they meet these needs with reduced incomes.**
- **Identify and communicate to the participants actions needed to come into compliance.**
- **Prior to the end of the durational sanctioned period participants will be given the opportunity to agree in writing to become compliant within 10 days the sanctioned period.**

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

District refers sanctioned and under engaged participants to the Intensive Case Management Program and local Job Coach for supportive services.

Section 3.11 Diversion Strategies

District has no specific diversion strategies.

District's diversion strategies are described below:

- **Applicant job search**
- **Applicant job readiness training**
- **Intensive case management during the applicant phase and referrals to child care, food stamps, Medicaid, child support and other household programs such as HEAP, EAF and ESN and to other community resources.**

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:

The following will be awarded as deemed necessary based on an individual assessment and as approved by Yates County DSS:

- **Transportation reimbursement @ \$.25 mile and may change dependent on the price of fuel**
 - **Training Incidentals (books, uniforms, fees as required)**
 - **One-time work related allowance, including payment of car registration, car insurance, and essential clothing and safety equipment as deemed necessary based on an individual assessment and as approved by Yates County DSS.**
 - **One-time car repair, which is necessary to accept paid employment, the cost of which shall not exceed \$1,000. Yates County DSS must approve all repair requests.**
- 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):
- Living in a rural community, transportation is a barrier to employment. Therefore, every effort is made to assign the individual to an appropriate work activity at a site as close as possible to the individual's home. Also assistance with relocation costs is offered so individuals can live closer to work activities.**

A county wide transportation study has recently been conducted and an internal committee has been set up to research further opportunities to utilize other community transportation services which are currently unavailable for our customers' needs.

- 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 is expected to walk is 2 miles which has been developed in consideration of the distance between local housing complexes and local employer base. The district will provide accommodations on a case-by-case basis for individuals with limitations who walk to work activities.

- 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:

Applicants will be referred to the county's Workforce Development and partners for the provision of continuum of employment readiness, seeking and retention services. Applicants will be offered "child care guarantee" services in lieu of cash assistance.

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

ESL services are available through Wayne Finger Lakes BOCES and the literacy program.

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

Section 4.2 Transitional Supportive Services

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

Post employment services will be offered through the Job Coach program for up to 12 months as determined by the client's needs. Also, provision can be made to provide transportation supports and clothing needs through the BILT and Wheels for Work programs.

The district will provide the following supportive services, for up to 90 days after case closing, to individuals whose Temporary Assistance cases have closed due to employment.

- **Transitional Child Care**

- **Transitional Medical Assistance**
- **Transitional Food Stamps**
- **Transitional transportation that meets expanded TANF 200% guidelines and eligibility criteria**

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.

One time work related allowance, including payment from the Building Independence for the Long Term (BILT) funds, to include car registration, car insurance, car repair, essential clothing and safety equipment as deemed necessary based on an individual assessment and as approved by Yates County DSS. In addition the Wheels to Work program may be available for eligible participants.

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 rate of reimbursement for transportation shall be \$.25 per mile or to be determined by changing economic factors as needed for all assigned activities.

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

The district will provide employment related expenses such as clothing, tools, and license fees to assist individuals at risk of needing public assistance to improve their opportunities for employment or to maintain their employment.

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:

Yates County DSS will use the conciliation process as outlined in 385.11. The Temporary Assistance Supervisor will issue a notice to an applicant/recipient who fails to comply with employment requirements. The notice will indicate that a failure has occurred and indicate the individual has a right to provide reasons for failure to participate. Individuals in Family Assistance recipients and Safety Net families will have ten days to contact the Supervisor; Safety Net recipients will have seven days. The individual will be given the option of a phone conciliation or face-to-face conciliation.

The Supervisor will notify the individual in writing of his decision. If the determination is adverse, the applicant/recipient will receive a denial/sanction notice as outlined in 385.12. The individual will be afforded a right to a Fair Hearing as part of the notice.

The good cause/willfulness determination is made by:

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

If there is no consensus, the DSS supervisor makes the determination with input from the eligibility worker, the employment worker and a third party reviewer.

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:

Prior to the end of the durational sanctioned period, participants will be given the opportunity to agree in writing to become compliant within 10 days of the ending of the durational sanctioned period. Clients can agree to comply at any point after the sanction period ending as well.

