

Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan

January 1, 2022 - December 31, 2023

Jefferson County

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1. Administration

1.1 Administrative Structure

- a. 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. *(Attachments must be uploaded to the system through the "Documents" screen prior to submitting the plan. Use the textbox below to provide any additional information.)*

See attachment 1

- b. Below 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 and include the responsibilities of each office.

The Employment program in Jefferson County operates collaboratively among the Temporary Assistance (TA) eligibility units of the Department of Social Services (DSS), the Department of Employment and Training (DET), local Substance Abuse providers, OTDA JOBS staff, and the medical community. DET staff are located at 1000 Coffeen St. Watertown NY. DSS staff are located at 250 Arsenal St. Watertown NY. All adult applicants and recipients of TA and SNAP work registrants are identified by the Social Welfare Examiners (SWE) in the TA and SNAP units and referred to the DET staff for employment assessment, employment plans and enrollment in appropriate activities and job placement. DSS SWE's are responsible for case management services, wellness plans, and enrollment in appropriate activities. Both are responsible for authorizing supportive payments, administering the conciliation process, completing participation reports, reviewing proposed sanctions and providing post-employment services.

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

- a. 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 limited to: employability determinations; development of assessment 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. Districts must maintain proper monitoring and oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Provider	Total Contract Cost/Year	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Jefferson County Department of Employment and Training	\$808,636	<input checked="" type="checkbox"/> FFFS <input checked="" type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Unsubsidized job placement, establishing and overseeing subsidized job placement, job development including employer visits, performing assessments, developing employment plans, supervising job search, developing and supervising CWEP placements, offering job readiness training and monitoring the progress of participants in employment and training activities
Resolution Center of Jefferson and Lewis Counties INC	\$0	<input type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input type="checkbox"/> Local <input checked="" type="checkbox"/> Other Administrative TANF and SN	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Act as a mediator for the Agency's conciliation process when requested by the client.
Jefferson Lewis BOCES	\$12,120	<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"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	TASC instruction

b. 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.

Provider	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Community Action Planning Council	Others: Child Care Block Grant	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Approves Legally Exempt Childcare Providers
Community Action Planning Council	Others: OCFS	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Childcare Registration and Inspection Program
PIVOT	FFFS	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Substance Abuse case management
Cornell Cooperative Extension	Others: SNAP -ed	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Providing nutritional information, assistance in obtaining employment, assist in completing and filing employment applications, teach keeping and balancing a check book

Provider	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Jefferson County Children's Home	Others: none	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Care Manager
Literacy of Northern New York	Others: None	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	English as a Second Language (ESL) instruction
Volunteer Transportation Center, Inc.	Others: OTDA Transportation Initiative Program	<input checked="" type="checkbox"/> FA <input type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Provides transportation assistance in the form of bus tickets, gas cards, or volunteer drivers to and from employment to include counseling to find long-term transportation solutions.
Jefferson Community College	Others: None	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Vocational Education and Job Skills programs.
Jefferson Lewis BOCES	Others: None	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Vocational Education and Job Skills programs.

c. Monitoring and Oversight of TANF and SNAP E&T Funded Contracts/Agreements

Described below is the process used to monitor district held contracts/agreements with providers that use TANF and SNAP E&T funds for employment services:

Performance measures are submitted monthly the DET Sr. Employment and Training Coordinator. A monthly meeting with the DSS Commissioner, the Financial Programs Director, the Income Maintenance Supervisors is held to discuss performance measures. Performance measures tracked include (but are not limited to) participation rates for TANF and SN, CWEP site visits, # of days between end of enhanced job club and engagement in an activity, # of people assigned to Job Search with JOBS, # of CWEP timesheets received after deadline, # of applicants gaining employment while in job club, # of days from DET receiving the change in employability status to EA appointment, # of days from case opening to EA appointment and # of SN's not seen for EA by the 45th day.

1.3 OTDA Jobs Staff Agreement

a. OTDA Jobs Program Services - Target Groups. Check all services and target groups that apply:

Services:

- Assessment/Employment Plan
- Supervised Job Search
- Job Readiness Training
- Job Club
- Job Placement Services
- Grant Diversion

- Job Development (employer outreach)
- WOTC pre-certifications
- Target Groups:
 - Applicants
 - FA & SNA with children
 - SNA without children
 - SNAP
 - TANF 200%

b. Described below are the additional services/duties Jobs staff will be requested to perform (e.g. WTWCMS data entry, case conferencing, job fairs).

