



David A. Paterson
Governor

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

David A. Hansell
Commissioner

March 23, 2009

Ms. Laura C. Cerow
Commissioner
Jefferson County Department of Social Services
250 Arsenal Street
Watertown, New York 13601

Dear Commissioner Cerow:

I am pleased to inform you that your enclosed **Intensive Case Services for Noncompliant Families (ICS3)** plan submitted in response to 08-LCM-13 has been approved in the amount of \$12,301.

These ICS3 funds are available to support your efforts to increase work participation by TANF-eligible recipients who are subject to or have been sanctioned for noncompliance with work activities as described in your approved ICS3 plan. If your district's approved plan includes ICS services to TANF-eligible participants who are not fully engaged, please note that no more than 20% of the district's ICS3 allocation may be used to provide services to such recipients.

Financial claims should be submitted to the Bureau of Financial Services as described in the claiming instructions included in 08-LCM-13 *Funding for Intensive Case Services for Noncompliant Families (ICS3)*. Program outcome measures are reported quarterly to OTDA through the TANF Reporting and Control System 2 (TRACS 2). Reporting guidelines are enclosed. Detailed reporting instructions will be provided separately.

Thank you for your continued efforts to engage all families receiving temporary assistance in work preparation activities so they may successfully enter the workforce. If you have any questions regarding this program, please contact Libby McGinn at (518) 486-6106 or your Employment Technical Advisor.

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: Constance Shelmidine
Jerrod Ogden
Libby McGinn

"providing temporary assistance for permanent change"

Program Narrative for Intensive Case Services (ICS3)
Services for TANF-Eligible Participants-*Noncompliant*
2008 - 2009

District Name: **Jefferson County Department of Social Services**

Contact Name and Number: **Constance Shelmidine, Director of Temporary Assistance 315-785-3133**

ICS funds budgeted for services to TANF-eligible noncompliant participants:	\$ <u>9,841</u>
Anticipated number of TANF-eligible noncompliant participants to be served during program period:	<u>21</u>

Jefferson County Department of Social Services applied for and received approval from OTDA for funding Intensive Case Services for Noncompliant Families(ICM) in year one and year two. The Department is requesting additional funding in year three, 2008-2009, to continue to support this program. If approved all of the allocation will be expended by continuing the contract with The Children’s Home of Jefferson County for Intensive Case Services for Noncompliant Families. ICM funding would continue to be supplemented with FFFS funds.

If funding is approved the estimated program period for the use of the SFY 2008-2009 allocation will be January, 2009 through December, 2009.

I. Program goals and services

A. List the specific goals of the project for TANF-eligible, noncompliant participants:

The primary goal of this project is to engage TANF eligible sanctioned families in countable work activities to ensure compliance with Federal Regulations. In order to achieve this goal, we focus on working with community providers to incorporate participation into their individual service plans and develop meaningful programming that is based on the individuals’ strengths and will assist the individual in moving toward self-sufficiency.

The Jefferson County Department of Social Services requests additional funding to continue the Intensive Case Management Program. The Case Manager will serve an average of 21 eligible, non compliant families during the project period.

JCDSS will continue to contract with The Children’s Home of Jefferson County to take the lead in improving the coordination of services for the sanctioned clients. The contracted Case Manager will complete home visits with the family in compliance with 18 NYCRR 351.28 and 95 ADM24, connect the family with existing community supports, convene regular meetings of families’ service providers to develop an integrated service plan, encourage and implement a strength-based approach to working

with families in this community and provide the encouragement and supports to the families that will enable them to participate in employment activities. A component of the home visit is an assessment of the household and the eligibility for assistance programs. An assessment is made of housing issues, drug/alcohol, domestic violence, income and resources of the household as well as physical and/or mental health issues.

