

**Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan
January 1, 2016 – December 31, 2017**

Cayuga County

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**Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan
January 1, 2016– December 31, 2017**

Section 1- Assurances

As a condition of the receipt of federal and State funds the Cayuga County Department of Social Services submits this Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) applicants and recipients for the period January 1, 2016 through December 31, 2017. As Commissioner of Cayuga County Department of Social Services, I hereby affirm that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan.

_____, Social Services Commissioner

_____, Date

Amendments to this Plan:

Date Approved OTDA	Section Amended	Pages Effected

(To be completed by OTDA)

Section 2 Administration

Section 2.1 Administrative Structure

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

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

The Director of Temporary Assistance is primarily responsible for TA and SNAP including coordination of employment programs and activities. Together with the Employment Unit Supervisor, he coordinates WTW service delivery within the agency and with contracted partners in the community. CCE&T is involved contractually in the operation of our employment activities. Their responsibilities include assessment, employment plans, job search, job club, GED referrals and other programs and services as required. Cayuga Counseling is involved contractually and are responsible for assigning and tracking work experience.

Section 2.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

Table 1 - Contracts Associated with TA and SNAP Employment Programs and Services

Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and SNAP 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 such as job readiness training, education and job skills training, 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.

Provider	Total Contract Cost (per year)	Funding Source(s) (Check all that apply)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
CCE&T	\$128,000.	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Assist with E-Plans; assessment, client-directed job search, GED referral and monitoring.
Cayuga Counseling	\$53,704.	<input checked="" type="checkbox"/> FFFS <input checked="" type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input checked="" type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Assignment and monitoring Work Experience.
CHAD	\$23,000.	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	D/A assessments.

Provider	Total Contract Cost (per year)	Funding Source(s) (Check all that apply)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
IMA	\$10,000.00	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Employability determinations.
Catholic Charities	\$54,653.	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Intensive Case Management services.
		<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input type="checkbox"/> FA <input type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	
Total	\$64,653.00			

Table 2 – Other Service Providers

Table 2 includes agencies/providers that offer services to participants and to which the district expects to refer participants but which have no direct financial agreement with the district (e.g., WIOA programs, SED funded services, OTDA Wage Subsidy providers).

Provider	Funding Source(s) (if known)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
Cayuga-Ononadaga BOCES	OTDA	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input type="checkbox"/> SN Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Educational Resource Program; Career plan with timeline for short and long term goals; intensive and individualized customer services in a one-on-one setting to enhance job seeking and retention skills and career laddering.
Cayuga Works Career Center		<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	One Stop community resource for job seekers and training opportunities
ARISE, Acces VR, LVA, Unity Employment		<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Advocacy, training and/or and referral for work-limited. Advocacy, training and/or and referral for work-limited.

Provider	Funding Source(s) (if known)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
Cayuga-Ononadaga BOCES	OTDA	<input type="checkbox"/> FA <input checked="" type="checkbox"/> SN Family <input checked="" type="checkbox"/> SN Individual <input checked="" type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Venture II: job entry and retention, career planning, educational gains and other milestones to self-sufficiency.
Cayuga-Ononadaga BOCES	OTDA		Educational Resources: job entry and retention, career planning, educational gains and other milestones to self-sufficiency. Serving SN Families, SN Individual & SNAP

Section 2.3 OTDA Jobs Staff Agreement

OTDA Jobs Program Services – Target Groups

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

Services		Target Groups	
Assessment/Employment Plan	<input type="checkbox"/>	Applicants	<input type="checkbox"/>
Supervised Job Search	<input type="checkbox"/>	FA & SN with children	<input type="checkbox"/>
Job Readiness Training	<input type="checkbox"/>	SN without Children	<input type="checkbox"/>
Job Club	<input type="checkbox"/>	SNAP	<input type="checkbox"/>
Job Placement Services	<input type="checkbox"/>	TANF 200%	<input type="checkbox"/>
Grant Diversion	<input type="checkbox"/>		
Job Development (employer outreach)	<input type="checkbox"/>		
WOTC pre-certifications	<input type="checkbox"/>		

Other Services Requested

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

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 as the district determines they are ready, but no later than within 24 months of receiving federally funded assistance, the district’s definition of “Engaged in Work” is:

Compliance with assessment, employment planning, all activities included in the individual’s Employment/Self-Sufficiency plan including any need to attend treatment/rehabilitation programs, 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.

- Actively engaged in rehabilitative activities as prescribed by medical, psychiatric, or OASAS professional.
- Involved in appropriate vocational activities as deemed appropriate in the development of an individual’s employment plan.
- Pursuing job placement with agencies that offer such for seniors such as Experience Works.
- Obtaining working papers when appropriate.
- Satisfactory attendance at secondary, vocational or technical school and/or the active pursuit of a course of study leading to a high school diploma or GED in conjunction with other work activities.
- The active pursuit, as may be defined in an individual’s employment plan, of alternative paths to self-sufficiency such as but not limited to: SSI, RSDI, Worker’s Compensation, No-Fault benefits or disability payment of any kind.