Case conferencing and Job Fairs

1.4 Access to Services at New York State Career Centers

- a. Described below is how the district provides access to its programs and services with Career Center partners (select all that apply):
- The district has employee(s) physically present at a Career Center
 - The district has contract staff physically present at a Career Center
 - The district makes available direct access to its program staff via phone or technology at a Career Center
 - The district makes available copies of the LDSS-2921 (Common Application) at a Career Center
 - Other:
- b. Described below is how the district coordinates with Career Center partners to provide services to the district's clients, including referral and information sharing mechanisms, or other collaboration such as participation on the local WIOA Business Services Team, etc.

DET staff at the One Stop center conduct the District's Job Club/Job Search programs at their location. Job Club/Job Search individuals are required to register with NYS Department of Labor co-located at the One Stop. The District contracts with the Jefferson County DET for employment services. This ensures the coordination of services, information sharing and referrals on a daily basis.

2. Orientation, Assessment and Employment Plan

2.1 Orientation (Reference 18 NYCRR 385.5)

- a. Check one of the following:
- The district provides orientation in accordance with 18 NYCRR 385.5 and no additional information is provided at orientation.
 - In addition to the requirements outlined in 18 NYCRR 385.5 of the regulations, the district's orientation provides the following:

- b. Described below is how the district completes the required orientation for all applicants and recipients of TA (e.g. in a group setting, individually, or a combination of both). Please include the orientation procedure for exempt individuals and non-exempt individuals, if different:

DSS will provide orientation at application and recertification, both in writing and orally. All orientations are completed on an individual basis for both the Exempt and Non-Exempt individuals. Within one month of the individual's participation in orientation, the individual will be notified in writing of the opportunity to participate in the District's work activities or this notification may be incorporated into the District's orientation.

2.2 Temporary Assistance (TA) Employment Assessment

- a. The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a). Check one of the following:
- 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. Please attach the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:

- b. Described below is the district procedure for the completion of an employment assessment:

An in-depth assessment interview is completed using the WTWCMS system. The employment assessment is completed by a DET Employment Coordinator, DET Counselor, DET Assistant, DSS SWE, Senior Social Welfare Examiners, and Principal Social Welfare Examiners. Non-exempt and exempt individuals will be interviewed within 90-days of the TA application date.

- c. Which district administrative unit or contractor is responsible for conducting assessments?

Jefferson County Department of Employment and Training and Jefferson County Department of Social Services.

- d. Described below are the minimum qualifications of the employees conducting the assessment (refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)):

Completion of 60 semester credit hours in a regionally accredited New York State registered college or university; or 2 years of experience in job development, personnel counseling, or placement in an employment and training, community action or similar agency dealing with the employment and training of economically disadvantaged, minority, handicapped, or low income persons. The following titles will be responsible for conducting assessments: Employment and Training Coordinator, Employment and Training Counselor, Employment and Training Assistant, Social Welfare Examiners, Senior Social Welfare Examiners, and Principal Social Welfare Examiners.

e. Are applicants in households with dependent children required to participate in completion of an employment assessment?

- Yes
 No

f. Are applicants in households without dependent children required to participate in completion of an employment assessment?

- Yes
 No

g. Are exempt adults in households without dependent children required to participate in completion of an employment assessment?

- Yes
 No

h. How often and under what circumstances is the employment assessment updated?

The assessment is updated at application, recertification, or at any change in an individual's status that would prompt the need to update the assessment.

2.3 TA Employment Planning (Reference 18 NYCRR 385.6 and 385.7)

a. The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a). Check one of the following:

- The district enters employment plans directly into WTCMS.
 The district uses the LDSS-4978 (New York State Employment Plan) and later enters information into WTCMS.
 The district develops individual employment plans using a local equivalent tool and later enters information into WTCMS. Attached is the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:

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:

c. Described below is the district procedure for the completion of an individual's employment plan:

An in-depth employment plan interview is completed using the WTCMS system. The employment plan is completed by a DET Employment Coordinator, DET Counselor, DET Assistant, DSS SWE, Senior Social Welfare Examiners, and Principal Social Welfare Examiners. Non-exempt and exempt individuals will be interviewed within 90-days of the TA application date.

d. How often and under what circumstances is the employment plan updated?