B. Describe the process that will be used to identify and refer TANF- eligible noncompliant for ICS services.

This Department has implemented a number of strategies to identify and assist individuals in attaining their maximum level of self-sufficiency. The core of the strategies is the assignment of caseloads based on the individuals' barriers to self-sufficiently. Caseloads were defined as employable, short-term exempt or long-term exempt. This allowed the Examiners to develop the expertise in working caseloads with similar needs. An overall caseload reduction of 19% first year and 4.2% second year. The successes were most noticeable in the employable caseloads. We have reassigning caseloads to move the short-term exempt into the employable caseloads to continue our success in assisting individuals in attaining their maximum potential. Examiners in this unit have developed strategies that encourage individuals to work and provide the supports to maintain employment. Currently, one staff Examiner reviews all potential sanctioned cases in consultation with the Supervisor or Administrator for the Employment Workgroup. The Community Case Manager is a part of that case review at the point a sanction is being imposed. A grid chart is maintained of all sanctioned cases that is updated weekly and distributed to the Senior Administrative Team, including the Director of Child Welfare Services, to ensure all DSS staff are working towards the same goals with the family. This grid contains basic demographics information as well as names of all service providers, barriers faced by the household and current action plans, person responsible and time frame for completion.

C. Explain the method of outreach that will be used to initiate contact with TANF-eligible, noncompliant participants. Additionally, identify the two different types of outreach that will be used before any action is taken to discontinue public assistance benefits for failure to comply with a public assistance eligibility requirement that is included as a component of an ICS program plan.

The Case Manager conducts home visits, completes an assessment of the families, links individuals with existing community services, conducts regular service planning meetings with all providers, develops strength-based service plans, coordinates assignment in employment activities and encourages the individual in successful participation in employment activities.

The Supervising Case Manager provides direct supervision to the case manager. The Supervisor provides ongoing support to the case manager to ensure the worker is able to negotiate systems to link individuals with community supports, provide ongoing guidance in working with the families and arrange appropriate training for the case worker. The Supervising Case Manager meets routinely with the Commissioner of Social Services to review progress and discuss strategies for improvement when appropriate.

D. Describe the case management services and other activities that will be provided to assist TANF-eligible, noncompliant participants to identify and address barriers and increase participation in work or work-preparation

Meeting with noncompliant families, in their homes, and creating an individualized coordinated service plan.

Provide information to clarify the reason for sanctions, and the impact on the family's grant.

Determining if a mental health or physical disability is present and if so, making appropriate referrals to document disability. Securing SPOA releases in order to present the clients' needs to the SPOA committee and connect to necessary services. Documenting compliance with Administrative Directive 97AD-23. Connecting family with existing community supports. Convening regular meetings of families' service providers to develop an integrated service plan. Encouraging and implementing a strength-based approach to working with families, and providing the encouragement and support to the families which will enable them to participate in employment activities. No eject, no reject policy.

II Project Staff and Duties

Identify the project staff and duties for each provider or district staff providing services to TANF-eligible, noncompliant participants.

Position/Title	Estimated Percentage of Time on ICS Program	Duties
Caseworker	100%	<p>The Case Manager will provide case management services and convenes service planning meetings with all providers to ensure plans are based on family strengths and assist the family in engaging in countable meaningful work activities and to access necessary support services.</p> <p>The Supervising Case Manager provided direct supervision to the case manager. The Supervisor provides ongoing support to the case manager to ensure the worker is able to negotiate systems to link individuals with community supports, provide ongoing guidance in working with the families and arrange appropriate training for the case worker. The Supervising Case Manager will meet routinely with the Commissioner of Social Services to review progress and discuss strategies for improvement when appropriate.</p>

III. Data Collection

Briefly describe the mechanism that will be used to collect the data to be reported on the TANF Reporting and Control System (TRACS 2).

The Contractor shall perform services pursuant to this agreement under the supervision of an in cooperation with the County Department as defined by the New York State Office of Temporary and Disability Assistance approved plan.

The Contractor shall submit monthly reports to **Connie Shelmidine, Director of Financial Programs**, by the 5th business day of each month. This report will include a summary of all cases held by the contractor on the last day for the prior month as well as for each individual terminated during the previous month. The format for these reports will be developed by JCDSS with input from Case management providers. The contractor will submit reports to DSS that comply with State mandated reporting requirements for the Intensive Case Services Program. The state reports are due by the 5th business day of each quarter.