Section 5.3 Dispute Resolution

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

The grievance is mediated by:

- an agreement with an independent entity
- supervisory staff who are trained in mediation and who have no direct responsibility for the individual's case
- designated supervisory staff who have no direct responsibility for the individual's case but who are not trained in mediation

Section 5.4 Food Stamps Good Cause Determination

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

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

The applicant/recipient is responsible for notifying the Department of Social Services of the reasons for failing to comply with employment requirements and is required to furnish evidence of good cause. The TA eligibility worker, under the guidance of the TA supervisor, will review the evidence and determine whether or not good cause exists. The applicant/recipient will be notified in writing of the determination and will be notified of his/her rights to request a fair hearing.

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.

The disability procedure will be followed if the applicant/recipient alleges a medical impairment or the worker determines that there may be impairment.

If the applicant/recipient has his/her own health care provider, then the applicant/recipient will have ten days to provide evidence of the impairment. The request for verification form LDSS-4526 is mailed by the district to the client’s medical provider. The client is informed that the form must be returned within 10 days. Instances where it is not possible for the documentation to be submitted within the ten-day period, the ten-day limit may be extended at the discretion of the department.

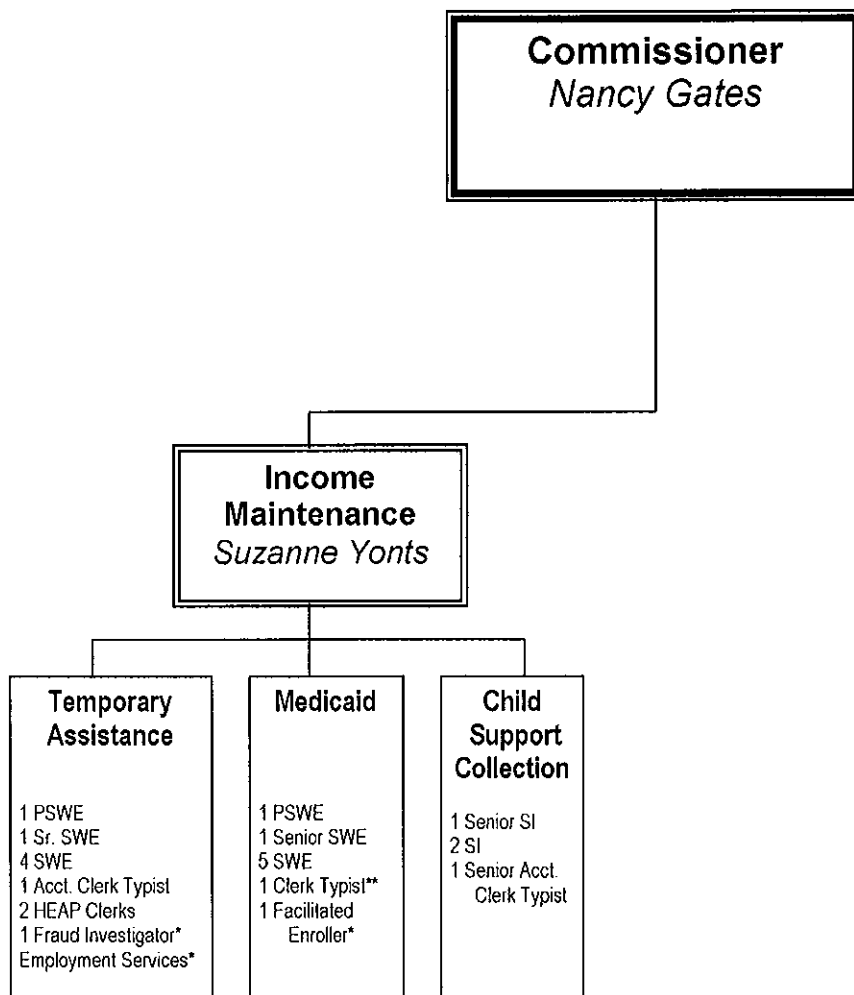
Yates County reserves the right to require additional documentation for the applicant/recipient when existing documentation is not sufficient for the district to make a determination on the issue of exemption from employment requirements. Agency representatives will review any documentation submitted by the applicant/ recipient to support his/her claim for exemption from work requirements.

Yates County reserves the right to send the applicant/recipient to a health care practitioner that is certified by the ODD if the documentation provided by the applicant/recipient is in question.

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:

Described in section 6 above.