The employment plan is updated at application, recertification, or at any change in an individual's status that would prompt the need to update the employment plan.

3. Engagement

3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f))

- a. Federal requirements state 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 4.1. Also included is pursuit of other forms of income such as SSI and SSDI.

- b. Described below is additional information regarding the district’s “Engaged in Work” requirements:

None

3.2 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency

- a. Described below is how the district accommodates non-English speaking participants' access to employment activities and services:

ESL is also offered to these individuals and is typically their initial assigned activity so that they may expand their English speaking capabilities. The District offers interpreters when needed.

3.3 Strategies/Procedures for Increasing Program Attendance

- a. Described below are the district policies and/or procedures used to reduce the number of times participants fail to participate in work activities. This includes absences with good cause:

Individuals are counseled on the responsibilities of meeting their participation requirement at orientation and at assessment. Participants are instructed to make appointments before or after their required work assignments. Participants are counseled to find alternate child care that will provide child care if the child/children are ill. Families are referred to the Child Care Resource and Referral contractor for day care provider information.

3.4 Strategies/Procedures for Engaging Sanctioned TA Participants

a. Select all that apply:

- Described below are the strategies the district uses to attempt to engage sanctioned participants as soon as they are sanctioned:

All TA participant's are informed of all the work related benefits that they may be eligible for if they became compliant.

- Described below are the strategies the district uses to attempt to engage sanctioned participants when the durational period of the sanction is completed:

The SWE responsible for the case where there is a sanctioned individual will make an appointment for that individual to come into the agency once a month to discuss the sanction and how they are making ends meet. The SWE also discusses the work related benefits available should the participant comply.

- Described below are the strategies the district uses to attempt to engage sanctioned participants during different times in the sanction period:

The SWE responsible for the case where there is a sanctioned individual will make an appointment for that individual to come into the agency once a month to discuss the sanction and how they are making ends meet. The SWE also discusses the work related benefits available should the participant comply.

3.5 Strategies for Reducing the Need for TA

a. Described below are the district's strategies for reducing the need for TA:

The SWE's and the JOBS staff provide front-end employment referrals and supportive services for Temporary Assistance applicants not currently employed. This includes a supervised job search component that provides direct linkages with employers.

4. Work Activities

4.1 Allowable Work Activities

- a. Please select all the activities available to individuals receiving Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), and Supplemental Nutrition Assistance Program (SNAP) benefits. In the chart below, the case type is listed next to each activity available to it in the district.

Case Type	Activity and Definition
<input checked="" type="checkbox"/> FA	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.
<input checked="" type="checkbox"/> SNA FAM	
<input checked="" type="checkbox"/> SNA Ind	
<input checked="" type="checkbox"/> SNAP	

Case Type	Activity and Definition
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA 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 has not obtained 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA 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 and applying for, and/or interviewing for jobs and related activities.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" 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"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" 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"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" 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"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" 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>

Case Type	Activity and Definition
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	Provision of Childcare for Individual Participating in Community Service – Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	SNAP E&T Supervised Job Search – The act of seeking or obtaining employment through a job search that is directly supervised and may include: case management services, career exploration, interview preparation, job application assistance, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, job leads, and direct job referrals.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	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.
<input type="checkbox"/> FA <input type="checkbox"/> SNA FAM <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	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.

4.2 Job Development

- a. Does the district conduct or access job development services to expand job opportunities for TA and SNAP participants?

Yes

No

If Yes, select how the district participates in job development activities.

District staff contacts employers to solicit jobs for TA and SNAP Participants. Describe below how this is done, including number of staff, frequency of contacts, etc.

N/A

District contracts or has an agreement with another agency to contact employers and solicit jobs for TA and/or SNAP participants. Describe below how this is done, including number of staff, frequency of contacts, etc.

DET staff will refer clients to contacts using a variety of tools that report available employment, including but not limited to OSOS, the NY State Department of Labor Job Bank, WIOA, and NNY 360 JOBS. DET will host or refer participants to Job Fairs and Job Recruitment Events, both in-house and off-location. The JOBS staff person is located at DSS and will also be working with this population to provide Job Development.

4.3 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)

- a. Described below is 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:

The District has one State Certified Education Program provider at this time, BOCES. BOCES provides Adult Basic Education and TASC preparation. ESL instruction is made available through Literacy of Northern New York.