**Program Narrative for Intensive Case Services (ICS3)
Services for TANF-Eligible Participants - Not Fully Engaged**

Note: This form only needs to be completed if the district intends to use up to 20% of their ICS allocation to provide services to this eligible population.
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District Name: Jefferson County Department of Social Services

Contact Name and Number: Constance Shelmidine, Director of Temporary Assistance 315-785-3133

ICS funds budgeted for services to TANF-eligible participants who are not fully engaged:	\$ <u>2,460</u>
Anticipated number of TANF-eligible participants who are not fully engaged to be served during the program period:	<u>4</u>

I.

Program goals and services

A. List the specific goals of the project for TANF-eligible participants who are not fully engaged in countable work activities.

An additional **four TANF eligible** families who are not currently subject to penalty, but who are not fully engaged in countable work activities, will be funded under this project. Due to the limited funding available, Jefferson County will allocate additional program funds to supplement the Funding for Intensive Case Services for Non-Compliant Families (**08-LCM-13**) to ensure we are able to provide services to all families, not in penalty, but not fully engaged.

B. Describe the process that will be used to identify and refer TANF-eligible, not fully engaged participants for ICS services.

This Department has implemented a number of strategies to identify and assist individuals in attaining their maximum level of self-sufficiency. The core of the strategies is the assignment of caseloads based on the individuals' barriers to self-sufficiently. Caseloads were defined as employable, short-term exempt or long-term exempt. This allowed the Examiners to develop the expertise in working in caseloads with similar needs. The successes were most noticeable in the employable caseloads. We have reassigning caseloads to move the short-term exempt into the employable caseloads to continue our success in assisting individuals in attaining their maximum potential. Examiners in this unit have developed strategies that encourage individuals to work and provide the supports to maintain employment.

C. Explain the method of outreach that will be used to initiate contact with TANF-eligible participants who are not fully engaged in countable work activities. Additionally, identify the two different types of outreach that will be used before any action is taken to discontinue public assistance benefits for failure to comply with a public assistance eligibility requirement that is included as a component of an ICS program plan.

The Department mails an appointment letter to the household with an appointment date and time for the case management appointment. If the scheduled appointment is not convenient for the family they may telephone the case manager to reschedule. In the event the household does not reschedule nor is home at the scheduled time a second letter is sent with a rescheduled appointment date and time. In some cases the letters will be followed up with a telephone call. This process has worked well with the only families not responding to the Intensive Case Services outreach have been those that had previously found employment or had moved out of Jefferson County.

The Case Manager conducts home visits, completes an assessment of the families, links individuals with existing community services, conducts regular service planning meetings with all providers, develops strength-based service plans, coordinates assignment in employment activities and encourages the individual in successful participation in employment activities.

The Supervising Case Manager provides direct supervision to the case manager. The Supervisor provides on going support to the case manager to ensure the worker is able to negotiate systems to link individuals with community supports, provide ongoing guidance in working with the families and arrange appropriate training for the case worker. The Supervising Case Manager meets routinely with the Commissioner of Social Services to review progress and discuss strategies for the improvement when appropriate.

D. Describe the case management services and other activities that will be provided to assist TANF –eligible participants who are not fully engaged in countable work activities to identify and address barriers and increase participation in work or work preparation activities.

Meeting with under-engaged families, in their homes and creating an individualized, coordinated service plan. Determining if a mental health or physical disability is present and if so, making appropriate referrals to document disability. Securing SPOA releases in order to present the clients' needs to the SPOA committee and connect to necessary services. Documenting compliance with Administrative Directive 97AD-23. Connecting families with existing community supports. Convening regular meetings with families' service providers to develop an integrated service plan. Encouraging and implementing a strength-based approach to working with families, and providing the encouragement and support to the families which will enable them to increase engagement in activities. No eject, no reject policy.