Section 3.2 Orientation (Reference 18 NYCRR 385.5)

Check one of the following:

- The district provides orientation in accordance with 18 NYCRR Section 385.5 and no additional information is provided at orientation.
- In addition to the requirements outlined in 18 NYCRR Section 385.5 of the regulations, the district’s orientation provides the following:
 - Domestic Violence waiver
 - Drug/Alcohol requirements, which may include referral for screening and/or assessment
 - Time Limits
 - Client rights, responsibilities, benefits and obligations
 - Requirement to participate in work activities
 - Sanction information
 - Initiate up-front job search enrollment
 - Complete an individual assessment
 - Transitional services available
 - Information on childcare in lieu of TA

Described below is the manner in which the district completes the required orientation for all applicants and recipients of Temporary Assistance (e.g., done in a group setting or individually or a combination of both), including the orientation procedure for exempt individuals and non-exempt individuals, if different:

CCHHS conducts a group orientation. An individual orientation may be offered if in the opinion of the local district, this would better meet the needs of the individual. The Orientation requirement is the same at Recertification.

Section 3.3 Assessment and Employment Planning

Temporary Assistance Assessment

(Reference 18 NYCRR 385.6 and 385.7)

a. Check one of the following:

The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a):

- The district enters assessments directly into WTWCMS
- The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTWCMS.
- The district conducts assessments using a local equivalent tool, and later enters information into WTWCMS. Attached is the local equivalent.
 - The local equivalent does not contain additional elements other than what is required.
 - The local equivalent does contain additional elements beyond what is required, listed below:
 - Licenses and certifications obtained by recipients
 - Medical conditions as related to ability to work, if the applicant for or recipient of public assistance claims that he/she should be exempt from work activities
 - Veteran's status
 - Need for drug/alcohol assessment and/or treatment plan or any other assessment including but not limited to interest inventories, barrier identification, or other vocational assessment tool the agency deems appropriate.

b. Describe the local district procedure for the completion of an employment assessment:

An assessment is completed through a contractual arrangement with Cayuga County Employment & Training, with input from CCHHS workers as part of a comprehensive strategy to help the individual obtain meaningful employment or otherwise become economically secure. This agreement ensures that all adults in households with dependent children and 16-17 year olds not in school receive an assessment within 90 days of eligibility and within one year of the date of application for all non-exempt adults in households without dependent children.

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

CCE&T in conjunction with CCHHS staff.

- d. The qualifications of the employees conducting the assessment are at minimum: [Refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)]

The staff administering testing instruments meets the minimum qualifications as established by the standardized testing mechanism. Staff is supervised by individuals who have many years of experience in determining the needs of participants.

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

Yes No

- f. Applicants in households **without** dependent children are required to participate:

Yes No

Temporary Assistance Employment Plans

(Reference 18 NYCRR 385.6(b) and 385.7(b))

- a. Check one of the following:

The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a):

The district enters employment plans directly into WTWCMS.

The district uses the LDSS 4978 (New York State Employment Plan) and later enters information into WTWCMS.

The district develops individual employment plans using a local equivalent tool, and later enters information into WTWCMS. Attached is the local equivalent.

The local equivalent does not contain additional elements other than what is required.

The local equivalent does contain additional elements beyond what is required, listed below:

For exempt clients only:

- The Employability Plan (EP) will be developed in conjunction with the participant and reflect their preferences to the extent it is possible for the district to meet the work activity participation rates.
- The participant's required work activities will be explained orally and in writing in order that they understand the requirement to participate in the activities outlined in the EP.
- The EP may address any necessity for Drug/alcohol intervention.
- The EP for non-exempts will be re-evaluated every six months, or as changes in case and family structure necessitates, whichever is appropriate.
- The EP for exempts will be re-evaluated as there is a change in circumstances, family structure or activities that necessitates such review.
- Any changes to the EP will be documented in writing in order that participants understand the changes to the EP.

- Also, in the case of an individual in a household with dependent children, the plan shall be explained to the individual. Any changes to the plan shall be discussed with the individual and documented in writing.

b. Check one of the following:

- The same administrative unit or contractor that conducts employment assessments also develops employment plans.
- A different district administrative unit or contractor develops employment plans, and their qualifications include:

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 weekly hours standard participation requirement for individuals in the different case and household types, along with the typical time period it takes for nonexempt individuals to be engaged in activities for both newly opened cases and individuals who status changed from exempt to nonexempt. Information regarding engaging exempt individuals is entered in Section 6:

Applicants are engaged in job search at Orientation and this activity continues in recipient status. Recipients are enrollment into job readiness/work experience or assessment of current activities such as but not limited to vocational education through “one-on-one” case management within a four-week period from opening, unless the Agency deems that a documented good cause exists.