- b. Described below is how the district identifies appropriate program 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:

Individuals that are identified as having their High School Diploma or TASC certificate will be referred to Vocational Education as part of their employment plan if they have expressed an interest in furthering their education toward a specific goal. Individuals will be referred to Job Skills training when their assessment indicates this activity would be appropriate. Vocational Education and Job Skills programs are available at BOCES and Jefferson Community College such as CNA, LPN and computer classes.

- c. Described below are the process and guidelines 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:

Educational activities for non-exempt/exempt recipients will be identified at the Employment Assessment/Plan interview. If the individual does not have a high school diploma and /or has not obtained a 9th grade reading level per SORT test, they will be referred to BOCES pre-TASC/TASC program. If the TASC program is not appropriate for the individual, their interests and the Agency expectations will be reviewed and a training request assessment (attachment 5) will be completed to determine appropriate training opportunities. This could include training at BOCES, classes at JCC, truck driver training at NTTTS or CSDA, OJT at their current employment, apprentice programs and coordination of in house training opportunities with local employers. Training must be a program that will result in skills appropriate for immediate entry into the workforce upon completion. If the training lasts for more than one year it must be approved by a DSS Income Maintenance Supervisor who is at a higher level than those who normally approve training. Individuals can also be identified as in need of additional training to improve chances for self-sufficiency at one or more of the following : Job Club, WEP site, Employment Plan, intake appointment, Self-certifications to the worker, The WorkPlace (One Stop Center).

- d. Described below are the district's process and policy, including the guidelines 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 district would deny participation in educational activities:

Individuals who are interested in participating in an educational activity are reviewed to determine if they have the basic literacy level needed for the activity. The educational provider BOCES will administer pre-testing to determine if the individual scores in the necessary range to continue participation as an allowable educational activity.

- e. Described below is the district's process and policy for determining whether a participant is approved/assigned to participate in job skills or vocational education activities:

A training request assessment (attachment 5) is completed at employment assessment when the individual indicates interest in these activities. The district issues the participant an approval notice that advises what program they are approved for and the supportive services available to them.

- f. Described below are the standards by which education and training providers are evaluated:

Training providers will submit to the District a training program for review and approval. Each such submission must include a written description of the requirements for maintaining satisfactory progress in the training program. The District will evaluate both the rate of participation completion in the training program and the rate of subsequent entry to employment.

- g. Described below is the district's procedure for advising participants of approved training:

The District advises the participant of the approved training providers verbally during their employment assessment.

- h. Described below is the district's procedure for notifying participants they are approved for training or enrollment in a work activity:

The District issues an enrollment letter that advises the participant of the location of the training/work activity and the number of hours assigned.

- i. Described below is how the district will monitor the high school attendance for 16-18 year-olds in order for them to retain their TA exempt status:

The level of attendance necessary for a teen to continue to be exempt from employment requirements must meet the school's minimum attendance requirements unless the individual demonstrates good cause. For public High School, the District accepts the school's official records at initial application and recertification for verification of attendance

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

The District takes into consideration the individual's health limitations when making an assignment to a site. The site manager is notified of any health-related limitations in writing when the participant is assigned to a work activity. All sites are educated on the importance of working within the boundaries of a participant's limitations. The participant is also informed at the time of assignment the importance of making sure the site is aware of their limitations.

4.4 Post-Secondary Education Approval and Enrollment Policies

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

The District will approve post-secondary education as a work activity up to 2 years for college or a vocational program.

- b. Described below is 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 which may include work study, work experience or community service:

The DET Supervisor and Counselors will track post secondary education that is beyond the 12 month lifetime limit to ensure that it is combined with the weekly average of 20 hours in paid employment activities.

- c. 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 (Select all that apply):
- It has been determined that the student voluntarily quit their job or reduced earnings to qualify for initial or increased TA.
 - 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:

5. Work Requirements

5.1 Meeting TA Work Requirements

- a. Described below is how the district plans to meet federal and State TA participation rate requirements. Include in this description the weekly hours standard participation requirements 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 whose status changed from exempt to nonexempt. (Information regarding engaging exempt individuals is entered in Section 9).

All non-exempt TA applicants are engaged beginning with the upfront Supervised Job Search/Job Club assignment. Clients whose status changes from exempt to non-exempt will be reassessed and re-engaged by DET within 30 days of the change in their status. All non-exempt individuals will be assigned up to 40 hours per week in countable activities. Work limited individuals will not exceed the hours recommended on their medical evaluation.

