

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

January 1, 2022 - December 31, 2023

## **Warren 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.

- 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.

Temporary Assistance applicants and recipients will be broken into two employment categories, exempt and non-exempt.

There will be one (1) Social Welfare Examiner assigned to all employment related activities for TA applicants and recipients, exempt and non-exempt. The Social Welfare Examiner will monitor referrals to the Warren County Employment and Training Administration (WCETA) where all non-exempt applicants/recipients will be referred for Orientation, Job Search Assistance Class, Assessments, Employment Plans, and the assignment of work activities. The assigned Social Welfare Examiner will be supervised by a Senior Social Welfare Examiner. The Principal of the unit will oversee the administrative and supervision of all staff and programmatic compliance.

Social Welfare Examiners in the SNAP unit will provide employment related services directly to those on their caseload. The SNAP Social Welfare Examiners will be supervised by a Senior Examiner. The Principal of the unit will oversee the administrative and supervision of all staff and programmatic compliance.

## 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
Warren County Employment and Training Administration	\$98,124	<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"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input checked="" type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Pathways to Successful Employment Orientation and Job Search Assistance Class, job search assistance, assessments, employment plans, job development, and job placement and retention.

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
BOCES	Others: No direct financial agreement with the District.	<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%	Adult continuing education, High School Equivalency (HSE)/Literacy
Southern Adirondack Child Care Network	FFFS SNAP E & T Local Others: No direct financial agreement with the District. Clients would be referred for eligibility for daycare assistance.	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input checked="" type="checkbox"/> TANF 200%	Child care
Southern Adirondack Independent Living	Others: No direct financial agreement with the District.	<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%	Health insurance enrollment, assistive technology and durable medical equipment, advocacy for disability programs, employment, education, transportation, and housing.
Greater Glens Falls Transit	FFFS SNAP E & T Local Others: No direct financial agreement. Reimbursement based on employment activity and case type.	<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%	Transportation assistance for employment related activities.
Crandall Public Library	Others: No direct financial agreement.	<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%	Internet/Wi-fi, Tri-County Literacy Center for basic literacy instruction, TASC prep., English next language, and citizenship exam prep. Also make referrals for co-sponsored programs offered at the Library.

<b>Provider</b>	<b>Funding Source(s)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
SUNY Adirondack	FFFS SNAP E & T Local Others: No direct financial agreement	<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%	Academics and continuing education.
Warren County Employment and Training Administration	Others: WIOA	<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%	Employment programs, job fairs, and workshops.

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:

Monthly meetings with DSS and WCETA staff are held to discuss referrals, services, etc. Participants are monitored by the District for compliance with regulations. The District team, Accounting Department, as well as the County Auditor reviews invoices and time studies submitted by WCETA.

### 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).

N/A

## 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.

The Department provides referrals for programs that are offered at the Center. Calendars are provided to consumers with the schedule of classes. Paper applications (LDSS-2921) and information on how to apply online for benefits are available at the Career Center. The liaison's phone number for any questions is available through the receptionist. Contracted Career Center staff also are available to provide information and make direct referrals to the district.

In addition, the Department requests a consent to be signed at the eligibility interview for the Department to refer non-exempt individuals to the Job Search Assistance class, held at the Career Center. During the class, participants are requested to complete the Career Center Registration form. This partnership further collaborates the participation on the local WIOA Business Services Team, Etc.

## 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:

Non-exempt consumers are provided orientation in a group setting during the first day of the Pathways to Successful Employment Job Search Assistance class. The orientation is scheduled at least monthly. If needed, an individual orientation will be provided by the District if a reasonable determination has been made. Information is also given in written form and disseminated orally at different points in the application process.

Exempt consumers are provided an appointment after their case opens or awaiting determination. An individual orientation is provided, the regulations are reviewed, and the assessment and wellness plan are completed. If there are valid transportation barriers the Department offers the option of a telephone orientation and assessment.

## 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:

The appointment date for an assessment will be provided to the recipient within 30 days of their case opening. The assessment will be staff assisted either by the Career Center staff or a Social Welfare Examiner, depending on the consumers employment code. At the time of the assessment appointment information will be entered in WTWCMS. Employment and Training Counselors have access to WTWCMS.

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

Warren County Department of Social Services TA/Employment Unit and Warren County Employment and Training Administration.

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)):

Employees conducting the assessment are Social Welfare Examiners and Employment and Training Coordinators and meet the minimum civil service qualifications.

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?

A reassessment is completed every 6 months (CMS) or when a recipient reports a change that warrants an updated 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 appointment will be scheduled with the recipient within 30 days of the case opening, or change in employment status. Individuals referred to the WCETA will be assisted by Employment and Training Counselors in the completion of the employment plan. Employment and Training Counselors have access to WTCMS and input information directly. The district staff will assist in the completion of the employment plans with all additional individuals. Employment plans will include SMART short and long-term goals.