Continuous monitoring by Agency staff allows an individual with exempt status change to be scheduled for orientation and one-on-one case management offers countable work activity enrollments within a four week period of the occurrence, unless the Agency deems that a documented good cause exists.

Individuals are required to participate a maximum of 40 hours of work activities per week, however this may vary depending on different case types and each individual’s circumstances. Individuals are scheduled for work experience according to the number of hours available as determined by their cash assistance and SNAP benefits.

- b. Estimate the number of individuals served averaged monthly:

	Households with Dependent Children	Households without Dependent Children
Individuals	250	329

- c. Described below is a description of how the district uses work participation management reports available through Cognos or other reports and activities to monitor district progress toward meeting work participation requirements and ensuring full engagement by adults in work or work preparation activities:

District staff closely monitors COGNOS and locally produced reports, in order to monitor district progress toward meeting participation rates and ensuring full engagement.

- d. Describe the extent to which the district requires Non-Temporary Assistance Supplemental Nutrition Assistance Program (NTA SNAP) applicants and recipients to participate in SNAP E&T work activities. If the district is not mandating SNAP E&T work activity assignments, please describe how NTA SNAP work registrants are informed of the services available, upon request, for assistance with job search activities. Please note: At a minimum, districts are required to make available job search as a SNAP E&T activity to NTA SNAP applicants and recipients:

NTA-SNAP applicants and recipients, that are not ABAWDs, will not be required to participate in SNAP E&T work activities. NTA-SNAP applicants and recipients, that are ABAWDs and request assignment to continue to receive SNAP benefits will be assigned to appropriate WEP site. Assigned hours will be monitored. Cayuga County will exclude NTA-SNAP applicants and recipients that are employed in any capacity or homeless, not to exceed the number of monthly ABAWD exemptions allotted to our district.

- e. Please describe the local district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Also include a description of how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

1. The district assigns TA **applicants** to Job Search. Yes No

If yes, the process for engaging TA **applicants** is:

We require 5 employer contacts per week at minimum, and 5 hours assigned a week at minimum. Certain other activities may be required for appropriate individuals. Activities are:

Weekly job search contact assessment for appropriateness
 Job Club
 GED referral
 Job Skills training

Applicant Job Search	Number of Contacts	Number of Hours	Additional Information
TANF and SN MOE	5	5	see above.
SN Individuals	5	5	see above.

2. The district assigns TA **recipients** to Job Search. Yes No

If yes, the process for engaging TA **recipients** is:

We require 5 employer contacts per week at minimum. The hours assigned a week will vary based on the nature of the job being sought, method used to apply and assessed need for employer contacts. The minimum number of hours per week recipients will be assigned to job search are 5.

Outcomes are reported weekly in face-to-face meetings.

CCE&T will have FA, SN-MOE and SN participants complete a job search log.

- f. The allowable work activities that are available in the social services district are listed and defined as follows. An "X" in the appropriate check box indicates the activity is available for individuals receiving Family Assistance (FA), Safety Net Assistance for households with children (SN Fam), Safety Net Assistance for households without children (SN IND), and/or Supplemental Nutrition Assistance Program (SNAP) benefits. If a check box is blank it indicates that the activity is not available for that household/case type. See the table on the next two pages.

Activity and Definition	
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> SNAP	<p>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.</p>
<input type="checkbox"/> FA <input type="checkbox"/> SN Fam <input type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>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-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), 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.</p>
<input type="checkbox"/> FA <input type="checkbox"/> SN Fam <input type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>Subsidized Public Sector Employment - Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> SNAP	<p>Work Experience - Unpaid work performed at a public or not-for-profit organization to enable a participant who cannot find unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire, training, knowledge, work habits, and work references 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 are to be reported as employment.)</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> SNAP	<p>On-the-Job Training (OJT) - 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> SNAP	<p>Community Service - 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input checked="" type="checkbox"/> SNAP	<p>Job Search - 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>

Activity and Definition	
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>Job Readiness Training (JRT) Activities - Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual's employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.</p> <p>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.</p> <p>For TANF and SNA MOE families, JRT also includes substance abuse and other treatment and rehabilitative services that are required for individuals who are unable to work or individuals whose employability and employment retention requires such services. Such services, which should be reported on WTWCMS as such, will be deemed within WRTS participation rate logic to be JRT for recipients of TANF and SNA MOE but will be deemed to be Community Service for recipients of SNA non-MOE, include:</p> <ul style="list-style-type: none"> Physical health treatment and rehabilitation services including attending necessary physical therapy, and doctor appointments. Such 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. Mental health services including therapy, counseling, and other services to address mental or emotional disorders that can interfere with an individual's daily life functions, ability to work, looking for work or the ability to retain employment.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>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 up to a four year degree. Vocational education does not generally include basic or remedial education or English as a Second Language (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/SNA 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.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>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.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>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, ESL instruction and education leading to a high school equivalency diploma as determined as necessary to improve the participant's job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision making skills.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>Secondary School - Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalence (HSE) diploma, 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 HSE diploma as determined necessary by the educational institution. Secondary School or HSE 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.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>Provision of Childcare for Individual Participating in Community Service - Providing unpaid childcare to enable another Temporary Assistance (TANF/SNA MOE funded) recipient to participate in a community service program.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SN Fam <input checked="" type="checkbox"/> SN Ind <input type="checkbox"/> SNAP	<p>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.</p>