- b. Estimate the number of individuals expected to receive employment services for:

Household Type	Number Served
Households with Dependent Children Average Monthly	33
Households without Dependent Children Average Monthly	54

- c. Described below is 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:

The District uses the following COGNOS reports to monitor progress toward meeting the participation requirements: SN Non-Moe and TANF and SN MOE detail report, SN Non-Moe and TANF and SN MOE worker participation/engagement summary report, Earned Income/Employment Report, Employability Code Duration Report, TANF All Families Participation Rates and SN Non Moe Participation Rates. These reports are reviewed by the DET Employment Coordinator, Financial Programs Director, Income Maintenance Supervisors, and Principal SWE's who have supervision of the public assistance caseloads on a monthly basis. The Supervisory staff identified work closely together to ensure that the District is continually monitoring the progression toward meeting participation rates.

- d. Does the district assign TA applicants to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Use the "Additional Information" column in the chart below to describe how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

The district assigns TA applicants to Job Search.

- Yes
 No

Applicant Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	10	20	4.5 hours of Job Club
SNA Individuals	10	20	2 hours of Job Club

- e. Does the district assign TA recipients to Job Search? If yes, describe the 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:

The district assigns TA recipients to Job Search.

- Yes
 No

Recipient Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	5	10	TANF and SN MOE non-exempt recipients are required to continue Enhanced Job Search with 5 contacts weekly and attendance is monitored with the recipient Job Seekers log sheet at a weekly in person contact with DET staff. Staff will collect weekly attendance verification so that supportive services can be provided.

Recipient Job Search	Min. Contacts	Min. Hours	Additional Information
SNA Individuals	5	10	SN recipients are required to continue with Job Search at 5 contacts weekly and report to the NYS OTDA JOBS program specialist for an in person contact every two weeks. Attendance will also be monitored using the Job Search log sheet. SN recipients will be given credit for time spent traveling between prospective employers. This information will be logged on the recipients Job Seekers Log Sheet.

- f. Described below is the district’s process and policy used for determining whether participation in self-employment is approved as part of an individual’s required work activities, including the guidelines workers follow. If the district always approves self-employment as part of an individual’s required work activities, please note this policy below.

The District makes a determination on a case-by-case basis for self-employment as an approved work activity. Initially, the District will allow self-employment as a work activity and review at recertification (mail in or face to face) to determine if it is gainful employment. The District uses 30 hours at Federal minimum wage as a guideline for gainful employment.

5.2 Meeting SNAP Work Requirements

- a. Described below is the extent to which the district requires NTA SNAP recipients to participate in SNAP E&T work activities. (Please note: Case management services must be provided to all participants enrolled in SNAP E&T activity):

We do not require NTA SNAP applicants and recipients to participate in Job Search activities.

- b. If the district is offering Supervised Job Search as an E&T activity component, describe below how the job search activity will be supervised and tracked, including the frequency of monitoring the participant’s job search efforts.

N/A

- c. If the district is not mandating SNAP E&T work activity assignments, please describe below 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 offer job search assistance to NTA SNAP applicants and recipients):

We do provide them with the opportunity for Job Search assistance. (attachment 3)

6. Quality Assurance/Work Verification

6.1 Quality Assurance Process - Random Case Sampling

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.

The district will sample cases from each month within 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 results of these audits will enable the district to identify policies, processes or cases that may need corrective action.

After each self audit is completed, the district must submit a summary of findings to OTDA A&QI at AQI.WV.SelfAudits@otda.ny.gov 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 (QA) plan must include the following elements:

- 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 WTWCMS, 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 parent 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.

- a. Below is the number of random sample cases of participation in paid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
6 cases
- b. Below is the number of random sample cases of participation in unpaid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
6 cases
- c. Below is the number of random sample cases in which a case member is reported as an TA employability code 38 – “Parent needed in the home full time to care for an incapacitated/disabled household member” or TA employability code 48 – “Needed in the home to care for an incapacitated child full time – time limit exemption”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
3 cases
- d. Below is the number of random sample cases in which a case member is reported as an employability code 31 – “Parent or caretaker relative of a child under 12 months of age”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.
3 cases

The district will review district worker or approved provider/vendor collected documentation and data entry of the above listed elements. The district will assess and verify that participation in the reported work activities listed above meet the State approved definition for the activity.