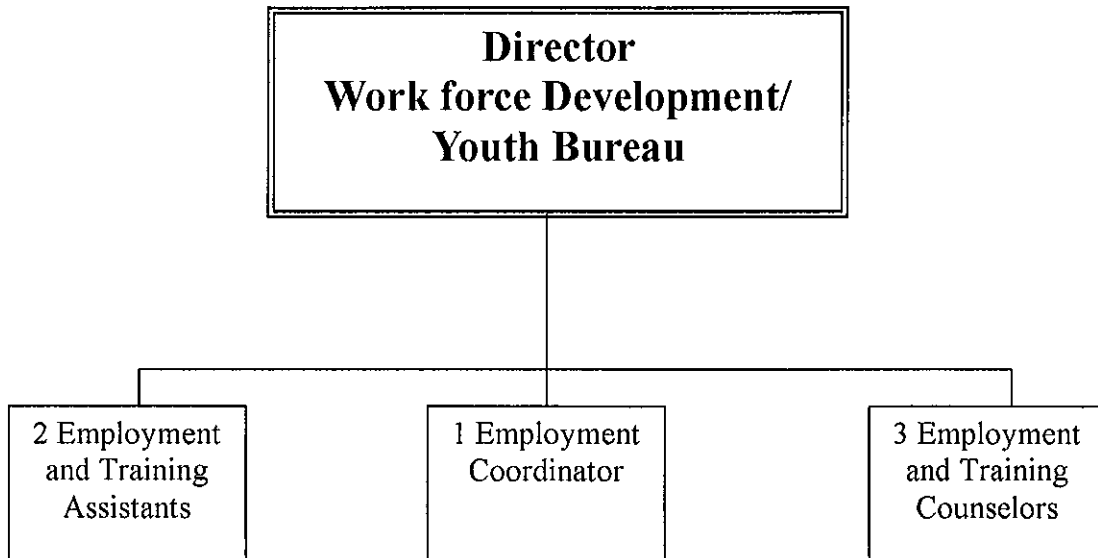
* Contracted

** Part Time

Abbreviations:

CW: Case Worker
 HEAP: Home Energy Assistance Program
 SI: Support Investigator
 SWE: Social Welfare Examiner
 WMS: Welfare Management System

**Organizational Chart for
Yates County Workforce Development**



Temporary Assistance Employment Assessment a

Client Identification

Client Name:		Case number:	
Client address:		Social Security #:	
Client phone #:		CIN number:	
Military service Veteran status:	(circle) Yes or No	Do you have a Driver's License?	(circle) Yes or No Do you own or have access to a vehicle?
Do you have a criminal record?	(circle) Yes or No If yes, explain		
Employment barriers: any of the preventing you from working?	Child Care	Drug/Alcohol Abuse	Family Health problems
	Other explain:		

Medical/Psychological Disability Status:

Any claim for Mental or Physical Disability (including Alcohol/Drug): (Circle) YES, then provide deta

Name & Type of Condition:		Participation: (specify hours/week)
Specifics of Limitations:		

Academic/TABE/CAT Testing Grade Levels

Reading Level:	Language Level:	Math level:
Recommendations/ Comments		

Education/Skills:

Highest Grade Completed: Include	(Circle) 1 2 3 4 5 6 7 8 9 10 11 12, HS Diploma or GED Date received: _____	
Title of Curriculum/ Program/Courses:	College: (Circle & Provide details below) 1 2 3 4, Associate Bachelor	
	Title:	Date received:
	Title:	Date received:
Job Skills Training, Licenses certificates:	Type:	Date completed/receive
	Type:	Date completed/receive

Employment History

Employer name & address:	Position	Wage/hour or Salary:
Reason for leaving:		
Employer name & address:	Position	Wage/hour or Salary:
Reason for leaving:		
Employer name & address:	Position	Wage/hour or Salary:
Reason for leaving:		

Employment preference (based on qualifications)

I give permission for my Employment History to be released to possible employers.

Client signature:	Date:
-------------------	-------

nd Plan

(circle) Yes or No

Does speak English

is below, or NO

Master

ed:

ed:

To:

From:

To:

From:

To:

From:

Employment Plan

Employment
Goals:

Action or Steps
necessary to achieve
Employment Goals.
Include client
responsibilities.

Employment Programs
Referral:

Supportive Services,
Referral:

I understand that if I do not agree with this plan, I may have a conference with my Case Manager and with an impartial person to try to help my worker and me resolve our differences about what should be in my plan. I certify that I have received an exact copy of this form. I have been involved in the development of the above plan and I understand that it is my responsibility to follow through with the activities to the best of my ability.