Section 3.5 Job Development

The district conducts or accesses job development services to expand job opportunities for TA and SNAP clients. Yes No

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

- District staff contacts employers to solicit jobs for Temporary Assistance participants.

Below is the description of how this is done, including number of staff, frequency of contacts, etc.:

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

We have a contract with a job developer and advocate for the disabled as well as CCE&T, located at Cayuga Works Career Center which is an employer resource/One Stop.

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

Section 3.6 Training Approval and Activity Enrollment Policies

(Reference 18 NYCRR 385.9)

- a. Describe how the district identifies appropriate education program providers for services of Adult Basic Education, High School Equivalency (HSE) diploma preparation, and English Language Instruction that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:
- Department of Labor and/or State Education Department approval.
 - Familiarity with and comprehension of the basic goals of Welfare Reform.
 - If applicable, past performance in moving non-exempts to self-sufficiency.
 - Opportunities or services available.
 - Client interest
 - Active case management
- b. Describe how the district identifies appropriate providers of Vocational Education and Job Skills Training programs that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:
- Department of Labor and/or State Education Department approval.
 - Familiarity with and comprehension of the basic goals of Welfare Reform.
 - If applicable, past performance in moving exempts and/or nonexempts to self-sufficiency.
 - Opportunities or services available.
 - Client interest
 - Active case management

- c. Describe the process and guideline workers follow to ensure that individuals who have not attained a basic literacy level and/or have not attained a high school diploma are offered the opportunity to participate in an educational activity:

Close partnership with BOCES. We also work with local high schools when appropriate.

- d. Describe the district's process and policy, including the guideline workers follow, when determining whether participation in educational activities is approved for individuals who have not attained a high school diploma who are interested in participating in an educational activity. Include in this section instances when the agency would deny participation in education activities:

We offer individuals who have not yet attained a high school diploma or GED the opportunity to participate in educational activities.

- e. Describe the district's process and policy for determining whether or not a participant is approved/assigned to participate in job skills or vocational education activities:

Client interest, availability of employment in that field locally, individual assessment and client participation in goal development. CCHHS also takes into consideration its participation rate goals.

Employment in the field of study must reasonably be expected not to exceed any medically verified physical and/or mental limitations of the student with reasonable accommodations. The program must be able to be completed in a twelve month period.

- f. Describe the highest level of post-secondary level education that the district will approve as a work activity, up to a four year college program:

If client can complete current education within a twelve month period, it may be approved.

- g. Describe how the district will ensure that enrollments in post-secondary education beyond the 12 month lifetime limit are combined with a weekly average of at least 20 hours in paid employment activities, work experience or community service:

By utilizing Cognos reports, 12 month lifetime limit is tracked. When client reaches this, agency will engage in appropriate activity.

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

NYS Education Department standards.

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

Face-to-face assessment and case management meetings.

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

Face-to-face, telephone or mailer. It should be noted here that individuals notified verbally are also provided with written documentation.

- k. 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 checked below:

- It has been determined that the student voluntarily quit a job or reduced earnings to qualify for initial or increased Temporary 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.
- The institution or student fails to monitor and report information regarding the student's attendance and performance as required.
- The student fails to progress toward the completion of a course of study without good cause, as determined by the district.
- The student has previously enrolled in work-study, internship, or other work placement and failed to complete the work placement without good cause as determined by the district.
- Additional reasons as stated below:

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

Attendance is verified at a minimum at application and at recertification.

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

The individual provides medical and/or psychiatric statements to the Agency upon agency knowledge of a health-related limitation and those are factored in to any assignment. The work activity provider is notified of any need for accommodation or of any limitation by the Agency in writing without disclosing the condition itself. The participant may choose to disclose further information directly to the work activity provider.

Section 3.7 Work Verification

Consistent with New York State's approved Work Verification Plan (WVP), and in accordance with the requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan to ensure that the data reported, from which their work participation rates are derived, are accurate. The plan must include the district's procedure for monitoring reported scheduled and actual attendance in paid employment and unpaid work activities and the controls in place to ensure that reported exemption statuses resulting in federal exclusions from the work participation rate calculation are accurately made, work eligible individuals are correctly identified, hours of attendance reported are accurate and documented, data entry is accurate and that the district and its providers adhere to the approved work activity definitions and the determination of countable excused absences and holiday reporting within federal limits. Each district must maintain the documentation to verify what is being reported to NYS OTDA.