6.2 Use of Outside Providers/Vendors

- a. Does the district utilize outside providers/vendors to collect documentation and enter data directly into WTWCMS?
 Yes
 No
- b. If Yes, does the district’s provider/vendor documentation collection, data entry and management of WTWCMS follow the same process that would be used by the district worker?
 Yes
 No
- c. If No, describe below the process used:

7. Supportive Services

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

- a. The district must provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide 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 - up to \$150.00 per activity or employment as determined by the District.

Job Related Safety Equipment - \$400.00 maximum per job.

License and Other Work Related Fees - the amount set by the State of New York for vocational or driver's licenses, and or registrations. Any other license would be up to \$100.00. In no event will the District pay fines to obtain said licenses.

Tools and Equipment - up to \$600.00

Tuition, Academic Fees, Books, Supplies - up to \$2100.00 for one year. Persons must apply for financial aid when available. The District will supplement but will not replace available financial aid. In no event will the tuition be approved for college when the person has previously defaulted on a student loan or been refused a student loan or grant due to poor academic standing.

Automobile repairs - up to \$1000.00 for a vehicle that is owned by the participant or the participant's spouse who resides in the same household, allowing that the value of the vehicle exceeds the amount of the repairs.

Automobile Insurance - up to 6 months or \$1000.00 whichever is less. The length authorized is at the discretion of the District.

Transportation - Clients who are enrolled in employment programs that require reimbursement for transportation will be compensated for their expenses in the following way :

-live within the City of Watertown and have access to public transportation, the District will provide them with bus tickets.

-live within the City of Watertown and have their own vehicle, they will be reimbursed mileage at \$.30 per mile.

-live outside of the City of Watertown, and they do not have access to public transportation, they will be given gas cards and /or reimbursed mileage at \$.30 per mile depending on their needs.

- live outside of the City of Watertown and their WEP site is not in the City of Watertown, they will be reimbursed at the rate of \$.30 per mile.

-In situations where transportation is not available, the District will assist participants in moving to where public transportation is available at their request.

-At the discretion of the District, if funding is available, the District may on a case-by-case basis exceed the aforementioned amounts. Each situation would have to be approved by a DSS Income Maintenance Supervisor. The District's Transportation Policy that is distributed to individuals is attached (attachment 6).

- b. Indicated below are the services the district will use 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. (Select all that apply)
- Bus pass/token
 - Gas card/voucher
 - Mileage reimbursement at IRS Business rate (effective 1/1/21 is 56 cents/mi)
 - Mileage reimbursement at IRS Medical/Moving rate (effective 1/1/21 is 16 cents/mi)
 - Other mileage rate (please explain methodology used to establish reimbursement rate):

- c. OTDA policy establishes a distance not to exceed two miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. Describe below the distance an individual may be required to walk, each way, to a work activity or to access public transportation:

A participant could be required to walk up to 1.5 miles to a work activity when public transportation is not available. The District determined this by using the average distance local School districts use when they determine what will be the cut off for bussing High School students.

- d. Described below are the services the district will provide to assist individuals at risk of needing TA to improve their opportunities for employment or to maintain their employment:

Clothing-up to \$150.00 per activity or employment as determined by the Department.
 Job Related Safety Equipment - \$400.00 maximum per job.
 License and Other Work Related Fees - The amount set by the State of New York for vocational or driver's licenses. Any other license would be up to \$100.00. In no event will the department pay any fines to obtain above said licenses.
 Tools and Equipment - Up to \$600.00.

7.2 Post-Employment/Transitional Supportive Services

- a. Described below are the supports and strategies the district will provide to support job retention:

The DET worker will send a series of 3 flyers over 3 months to the individual to advise of the services that can be provided. The District has additionally set up a shared mailbox to attempt contact and notification of available services. DSS does a Robo call/text message to advise of the services that can be provided; once the employment data is entered into our Post Employment Data Base the system will send an initial Robo call/text message explaining all services that can be provided. A follow-up Robo call/text message is sent 30 days out and 60 days out. The SWE will explore questions, make referrals, and assist with planning to be assured that the employed individual is prepared to continue to work toward self-sufficiency. The SWE will advise the families of the services that can be provided from the Community Agencies. For example, Transportation Initiative Program, Cooperative Extension's nutritional program, CAPC Child Care, Urban Mission for clothing, and Consumer Credit

Counseling Service of CNY. These services along with those offered by the District for emergencies will support the family.