Client signature:

Date:

Worker Signature:

Date:

Employment Plan - page 2

First Subsequent Referral:

Previous Employment
Program Referral Results

Employment Programs
Reassignment (explain)

Authorized Supportive
Services:

I understand that if I do not agree with this plan, I may have a conference with my Case Manager and with an impartial person to try to help my worker and me resolve our differences about what should be in my plan. I certify that I have received an exact copy of this form. I have been involved in the development of the above plan and I understand that it is my responsibility to follow through with the activities to the best of my ability.

Client signature:

Date:

Worker Signature:

Date:

Employment Plan - page 3

Second Subsequent Referral:

Previous Employment
Program Referral Results

Employment Programs
Reassignment (explain)

Authorized Supportive
Services:

I understand that if I do not agree with this plan, I may have a conference with my Case Manager and with an impartial person to try to help my worker and me resolve our differences about what should be in my plan. I certify that I have received an exact copy of this form. I have been involved in the development of the above plan and I understand that it is my responsibility to follow through with the activities to the best of my ability.

Client signature:

Date:

Worker Signature:

Date:

**AGREEMENT
BETWEEN
YATES COUNTY DEPARTMENT OF SOCIAL SERVICES
AND
YATES COUNTY WORKFORCE DEVELOPMENT**

THIS IS AN AGREEMENT, by and between the Yates County Department of Social Services, hereinafter referred to as the Department, and the Yates County Workforce Development, hereinafter referred to as the Contractor,

WITNESSETH:

WHEREAS, the Yates County Legislature has authorized the Department to make application for State funds pursuant to TANF (Temporary Aid to Needy Families) and Safety Net to serve unemployed and disadvantaged persons; and

WHEREAS, the Department has submitted a proposal to the New York State Department of Social Services for the utilization of these funds with a portion of the proposal identifying the Contractor as a primary deliverer of services; and

WHEREAS, the Department and Contractor are desirous of further specifying the mutual obligations and responsibilities of the parties with respect to the delivery of services to be provided.

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. The identified target population will be TANF, Safety Net, and employable Food Stamp recipients, with emphasis placed on the mandated participant target groups as outlined in the Plan.
2. The Department and Contractor shall each identify staff persons who will be responsible for coordinating the activities between the two parties.
3. The Department and Contractor shall have at least monthly meeting in order to review the progress of each client participating in this program and to review new/closed cases. In addition, the contractor and department will meet together with the recipient to review employment plan whenever requested by any of the parties and at least quarterly as needed.
4. The Department shall make available to the Contractor any appropriate rules, regulations, or laws that may affect the client's participation in the activities to be provided by the Contractor.
5. The Department shall have responsibility for making a determination to which applicant/recipient will be serviced by the contractor. If after assessment the contractor disagrees with the department's referral, the two parties will negotiate other appropriate services.

6. The Contractor shall provide the following services;

A. Customers will be referred to the Contractor from the Department as they are identified as TANF, Safety Net, and employable Food Stamp applicant/recipients. The Contractor will complete and prepare in conjunction with the customer an Initial Assessment to identify employment competencies and needs, and will prepare, in conjunction with the client for each referral an Employability Plan which will describe client goals and needs based on the availability of programs and the activities slated to address the attainment of the Plan goals. A copy of the completed employability plan will be returned to the department within 45 days of the initial assessment. Any changes to the employment plan will be forwarded to the Department.

Contractor will administer Test of Adult Basic Education to determine client's Math and Reading levels and report all test results to the Department.

Contractor will maintain records on client participation. Records will include scheduled hours of activity and actual hours attended. Contractor will enter information into WMS system.

Contractor will collect and maintain records of client's progress in training to determine if clients are meeting satisfactory progress criteria.

If the client is enrolled in a vocational training program, and was required to participate in the appropriate TANF, Safety Net, and employable Food Stamp activity, then allowable support services will be paid by the Department, according to its regulations. Allowable support services will be provided by the Contractor, if the client was not required to participate (by TANF, Safety Net, and employable Food Stamp regulations), and if the EDP so warrants. NYS regulations require that vocation programs must be started and completed within a 12 month period.

B. Contractor will enroll eligible recipients into Workforce Investment Act or DSS sponsored training programs as determined appropriate; these include but are not limited to Job Readiness Training workshops and Adult Basic Education/High School Equivalency classes.

C. Contractor will provide referral and coordination services to eligible recipients for entry into Work Experience slots, and further provide all the informational, instructional, and oversight requirements to public sponsoring agencies.