II. Project Staff and Duties

Identify the project staff and duties for each provider or district staff providing services to TANF-eligible participants who are not fully engaged in countable work activities

Position/Title	Estimated Percentage of Time on ICS Program	Duties
Non-compliant Families Case Manager	100%	<ul style="list-style-type: none"> *Meet weekly with families, in their homes, and create an individualized, coordinated service plan. *Assist clients in participating in increasing engagement. Keep a monthly calendar of appointments to allow clients to stay with activities, plus maintain their home responsibilities. *Develop a meaningful plan this is based on the client and family strengths.
		<ul style="list-style-type: none"> *Assist the client in moving towards self-sufficiency. *Assess family needs as related to employment issues and assist with coordinating scheduling, transportation, and child care barriers. *Determine if mental health or physical disability is present and, if so, make appropriate referral to document disability. *Complete necessary applications and releases in order to present the clients' needs to the SPOA committee and connect the family to necessary services. *Connect families with existing community supports. *Conduct regular meetings with service providers to develop an integrated service plan. *Encourage and implement a strength-based approach when working with families. *Provide information, guidance, and support to the families.
		<p>The portion of their time working with the families not fully engaged in countable working activities to develop independent living plans and securing housing will be supported by other funds available to Jefferson County.</p>

III. Data Collection

Briefly describe the mechanism that will be used to collect the data to be reported on the TANF Reporting and Control System (TRACS 2).

The Contractor shall perform services pursuant to this agreement under the supervision of an in cooperation with the County Department as defined by the New York Office of Temporary and Disability Assistance approved plan.

The Contractor shall submit monthly reports to **Connie Shelmidine, Director of Financial Programs**, by the 5th business day of each month. This report will include a summary of all cases held by the contractor on the last day for the prior month as well as for each individual terminated during the previous month. The format for these reports will be developed by JCDSS with input from Case management providers. The contractor will submit reports to DSS that comply with State mandated reporting requirements for the Intensive Case Services Program. The state reports are due by the 5th business day of each quarter.

Intensive Case Services for Noncompliant Families Baseline Budget Form**ICS 3**

ICS 3 Program Cycle: January 1, 2009 - December 31, 2009

Program Cycle must fall within expenditure period of January 1, 2009 - December 31, 2009Local Department of Social Services Jefferson County Department of Social ServicesProvider Agency Children's Home of Jefferson County

Budget Categories			
	NON- ADMINISTRATION COSTS	ADMINISTRATION COSTS	TOTAL
SALARY COSTS			
1. Salary Costs	\$ -	\$ -	\$ -
2. Fringe Benefits	\$ -	\$ -	\$ -
3. Total Salary & Fringe Benefits	\$ -	\$ -	\$ -
NON-SALARY COSTS			
4. Contractual Costs *	\$ 9,841.00	\$ -	\$ 9,841.00
5. Staff Travel Costs	\$ -	\$ -	\$ -
6. Equipment Costs	\$ -	\$ -	\$ -
7. Supplies	\$ -	\$ -	\$ -
8. Other Direct Expenses	\$ -	\$ -	\$ -
9. Total Non-Salary Expenses	\$ 9,841.00	\$ -	\$ 9,841.00
10. Overhead Costs Allocated		\$ -	\$ -
11. A-87 Costs Allocated		\$ -	\$ -
PARTICIPANT RELATED COSTS			
12. Work-Related Supports	\$ -		\$ -
13. Participant Transportation	\$ -		\$ -
14. Other Participant Related Costs	\$ -		\$ -
15. Total Participant Related Costs	\$ -		\$ -
16. Total Project Costs	\$ 9,841.00	\$ -	\$ 9,841.00

* If the District plans to subcontract with a local provider agency for program services, a separate Baseline Budget Form must be completed and submitted for each subcontractor.

Budget Narrative - Please use Budget Form 3A to provide a brief narrative for categories 4, 5, 6, 7, 8, 12, 13 and 14.