- b. Described below are the support services (for up to 90 days after case closing) the district will provide to individuals whose TA cases have closed due to employment:

The District will provide the same supportive services as described above.

7.3 Extended Support Services

- a. Described below are the support services the district will provide for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines. These services can be provided as long as funding is available (FFFS, etc.):

Supportive services incidental to training, counseling, etc. will be provided to those individuals who are employed and eligible under the 200% FPL guidelines. (ex. transportation, cab fare)

8. Conciliation, Sanction and Dispute Resolution Procedures

8.1 Conciliation

- a. The district's conciliation process for TA applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(a). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below).

- In person
- By phone
- By mail

Conciliations will be conducted over the phone, in person, or by mail at the applicant/recipients preference. Mediators will be provided upon request through the Resolution Center of Jefferson and Lewis Counties, Inc. Conciliation letters are sent within 5 days of notification of non-compliance. The individual is instructed on the conciliation notice to contact the assigned PSWE/SSWE within 10 days to discuss their reasons for non-compliance. At contact conciliation is completed over the phone unless the applicant/recipient requests an in person or by mail conciliation. When good cause for non-compliance is claimed the applicant/recipient may be asked to submit supporting documentation. The applicant/recipient will be advised during the conciliation what supporting documentation will be needed; the agency will follow up with an LDSS-2642, Documentation Requirement Notice allowing 10 days for the submission of documentation. If they choose to have a mediator present an appointment will be scheduled and an appointment letter will be mailed to the applicant/recipient. If they choose a face to face an appointment will be scheduled and followed up with an appointment letter. Once the mediation is held the PSWE/SSWE will determine if the refusal or failure to comply was willful and without good cause based on a review of all factors such as supporting documentation, previous mediations and non-compliances. When the recipient has failed to support a claim of good cause the PSWE/SSWE makes the decision as to whether or not the individual will be referred to the SWE for sanction.

b. Who makes the TA good cause/willfulness determination? (Select all that apply)

- The client's employment worker
- A supervisor in the district
- A separate entity (describe below):

c. The district's conciliation process for SNAP applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(d). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below)

- In person
- By phone
- By mail

Conciliations will be conducted over the phone, in person, or by mail at the applicant/recipients preference. Mediators will be provided upon request through the Resolution Center of Jefferson and Lewis Counties, Inc. Conciliation letters are sent within 5 days of notification of non-compliance. The individual is instructed on the conciliation notice to contact the assigned PSWE/SSWE within 10 days to discuss their reasons for non-compliance. Individuals are provided with information on how to demonstrate compliance. At contact conciliation is completed over the phone unless the applicant/recipient requests an in person or by mail conciliation. When good cause for non-compliance is claimed the applicant/recipient may be asked to submit supporting documentation. The applicant/recipient will be advised during the conciliation what supporting documentation will be needed; the agency will follow up with an LDSS-2642, Documentation Requirement Notice allowing 10 days for the submission of documentation. If they choose to have a mediator present an appointment will be scheduled and an appointment letter will be mailed to the applicant/recipient. If they choose a face to face with the PSWE/SSWE, it is scheduled within 10 days and followed up with an appointment letter. Once the mediation is held the PSWE/SSWE will determine if the refusal or failure to comply was willful and without good cause based on a review of all factors such as supporting documentation, previous mediations and non-compliances. When the recipient has failed to support a claim of good cause the PSWE/SSWE makes the decision as to whether or not the individual will be referred to the SWE for sanction.

d. Who makes the SNAP E&T good cause/willfulness determination? (Select all that apply)

- The client's employment worker
- A supervisor in the district
- A separate entity (describe below):

e. Described below is the district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction:

Individuals are able to demonstrate compliance and avoid a SNAP E&T sanction by submitting the Job Seekers Log that is included with the conciliation notice. They must make a minimum of 5 verifiable employer contacts and submit this information to the Agency within 10 days of the conciliation.

8.2 Sanction

- a. Described below is the district's procedure for determining compliance for those TA recipients 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:

Individuals are notified within 30 days of sanction end date and are set up with an appointment to speak with the SWE. At this contact the SWE will re-determine eligibility. The examiner will notify DET that the individual will need to have their employment plan updated and signed.