Each district must describe how it will conduct periodic self audits to determine that system entries are consistent with documentation in case files. The district must also explain how it will choose the sample size, select sample cases and establish the review period (no less frequently than semi-annually). The plan must indicate the district will maintain documentation on all pertinent findings produced through its self audit process and that case records for all reviewed cases will be available for State and other auditors in their review of the local work verification system for the standard 6 year period associated with such reviews.

After each self audit is completed, the district must submit a summary of findings for State review including specific information on each of the errors identified. In addition, when monitoring reveals substantial problems, the district must describe the corrective action it will take.

The Quality Assurance plan must explain how staff will:

- Ensure that documentation of wages and actual hours of employment is verified and accurately projected/reported and present in the case file, is actual and is projected correctly;
- Ensure 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 meets the approved federal definition for the activity;
- Assess that the data entered into either WTCMS, NYCWAY or other automated systems used for reporting work activities is accurate, including actual hours, excused absences and holidays; and is based on documentation in the case record; and
- Ensure that documentation necessary to determine an individual to be exempt due to being the caretaker of a disabled household member (Employability Code 38 or 48), and/or parent or caretaker relative of a child in the household under 12 months of age, (Employability code 31), is present in the case file and that individuals meet the exempt status based on the required documentation.

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

The district will perform a random sample of (4) cases semi-annually for paid work activities to review district worker collected documentation and data entry. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms or collateral contact with the employer. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTCMS and documentation is in the file to support hours reported on WTCMS and that the scheduled hours on WTCMS is consistent with the documentation.

The district will perform a random sample of (4) cases semi-annually for participation in unpaid work activities to review district worker collected documentation and data entry. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTCMS, excused absences and holiday time are documented in the case file and correctly reported on WTCMS in accordance with federal limitations, and documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTCMS by district or provider staff.

The district will perform a random sample of (2) cases semi-annually in which a case member is reported as an employability code 38-needed in the home fulltime or employability code 48-time limit exemption to care for a disabled household member to review district worker collected documentation and data entry. The temporary assistance case file will be reviewed to ensure there is presence of medical documentation to support the exemption and that the documentation has a timeframe for the exemption and that the individual is the appropriate caretaker.

The district will perform a random sample of (2) cases semi-annually in which a case member is reported as an employability code 31-caretaker of a child under the age of 12 months to review district worker collected documentation and data entry. The temporary assistance case file will be reviewed to ensure there is documentation from hospital, birth certificate or social security card present to verify the child under the age of one. Temporary assistance records will also be reviewed to ensure that the household composition is in fact a one parent case and that the individual has not exceeded the 12 month lifetime limit.

In each of the above samples, the district will assess and verify that participation in the reported work activities meets the State approved definition for the activity.

The district will sample cases from each month within in the (6 month) semi-annual period. The October to March review will be due by May 20th. The April to September review will be due by November 20th. The district will maintain supporting documentation for the cases that are reviewed and make them readily available for review by A&QI auditors upon request.

The results of these audits will enable the district to identify policies, processes or cases that may need corrective action. We will ensure that a summary report will be prepared following each review period and forwarded to Kathy Nagy, Kathleen.Nagy@otda.ny.gov, and Kyle Miller, Kyle.Miller@otda.ny.gov.

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):

CCHHS will use the caseload list from COGNOS and a locally generated non-exempt list to make random selections.

The District will access and verify that participation in the work activities reported meets the State approved definition for the activity as part of the review of sampled cases.

Section 3.8 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency

Following is a description of how the district accommodates the needs of Non-English speaking participants in accessing employment activities and services:

Empire Interpreting Service is used whenever there is a language barrier. Clients are met 1:1 with a worker and the interpreter. Translations of most forms and letters as available as needed or requested. This is not a large issue in our area.

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:

This is an ongoing and changing policy, reviewed on a case-by-case basis, as our participants barriers and needs change, we must work to find solutions. Basic strategies include immediate problem-solving contact when a participant appears in danger of missing time, working with contracted and community partners and employers to reduce barriers and assist with creative and unique strategies to motivate and empower participants to seek financial self-sufficiency, and case management that includes participant input.

Section 3.10 Strategies/Procedures for Engaging Sanctioned Temporary Assistance Participants

- District attempts to engage sanctioned participants as soon as they are sanctioned using the following strategies:

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

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

Cayuga County offers sanctioned individuals the opportunity to comply at every agency contact. We offer our assistance in understanding why they were sanctioned, working to avoid these barriers in the future. We provide intensive case management for participants perceived as having more comprehensive needs, offering them resources that they may need.

- District has no specific strategies to engage sanctioned participants.