Intensive Case Services for Noncompliant Families Baseline Budget Form**ICS 3**

ICS 3 Program Cycle: January 1, 2009 - December 31, 2009

Program Cycle must fall within expenditure period of January 1, 2009 - December 31, 2009

Local Department of Social Services Jefferson County Department of Social ServicesProvider Agency Children's Home of Jefferson County

Budget Categories			
	NON- ADMINISTRATION COSTS	ADMINISTRATION COSTS	TOTAL
SALARY COSTS			
1. Salary Costs	\$ 7,873.00		\$ 7,873.00
2. Fringe Benefits	\$ 1,968.00		\$ 1,968.00
3. Total Salary & Fringe Benefits	\$ 9,841.00	\$ -	\$ 9,841.00
NON-SALARY COSTS			
4. Contractual Costs *	\$ -	\$ -	\$ -
5. Staff Travel Costs		\$ -	\$ -
6. Equipment Costs	\$ -	\$ -	\$ -
7. Supplies	\$ -	\$ -	\$ -
8. Other Direct Expenses	\$ -	\$ -	\$ -
9. Total Non-Salary Expenses	\$ -	\$ -	\$ -
10. Overhead Costs Allocated		\$ -	\$ -
11. A-87 Costs Allocated		\$ -	\$ -
PARTICIPANT RELATED COSTS			
12. Work-Related Supports	\$ -		\$ -
13. Participant Transportation	\$ -		\$ -
14. Other Participant Related Costs	\$ -		\$ -
15. Total Participant Related Costs	\$ -		\$ -
16. Total Project Costs	\$ 9,841.00	\$ -	\$ 9,841.00

* If the District plans to subcontract with a local provider agency for program services, a separate Baseline Budget Form must be completed and submitted for each subcontractor.

Budget Narrative - Please use Budget Form 3A to provide a brief narrative for categories 4, 5, 6, 7, 8, 12, 13 and 14.

Intensive Case Services for Not Fully Engaged Families Baseline Budget Form
ICS 3

ICS 3 Program Cycle: January 1, 2009 - December 31, 2009

Program Cycle must fall within expenditure period of January 1, 2009 - December 31, 2009

Local Department of Social Services Jefferson County Department of Social Services
 Provider Agency Children's Home of Jefferson County

Budget Categories			
	NON- ADMINISTRATION COSTS	ADMINISTRATION COSTS	TOTAL
SALARY COSTS			
1. Salary Costs	\$ -	\$ -	\$ -
2. Fringe Benefits	\$ -	\$ -	\$ -
3. Total Salary & Fringe Benefits	\$ -	\$ -	\$ -
NON-SALARY COSTS			
4. Contractual Costs *	\$ 2,460.00	\$ -	\$ 2,460.00
5. Staff Travel Costs	\$ -	\$ -	\$ -
6. Equipment Costs	\$ -	\$ -	\$ -
7. Supplies	\$ -	\$ -	\$ -
8. Other Direct Expenses	\$ -	\$ -	\$ -
9. Total Non-Salary Expenses	\$ 2,460.00	\$ -	\$ 2,460.00
10. Overhead Costs Allocated		\$ -	\$ -
11. A-87 Costs Allocated		\$ -	\$ -
PARTICIPANT RELATED COSTS			
12. Work-Related Supports	\$ -		\$ -
13. Participant Transportation	\$ -		\$ -
14. Other Participant Related Costs	\$ -		\$ -
15. Total Participant Related Costs	\$ -		\$ -
16. Total Project Costs	\$ 2,460.00	\$ -	\$ 2,460.00

* If the District plans to subcontract with a local provider agency for program services, a separate Baseline Budget Form must be completed and submitted for each subcontractor.

Budget Narrative - Please use Budget Form 3A to provide a brief narrative for categories 4, 5, 6, 7, 8, 12, 13 and 14.