D. Contractor will provide to all eligible recipients instructional workshops necessary to enhance personal employment competencies. These Job Connection Clubs will be provided as the individual is assessed ready in the areas of vocational choice, skills identification, problem resolution, initial job search methodology (targeting employers, interviewing skills, resume or job card preparation), and actual structured, intensive job search.

E. Contractor will provide the Job Search component for eligible/referred TANF, Safety Net, and employable Food Stamp applicant/ recipients, according to the Department's regulations.

F. Contractor will provide to all eligible applicants/recipients referral services to DOL/WIB activities as determined appropriate for the purpose of job placement.

G. Referral and Enrollment of "Job-Ready" eligible recipients into Workforce Investment programs run locally, including OJT, and CLASSROOM TRAINING.

H. Referral and Enrollment of "Job-Ready" eligible recipients into Work supplementation for TANF receipts funded by DSS and/or OJT for TANF recipients funded by DSS.

I. Job Development within the community for Job Ready eligible recipients for placement into unsubsidized private and public sector jobs.

J. Provision for the necessary staff time and personnel to accomplish A-I as listed above, and as further identified by the Comprehensive Employment Plan application.

7. The Contractor shall provide monthly reports to the Department. These reports must accompany monthly claim vouchers and will identify the following: number of customers served in a claim month, number of times customer seen in a claim month, amount of time spent with the customer in a claim month, and the customer's category of assistance.

8. Both the Department and Contractor recognize the need to coordinate their efforts to utilize this program to encourage unsubsidized employment or training for the identified clients.

9. Periodic monitoring of the Plan figures will be done to determine needed modifications, identify problem performance areas, etc.

10. The Contractor agrees to abide by all the applicable/appropriate conditions of the Agreement entered into between the Department of Social Services and the States Department of Social Services.

11. The Department shall reimburse the Contractor up to the sum of \$42,000.00 for the services to be provided under TANF and Safety Net. The method of payment shall be in accordance with the County policy as both the Department and Contractor are units of Yates County Government.

12. This Agreement may be modified to the extent as provided by the Agreement entered into by the State and county or amendments thereto or upon agreement by the Department and Contractor. Any such modifications must be in writing and signed by both parties.

13. The term of the agreement will be from the county Fiscal Year of January 1, 2007 through December 31, 2007.

IN WITNESS THEREOF, the parties hereunto have signed this AGREEMENT on the date of the year opposite their respective signatures.

Commissioner
Yates County Department of Social Services

Date

Director
Yates County Workforce Development

Date

Chairman
Yates County Legislature

Date

AGREEMENT

Agreement made this 15th day of July, 2007, between the COUNTY of YATES, by and through its Department of Social Services, a municipal corporation organized and existing under and by virtue of the Laws of the State of New York and being one of its political subdivisions, having its principal place of business in the Village of Penn Yan, YATES COUNTY, state of New York, hereinafter called "COUNTY" and ProAction of Steuben and Yates Counties hereinafter called "CONTRACTOR".

WITNESSETH:

WHEREAS, the COUNTY is desirous of engaging the professional services of CONTRACTOR to provide job coaching services to Temporary Assistance to Needy Families (TANF) eligibles that have been deemed appropriate for employment services in collaboration with the Department of Social Services and Yates County Workforce Development, and WHEREAS, the CONTRACTOR is desirous of being engaged for the aforementioned purposes,

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter contained the parties hereto agree as follows:

1. The CONTRACTOR shall perform those necessary related services within the presented budget and adhere to the reporting requirements as stipulated in **Attachment 1** and as agreed to by the participating parties and outlined in the project description.
2. The CONTRACTOR shall submit a quarterly invoice (the first quarter beginning July 15, 2007 and ending September 30, 2007) with compensation not to exceed \$50,000 for the agreement term. Such invoice will be processed in accordance with the audit procedures of the COUNTY.
3. The term of the agreement shall commence July 15, 2007 and shall terminate June 30, 2008.
4. The COUNTY shall not be responsible for liability insurance for the CONTRACTOR, who shall be responsible for obtaining liability insurance in the minimum amount of \$1,000,000.00. The CONTRACTOR shall provide to the COUNTY a certificate of insurance verifying the required insurance has been obtained. The COUNTY shall be named as an additional insured on the liability policy. The CONTRACTOR shall provide an immediate notice to the COUNTY of any cancellation of insurance.
5. It is mutually agreed that all rules, regulations and laws pertaining hereto shall be deemed to be part of this Agreement, and anything contained herein that may be in whole or in part inconsistent therewith shall be deemed to be hereby amended and modified to comply with such legislation, rules regulations and laws, for and during such time the same shall be in effect, but at no other time. If any provision contained herein is found now or during the life of this Agreement to be null and void, in whole or in part as a matter of law, then said clause or part hereof shall be deemed to be severed and deleted from this Agreement leaving all other clauses or parts thereof in full force and effect. It is further agreed that there shall be no gap in the coverage or applicability of said remaining clauses or parts thereof.
6. The CONTRACTOR hereby stipulates and certifies that there is no member of the Yates County Legislature or other Yates County Officer or employee forbidden by law to be interested in the Agreement directly or indirectly, who will benefit therefrom or who is a party thereto.
7. The CONTRACTOR hereby agrees that it will obtain, at its own expense, all licenses or permits necessary for this work, if any are necessary prior to the commencement of said work.