Section 3.11 Strategies for reducing the need for Temporary Assistance:

District's strategies for reducing the need for Temporary Assistance are described below:

CCHHS employs a number of diversion strategies inclusive of full review of available supportive services, such as childcare in lieu of TA. Our Intake Unit assesses applicants for meeting immediate needs rather than needing ongoing TA, and refers to community contractors for case management or other assistance to prevent the need for TA. We offer employment related needs to assist in starting or keeping a job, including but not limited to transportation assistance, clothing and items of personal care needs. Some FFFS funds have been dedicated to this as well.

Section 4 Support Services (Reference 18 NYCRR 385.4)

Section 4.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District

- 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 for participants the following expenses which the district deems necessary for the individual to participate in orientation, assessment, employment planning, approved work activities and activities to restore self-sufficiency:

Clothing, including but not limited to uniforms and footwear, may be provided up to a maximum of \$150.00 for each entry into employment as well as when such purchase is necessary for the individual to participate in an assigned, appropriate work activity. In addition, we provide access to a laundry facility and items of personal hygiene needs. Licenses or other work-related fees may be provided. Funding for approved training programs may also be provided. Work-related expenses will

not be granted if activity does not clearly demonstrate a connection to maintaining, improving or moving towards self-sufficiency.

Case Management: When appropriate, and to the extent local resources permit, case management is provided by CCHHS. It may also be provided through a contractual partnership with an outside agency.

Other supportive services may be provided by the local district, if the local district deems them necessary in order to:

Allow an individual to participate in work activities.

Assist an individual at risk of needing assistance to maintain their employment.

Assist an employed individual to improve their opportunities for employment that will move them to self-sufficiency.

Payment for childcare is provided to appropriate individuals who need such care to participate in assigned work activities, including orientation.

- b. The district will use the following approach to assist those participants who need transportation to and from an approved work activity site, including any applicable mileage reimbursement rate, and the method used by the district to arrive at that reimbursement rate. OTDA policy establishes a mileage reimbursement rate of no less than the IRS established rate for medical/moving purposes. In all instances, should the actual cost of transportation needed to participate in an assigned work activity exceed the reimbursement rate determined by the district, the district will reimburse for the actual costs based on reasonable documentation submitted by the work activity participant.

Please check all that apply:

- Bus pass/token
- Gas card/voucher
- Mileage reimbursement at IRS Business rate, (effective 1/1/15 is 57.5 cents/mi)
- Mileage reimbursement at IRS Medical/Moving rate, (effective 1/1/15 is 23 cents/mi)
- Other mileage rate, (please explain methodology used to establish reimbursement rate):

- c. OTDA policy establishes a distance not to exceed 2 miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. The district's policy states that an individual may be required to walk up to the distance described below each way to a work activity or to access public transportation:

Walking is limited to one and a half mile maximum one way.

- d. The district will provide the following services to assist individuals at risk of needing temporary assistance to improve their opportunities for employment or to maintain their employment:
- Non-recurring payments for employment related expenditures such as but not limited to uniform allowances, tools, and license fees;
 - Non-recurring payments for employment-related transportation expenses such as but not limited to cost of public transportation, auto insurance, gasoline, car repairs; to enable employment retention.
 - Other supportive services provided directly or contractually, that in the agency's opinion would divert or avert the need for ongoing assistance.
 - Any supportive service will be provided within guidelines established by State and Federal regulations and policies

Section 4.2 Transitional Support Services

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

- Childcare
- Transportation
- Medical assistance
- Case management
- Other post-employment services as built in to contractual obligations of outside providers
- Any other diversionary services within the scope of Social Service Law, Department Regulation, and local resources.

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

- Non-recurring payments for employment related expenditures such as but not limited to uniform allowances, tools, and license fees;
- Non-recurring payments for employment-related transportation expenses such as but not limited to cost of public transportation, auto insurance, gasoline, car repairs; to enable employment retention.
- Other supportive services provided contractually, that in the agency's opinion would divert or avert the need for ongoing assistance.
- Any supportive service will be provided within guidelines established by State and Federal regulations and policies. In addition, if eligible, the individual could receive assistance with:
 - Childcare
 - Transportation
 - Case management
 - Other post-employment services as built in to contractual obligations of outside providers
 - Any other diversionary services within the scope of Social Service Law, Department Regulation, and local resources and policies.

Section 4.3 Extended Support 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:

- Non-recurring payments for employment related expenditures such as but not limited to uniform allowances, tools, and license fees;
- Non-recurring payments for employment-related transportation expenses such as but not limited to cost of public transportation, auto insurance, gasoline, car repairs; to enable employment retention.