Intensive Case Services for Not Fully Engaged Families Baseline Budget Form
ICS 3

ICS 3 Program Cycle: January 1, 2009 - December 31, 2009

Program Cycle must fall within expenditure period of January 1, 2009 - December 31, 2009

Local Department of Social Services Jefferson County Department of Social Services
 Provider Agency Children's Home of Jefferson County

Budget Categories			
	NON- ADMINISTRATION COSTS	ADMINISTRATION COSTS	TOTAL COSTS
SALARY COSTS			
1. Salary Costs	\$ 1,968.00	\$ -	\$ 1,968.00
2. Fringe Benefits	\$ 492.00	\$ -	\$ 492.00
3. Total Salary & Fringe Benefits	\$ 2,460.00	\$ -	\$ 2,460.00
NON-SALARY COSTS			
4. Contractual Costs *		\$ -	\$ -
5. Staff Travel Costs	\$ -	\$ -	\$ -
6. Equipment Costs	\$ -	\$ -	\$ -
7. Supplies	\$ -	\$ -	\$ -
8. Other Direct Expenses	\$ -	\$ -	\$ -
9. Total Non-Salary Expenses	\$ -	\$ -	\$ -
10. Overhead Costs Allocated		\$ -	\$ -
11. A-87 Costs Allocated		\$ -	\$ -
PARTICIPANT RELATED COSTS			
12. Work-Related Supports	\$ -		\$ -
13. Participant Transportation	\$ -		\$ -
14. Other Participant Related Costs	\$ -		\$ -
15. Total Participant Related Costs	\$ -		\$ -
16. Total Project Costs	\$ 2,460.00	\$ -	\$ 2,460.00

* If the District plans to subcontract with a local provider agency for program services, a separate Baseline Budget Form must be completed and submitted for each subcontractor.

Budget Narrative - Please use Budget Form 4A to provide a brief narrative for categories 4, 5, 6, 7, 8, 12, 13 and 14.

**Intensive Case Services (ICS) 3
Program Outcome Measures
Reporting Guidelines**

March 2009

Districts are required to report program outcome measures supported by Intensive Case Services (ICS) funds. Districts previously reported program outcomes for the SFY 06-07 ICS and SFY 07-08 ICS programs via the TANF Reporting and Control System (TRACS) based on the number of participants served and the associated program outcomes achieved during the respective reporting quarter. Districts will report ICS3 program outcomes achieved during Calendar Year 2009 through TRACS2. Program outcomes will be submitted quarterly as in previous cycles, however, instead of reporting one (grand) total number for the quarterly reporting period for each question, the screen will prompt the user to input a number for each of the three months for that quarter. The due date for such reports are as follows:

Reporting Quarter	Due Date
January, 2009 - March, 2009	4/15/09
April, 2009 - June, 2009	7/15/09
July, 2009 - September, 2009	10/15/09
October, 2009 - December, 2009	1/15/10

The system changes needed to support the reporting of ICS3 outcomes are under development, but the following guidelines should be used to identify the program outcomes to be reported on TRACS2. Districts will receive detailed reporting instructions, including information on how to access TRACS2 before April 15, 2009. The information below provides a summary of the program outcomes that districts will be required to submit for the ICS3 program.

Note: Financial claims are not submitted through TRACS 2 and should be submitted to the OTDA Bureau of Financial Services consistent with the Claiming Instructions described in 08 LCM-13.

Eligible Population

Participants served under the ICS Program must be eligible to receive TANF-funded non-assistance services and must be in receipt of TANF (case types 11 or 12) or Safety Net MOE (case type 16 or 17 with state charge code 63 or 64). This includes two-parent families eligible for TANF-funded non-assistance as described in 06 LCM-09. Eligible participants also must be:

- individuals who are noncompliant (subject to penalty or in sanction status for failure to comply) with work requirements, or
- individuals who are not fully engaged in countable work activities, including those employed part time (up to 20% of a district's allocation may be spent on efforts to target this population).

The outcomes for **each** eligible population served under the Intensive Case Services Program will continue to be reported separately for those districts serving both eligible populations as described below. Districts that have targeted 100% of their ICS3 allocation only need to report program outcomes associated with the noncompliant population.

The program outcome reporting elements are broken down into 4 categories and are described below.