8. The CONTRACTOR covenants and agrees that it will conduct itself consistent with its status, said status being that of an independent contractor and that itself, its employees or agents will neither hold themselves out as, nor claim to be an officer or employee of the County of Yates, for such purposes as, but not limited to, Workers' Compensation Coverage, Unemployment Insurance Benefits, Social Security or Retirement Membership or credit.
9. The CONTRACTOR will indemnify, defend and hold harmless the COUNTY, its agents and officers from and against any and all liabilities, claims, awards, damages, penalties, fines, expenditures, losses, costs expenses or charges, including but not limited to all legal fees and expenses and all governmentally required or reasonable costs of investigation, monitoring, legal representation, remedial response, removal, restoration or permit acquisition, which may now or in the future be undertaken, suffered, paid, awarded assessed or otherwise incurred by reason of the contractors breach of its agreements and covenants.
10. The CONTRACTOR may not assign this contract or its right, title or interest therein assigned, transferred, conveyed, sublet or disposed of without the pervious consent, in writing, of the County of Yates.
11. Either party, given 30 days written notice to either party, specifying the date upon which such termination shall become effective may terminate this agreement. In no event shall the county have any obligation to pay for services provided by the contractor, nor shall contractor have any obligation to render any services, after the date of the termination of this agreement.
12. It is agreed and recognized that this contract may be terminated prior to the ending date of the contract if the state-awarded funds are discontinued by New York State. Immediate notification of the loss of funding will be given to the contractor, both verbally and in writing. All services provided by the contractor prior to this notification will be reimbursed according to the terms of the contract as agreed to.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

David Hill, Executive Director Date
ProAction of Steuben/Yates Counties

Robert Multer, Chairman Date
Yates County Legislature

Nancy L. Gates, Commissioner Date
Yates County Department of Social Services

Attachment I

Job Coach

ProAction of Steuben and Yates Counties will provide one fulltime position located in the Yates County Office of the Aging to perform the duties of this position. Those duties include intensive on-site job coaching and counseling for TA recipients working in workfare slots. These services comprise of working directly with the client and the worksite supervisor and will provide vocational supports as well as on-site supervision to address all work related issues including job performance, appearance and attendance while motivating clients to meet their goals as they work toward self-sufficiency.

In an effort to prevent recidivism to cash assistance follow-up supportive services will be offered to TA recipients once they obtain paid employment to insure that they remain successfully employed. Post employment services may be offered for up to six months or as needed to meet the needs of the client.

In addition, job development and placement services will be provided for TA applicants and recipients for paid employment, workfare slots and subsidized employment positions.

The job coach employee will work in partnership with Workforce Development and DSS Temporary Assistance Unit to enhance our current employment programs.

Budget:

Job Coach	
E&T Manager	\$3,315.00
OFA Receptionist	\$750.00
Job Coach	\$27,788.00
Fringe	\$10,671.00
Total Staff Cost	\$42,523.00
Mileage	\$1,310.00
Supplies (program and office)	\$500.00
Phone	\$500.00
Postage	\$250.00
Copying	\$500.00
Conference	\$500.00
Indirect	\$3,917.00
Total Budget	\$50,000.00

Job Coach Outcome Reporting Requirements

Monthly number of project participants to be reported to DSS contact person by the 15th of the month following the reporting month.

Monthly report of program participants and an accounting of their activities in job search, employment, work assignment, and employable status.

Listing of participants engaged in services to meet a specific need.

Listing of participants who are engaged in training or educational services.

Listing of participants who complete training or educational services.

Listing of participants who successfully become employed or become self-sufficient.

Listing of participants who retain employment for 90 days, six months and one year.