Section 5 Conciliation, Sanction and Dispute Resolution Procedures

(Reference 18 NYCRR 385.11 and 385.12)

Section 5.1 Conciliation

The district's conciliation process for Temporary Assistance applicants and recipients is in accordance with 18 NYCRR 385.11(a). Conciliations are conducted (check all that apply, and describe the procedure.):

- in person
- by phone
- by mail, etc.:

The local district shall issue a written conciliation notice that indicates a failure or refusal to participate has occurred.

This notice shall indicate that the individual has the right to provide justification for such failure or refusal to participate.

Recipients must respond within the required time frame for their case type.

If the individual does not contact the local district within these time frames, or if the local district determines from the conciliation that the individual's refusal or failure to comply was willful and without good cause, the local district may issue a notice of denial, or a ten-day notice of discontinuance. All available information is taken into account in determining willfulness and good cause even if the individual fails to respond to the conciliation notice.

Such notices shall:

Indicate the employment requirement with which the individual has failed or refused to comply;

Indicate that the individual has the right to a fair hearing related to such denial, discontinuance or reduction in benefits;

Meet State-prescribed requirements as set forth in Department Regulation.

If the individual does contact the local district within the periods set forth above to request conciliation, the individual shall be responsible to provide the local district with compelling reasons for their failure or refusal to comply.

Such reason(s) shall generally be able to be documented and/or verified to some degree.

If the local district determines that the individual's refusal or failure to comply was willful and without good cause, the local district shall issue a ten-day notice pursuant to the requirements above.

If the local district determines that the individual's refusal or failure to comply was not willful and with good cause, the conciliation procedure shall terminate with no adverse action toward the individual.

In no case shall the conciliation procedure last more than thirty days for an applicant for or recipient of Family Assistance, or more than fourteen days for an applicant for or recipient of Safety Net Assistance, unless the local district and the individual agree that it should.

Applicants who are assigned to and fail or refuse to comply with an employability assessment or job search, or who fail to accept an offer of employment shall not be entitled to conciliation. An individual shall be required to comply with any other requirements during the conciliation process. A failure or refusal to comply with any other requirement shall require the local district to take appropriate action for that other requirement.

The Temporary Assistance good cause/willfulness determination is made by:

- client's employment worker
- a supervisor
- separate entity:

All available information is taken into account in determining willfulness and good cause even if the individual fails to respond to the conciliation notice.

The district's conciliation process for SNAP recipients is in accordance with 18 NYCRR 385.11(c).

Conciliations are conducted (check all that apply, and describe the procedure.):

- in person
- by phone
- by mail, etc.:

All available information is taken into account in determining willfulness and good cause even if the individual fails to respond to the conciliation notice.

The SNAP E&T good cause determination is made by:

- client's employment worker
- a supervisor
- separate entity:

The district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction is:

A letter is attached to the conciliation letter, allowing client to provide 5 job search contacts to demonstrate compliance and avoid a sanction.

Section 5.2 Sanctions

The district's procedure for determining compliance for those individuals who wish to end their employment sanction (18 NYCRR 385.12, 385.13), including the time period established for demonstrating compliance to the satisfaction of the district is:

The procedure is the same for all.

The participant needs to sign a compliance statement agreeing to cooperate. They attend an informational orientation meeting where they sign up for work activities. Clients may also provide verification that they are work-exempt.

Some exceptions apply and are considered on a case-by-case basis otherwise Temporary Assistance benefits are restored retroactive to the date the individual indicated a willingness to comply (but no earlier than the expiration of the minimum duration period).

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 and who are not trained in mediation

Section 6 Disability Determinations, Documentation and Requirements of Exempt Individuals

(Reference 18 NYCRR 385.2)

Section 6.1 Disability Determination Process and Tools

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, and describe the process:

- 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 (please describe):

When an applicant or recipient declares a medical impairment, the local district issues a written notice to the individual.

This notice states that per 18 NYCRR 385.2(d), the individual has ten calendar days to provide medical documentation from the treating health care provider.

This notice also states that such documentation must include the following information:

1. A specific diagnosis
2. Any specific work limitations caused by this diagnosis
3. The expected duration of these work limitations/prognosis
4. The duration of the disability

This notice is accompanied by a medical form, which may be used by the health care practitioner to provide the above information.

This notice states that the individual must cooperate with verifying a claim of medical impairment as a condition of eligibility as per Regulation.

The local district has sole discretion in determining if the documentation provided is sufficient to make a determination of medical impairment.

Submitting the required documentation as described above to determine the initial claim of impairment by an applicant, or in evaluating the continuing claim of a recipient who has been previously determined exempt from participation in work activities, shall be a condition of initial or ongoing eligibility for Temporary Assistance. For Food Stamps, failure to document a disability causes the individual to lose exempt status.

Additional documentation may be required of the individual's health care practitioner to evaluate an individual's ongoing claim of a mental or physical impairment, if such individual has been found not to be exempt from work activities by the local district. Such individual remains non-exempt unless and until a different determination is made by the local district.