I. Participants served during the report month

- 1. Unduplicated number of participants served during the report month:** Report the unduplicated number of participants that received one or more ICS funded service during the report month. An ICS funded service may include, but is not limited to: providing information to clarify the reason for the sanction and how the family's grant is affected; enhanced assessments; home visits or other ICS related contact with family, and case management services.

II. Participants successfully contacted during report month

- 2. Number of participants contacted by letter/call-in:** Report the number of participants that responded to a contact letter/call-in sent during the reporting month.
- 3. Number of participants contacted by phone call:** Report the number of participants that responded to a phone contact made during the reporting month.
- 4. Number of participants contacted by home visit:** Report the number of participants that received a home visit during the reporting month.
- 5. Number of participants contacted by other means:** Report the number of participants that responded to outreach made during the reporting month by some means other than those listed above.

Note: A participant who responds to more than one method of outreach during the reporting month would appear in all those that applied.

III. Engagement outcomes for report month

- 6. Number of participants successfully engaged in work activities for the first time following contact:** Of the number of participants served, report the number of participants who began participation in work activities, including employment, during the reporting month.

Notes:

Participants who continue to participate in work activities during subsequent report months would not be reported in this data element, but would be reported in #10, if he/she

continues to participate in such activities for a minimum of 3 months following the initial placement in work activities.

Participants determined to be exempt and engaged in treatment or rehabilitation should be reported under reporting element #8 even though the district may report the activity on WTCMS as job readiness training.

7. **Number of participants successfully engaged in necessary treatment for the first time following contact:** Of the number of participants served, report the number of participants determined exempt and who began participation in treatment, rehabilitation or medical care during the reporting month.

Note: Participants who continue to participate in necessary treatment in subsequent report months would not be reported in this data element, but would be reported in #10, if he/she continues to participate in such activities for a minimum of 3 months following the initial placement in necessary treatment.

8. **Number of participants that remain unengaged without good cause:** Report the unduplicated number of participants served who continue to refuse to engage in work activities or other appropriate services during the reporting month.
9. **Number of participants with newly reported income:** Report the number of participants who obtain employment during the reporting month, or whose current employment was obtained before the reporting month, but is discovered by the district during the reporting month.
10. **Number of participants that remain engaged in work activities or necessary treatment for a minimum of 3 months following initial placement:** Of the number of participants successfully engaged in work activities (including employment) or necessary treatment in a previous report month (outcomes #6 and #7), report the number of participants who remain successfully engaged in such activities for a minimum of 3 months following the initial placement.

IV. Cases closed during the report month

11. **Number of cases closed due to income from employment obtained during the report month:** Report the number of cases closed during the reporting month due to income obtained during the reporting month. (Note: These participants should also have been included in reporting element #9.)
12. **Number of cases closed because district was unable to locate the participant:** Report the number of cases closed during the reporting month because the district was unable to locate the participant.
13. **Number of cases closed for failure to respond to outreach (excludes households the district was unable to locate):** Report the number of cases closed during the reporting

month for failure to comply with public assistance eligibility requirements which have been included as a component under the ICS program.

- 14. Number of cases closed because of newly reported income prior to report month:** Report the number of cases closed during the reporting month due to income that was obtained prior to the reporting month, was previously unreported, and when budgeted, makes the household ineligible.
- 15. Number of cases closed at the request of the participant:** Report the number of cases closed during the reporting month at the request of the participant.
- 16. Number of cases closed for any reason other than those listed:** Report the number of cases closed during the reporting month for reasons other than those listed above.

OTDA is required to provide quarterly performance and expenditure data for programs funded by TANF, including the Intensive Case Services program. Districts are reminded that the program outcomes reported in the TRACS 2 system will be summarized with ICS3 expenditures based on claims submitted by districts and posted to the ICS Performance and Accountability matrix that will be available on the OTDA website at <http://www.otda.state.ny.us/main/pma>. Therefore, districts should ensure that program outcomes and claiming information are up-to-date, complete and accurate when submitted.

If you have any reporting questions, contact Libby McGinn at (518) 486-6106.