- b. Describe below the district's procedure for determining compliance for those SNAP recipients who wish to end their employment sanction (18 NYCRR 385.12, 18 NYCRR 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

SNAP recipients seeking to end their employment sanction, including those whose durational sanction period has passed, will be mailed a Job Seekers log and asked to document 5 verifiable employer contacts within 5 days. When the sanctioned individual submits a log with a minimum of 5 verifiable employer contacts completed within 5 days they will be considered in compliance and eligibility will be re-determined. SNAP benefits are restored when the durational period has ended and compliance has been demonstrated. An individual may be eligible for SNAP benefits before the end of the durational period if the individual documents that they are exempt from SNAP work requirements and is otherwise eligible for SNAP benefits.

8.3 Dispute Resolution

- a. 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 must be conducted in accordance with 18 NYCRR 385.11(c). Indicate below who mediates the grievance.
- An independent entity which has an agreement with the district
 - 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

9. Disability Determinations, Documentation and Requirements of Exempt Individuals

9.1 Disability Determination Process and Tools

- a. The district's process for determining an individual's disabilities and/or work limitations must be in accordance with 18 NYCRR 385.2(d). Indicate below what the district's process is for determining an individual's disabilities and/or work limitations. (Select 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

The District contracts with IMA for medical, psychological, and IQ evaluations. This generally occurs when the individual does not have a regular physician, there is a discrepancy in the medical documentation submitted, or the medical provider will not complete the Disability forms. The District does accept physician's statements directly provided by the individual if the statement has very clearly stated that the individual is employable or not employable, or employable with limitations, with a full description of what the disability is and its estimated duration, and if limited, what exactly the limitations are. If the statement submitted by the individual is not clear the Employment Worker or SWE may contact the physician's office to see if they can get clarification. If the disability or the individuals limitations are still not clear the individual would then be referred to IMA for another examination and a clear medical statement.

- b. Indicated below is the process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited and describe the process by which the determination is made. (Select all that apply)

- 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

The SWE makes the employability decision based upon supporting medical evidence. Participants will be afforded the opportunity to present evidence from their own medical providers regarding the need for exemptions or limitations from employment activities. If such evidence is unavailable or insufficient the participant will be scheduled for an evaluation by a medical provider certified in Occupational Medicine. Individuals will have ten days to submit requested medical documentation.

9.2 Mental Health Screening and Assessment

- a. In addition to screening for a disability as part of the application or disability determination process, does the district administer a screening tool for TA participants to help determine whether a referral for a mental health evaluation is warranted?
 Yes
 No
- b. Describe the district's policy for determining when a program participant is offered a mental health screen:
- c. What screening tools does the district use? (Select all that apply)
 LDSS 5009 - Mental Health Screening Tool
 The computer assisted version of the Modified Mini Screening tool (MMS)
 Other Screening tool (describe below)
- d. If using the MMS, indicate below the district's cutoff score (7, 8 or 9) for referral to a mental health evaluation.
- e. Describe below the procedure the district uses if the screening tool warrants a mental health evaluation referral

9.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))

- a. An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist them 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 the individual is participating in the assigned program.

Described below is the district's procedure for determining if an individual, who is unable to work due to 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 9.1 of this Plan. Indicate who makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities (e.g., medical practitioner, employment worker, TA worker, local review team, etc.). Also indicate 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.).

The District relies on the recommendation of the medical providers as to the individuals ability to be restored to self-sufficiency. In questionable circumstances, the individual will be referred to IMA for further evaluation and recommendations.

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

A Wellness Plan will be completed by the SWE who will determine if the current treatment plan is appropriate by reviewing doctors statements, talking with any other workers involved in the case such as care managers, treatment providers/counselors, and their supervisors. The SWE will make any collateral contacts that may be needed.

- c. Described below is the district's procedure for tracking the participant's compliance with their 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.

The District has developed a standard attendance form (attachment 7) to monitor the participation of the individual in substance abuse treatment and /or rehabilitation programs, and also treatment for mental health and physical impairment. The individual and the medical professional they are seeing sign the attendance forms. The SWE and the CASAC worker monitor the attendance forms.

10. District Certification

10.1 Certification

As a condition of the receipt of federal and State funds the Local District Commissioner of Jefferson County Department of Social Services submits this Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for TA and SNAP applicants and recipients for the period January 1, 2022 through December 31, 2023. Submission of this Plan certifies that the district has read and accepts the terms of this certification and hereby affirms that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan.

12/16/2021
Teresa Gaffney
Commissioner