If, an individual has demonstrated an inability to successfully participate in work activities or employment and the local district has reason to believe this is due to a disability or work limitation, the local district shall require the individual to participate in a disability related screening and/or evaluation. Additionally, if an individual has demonstrated an inability to successfully function in a work setting and is determined through an evaluation or assessment to need treatment, the individual shall be required to participate in necessary treatment as a condition of eligibility for public assistance.

If the individual has no health care practitioner, a list of names or other resource shall be provided, or they will be referred to OTDA contracted medical provider IMA. Any such request shall have its cost borne by the local district.

The individual shall be required to provide at a minimum proof of having set an appointment with a health care practitioner within ten days, if not able to be seen sooner.

The local district shall inform the individual in writing of any determination of medical condition. This notice shall include the right to request a fair hearing to contest this determination.

Fair hearing request within ten days of such notice shall cause the local district to halt any assignment to work activities other than with the agreement of such individual to a limited assignment in keeping with any alleged limitations.

If the local district has reason to believe that an applicant or recipient does not suffer from an alleged medical impairment which would either limit or exempt the individual from work activities, a written notice shall be provided to the individual regarding the duration of any potential sanction.

Such sanction shall be imposed with no conciliation process if clear medical evidence shows there is no basis for such claim, and the local district determines the individual intentionally misrepresented themselves.

An individual whom the local district suspects of having, or who declares impairment due to drug or alcohol abuse, shall be subject to the requirements of subdivision (l) of Section 351.2 of 18 NYCRR.

The local district shall deem an individual work limited if the verification received shows medical impairment that would limit the individual's ability to engage in work activities in accordance with Department Regulation.

The local district assigns individuals through close and recurring verbal and written collaboration with work experience sites. Any work offered at a site is developed in accordance with each individual's documented abilities.

The local district verbally contacts worksites if appropriate to review a participant's progress and take note of any problems that may be occurring.

Each individual meets with an assigned local district staff member regularly to review their site assignment for appropriateness. This local staff member is also available upon an individual's request for either telephone or face-to-face consultation and problem solving as needed.

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:

Additional documentation may be required of the individual's health care practitioner to evaluate an individual's ongoing claim of a mental or physical impairment, if such individual has been found not to be exempt from work activities by the local district. Such individual remains non-exempt unless and until a different determination is made by the local district.

If, an individual has demonstrated an inability to successfully participate in work activities or employment and the local district has reason to believe this is due to a disability or work limitation, the local district shall require the individual to participate in a disability related screening and/or evaluation. Additionally, if an individual has demonstrated an inability to successfully function in a work setting and is determined through an evaluation or assessment to need treatment, the individual shall be required to participate in necessary treatment as a condition of eligibility for public assistance.

If the individual has no health care practitioner, or the agency requires further information to assess employability a list of names or other resource shall be provided or an appointment may be provided with OTDA contracted medical provider IMA.

Any such request shall have its cost borne by the local district.

Section 6.2 Mental Health Screening and Assessment

The district is administering a screening tool for Temporary Assistance participants to help determine whether a referral for a mental health evaluation is warranted, in addition to screening for a disability that occurs as part of the application or disability determination process

Yes No

If yes, describe the district's policy for determining when a program participant is offered a mental health screen.

If yes, does the district use or intend to use the LDSS 5009 - Mental Health Screening Tool and/or the computer assisted version of the Modified Mini Screening tool (MMS)?

Yes No

If yes, indicate the district's cutoff score (7, 8 or 9) for referral to a mental health evaluation:

If using a screening tool other than the MMS, indicate the screening tool used:

Describe the district procedure for referring a participant for a mental health evaluation, when warranted by the screening result:

Section 6.3 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 an individual who is unable to work due to a mental or physical impairment has the potential through treatment or other rehabilitative activities to improve the ability to work. This determination is different from the determination of the individual's disability exemption as covered in Section 6.1 of this plan. Included here is who (e.g., medical practitioner, 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 medical practitioner, district contracted provider, specialist evaluation obtained as result of district referral, etc.):

CCHHS designates a Senior Social Welfare Examiner to review all returned medicals, either from client's health care practitioner or IMA.

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

If it is indicated that the client is in need of treatment or other rehabilitative activities to restore or improve employability; the client is then notified by letter to verify engagement or appointment to become engaged in recommended activities and given ten days to provide the agency documentation of appointment.

- c. Following is the district's procedure for tracking the participant's compliance with the treatment plan, including who in the district is responsible for monitoring compliance. Include elements such as monthly confirmation of attendance at rehabilitation or other factors to judge participation and progress, along with how often the treatment plan is updated:

Senior Social Welfare Examiner tracks the original 10 day for client to engage in recommended activity. This worker tracks client through first appointment and then a new medical is sent for the new provider to complete. Depending on the content of the medical statement, worker will send additional medical as needed to coincide with the client's treatment.