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

The employment plan will be updated when there are any changes/updates.

## **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:

The Social Welfare Examiner will make an employability determination at the time of the initial eligibility interview.

Non-exempt consumers will be referred to the Department's "Orientation and Pathways to Successful Employment," orientation and job search assistance class. Following the class an appointment with the Career Center staff will be made to complete an assessment and employment plan within thirty (30) days of the applicant's case opening.

The exempt consumers will be monitored for supporting documentation, work limitations, and notifications. Those that may qualify for SSI and SSDI will be provided with a referral to an agency to assist with the application if assistance is needed.

### **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:

The district utilizes Language Line Solutions for translation purposes and refers to outside agencies for instruction and assistance with English as a second language.

### **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:

Participants that fail to participate in work activities will be identified through case reviews, case conferencing, and failure of the participant to provide required documentation. Patterns of failure of the applicant/recipient to take responsible steps to address issues within their control may prevent them from complying with employment requirements. Determinations will be made on a case by case basis and the steps that an individual took to address issues will be explored in each instance of non-compliance. Participants will be provided counseling in good work practices, scheduling, and problem solving to prevent barriers of participation. Referrals may be made for additional services, resources, and support.

### **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:

The district will attempt to engage the sanctioned individual by reaching out by telephone to schedule an appointment for the participant to come into the agency to end the sanction and sign a "Willing to Comply" statement. The district will also send an

investigatory letter to the sanctioned individual if they are unable to be contacted. The letter instructs the participant to report to the agency to discuss their TA case. At that time, the Social Welfare Examiner will go over income, expenses, and other specifics of the case, explaining in detail the benefits of becoming compliant.

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

### **3.5 Strategies for Reducing the Need for TA**

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

The District contracts and collaborates with the Warren County Employment and Training Administration to provide a Job Search Assistance Program that will provide information regarding programmatic requirements, skills, as well as lead participants in making decisions that promote self-sufficiency, access to training and support programs to obtain employment that provides a livable wage, as well as wrap-around services to maintain employment. The program contains the following topics: Employment soft skills such as job search, application/resume, interviewing, workplace etiquette; barriers to employment; career investment and goal setting; job retention; and personal finance and budgeting. During the eligibility interview, assessment, and at recertification, individuals will be provided referrals for resources, services, and support to prevent the need of TA. The agency uses a "Front Door" strategy in which applicants are screened to be diverted from cash assistance by helping identify other services and resources. The district reviews the use of all available TA emergency programs, SNAP, Medicaid, HEAP, WIC, Child Care Assistance, Food Pantries, Employment Services, and additional available community resources. Diversion payments can be authorized for employment related expenses such as tools, fees, uniforms or other items needed to enable an individual to maintain employment. Non-recurring transportation payments for employed applicants with a transportation need can also be authorized, as well as housing related crisis and rental payments. Diversion payments can only be authorized when a family meets all eligibility requirements of the EAF program.

## **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 <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<b>Unsubsidized Employment</b> – 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"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<b>Work Experience</b> – 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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<b>Job Search</b> – 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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<b>Vocational Education</b> – 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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<b>Secondary School</b> – 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 equivalency (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalency. 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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<b>Job Skills Training</b> – 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.

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><b>Education Training</b> – 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"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Job Readiness Training (JRT) Activities</b> – 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>
<input type="checkbox"/> FA <input type="checkbox"/> SNA FAM <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<p><b>Subsidized Private Sector Employment</b> – 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"/> SNA FAM <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<p><b>Subsidized Public Sector Employment</b> – 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"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Community Service</b> – 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>
<input checked="" type="checkbox"/> FA <input type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p><b>Provision of Childcare for Individual Participating in Community Service</b> – Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.</p>

Case Type	Activity and Definition
<input type="checkbox"/> FA <input type="checkbox"/> SNA FAM <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<b>SNAP E&amp;T Supervised Job Search</b> – 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 type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<b>On-the-Job-Training (OJT)</b> – 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	<b>Other</b> – 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.

The Pathways to Successful Employment team, consisting of TA/WTW Social Welfare Examiners and Employment and Training Counselors, and supervisors, will collaborate to identify employers to solicit jobs for TA and SNAP participants. The supervisors of those staff will assist in the identification and communication with those employers. One staff person will reach out to a minimum of one employer each month either by phone, email, or in person.

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.

TA/WTW Social Welfare Examiners and Employment and Training Counselors will collaborate to identify employers to solicit jobs for TA and SNAP participants. The supervisors of those staff will assist in the identification and communication with those employers. One staff person will reach out to a minimum of one employer each month either by phone, email, or in person.

### **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:

BOCES and the Warren County Employment and Training Administration and Career Center, are successful in providing educational programs which are available to consumers. Warren County uses accredited educators and approved providers are identified through the NYS Education Department.

- 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:

BOCES and the Warren County Employment and Training Administration and Career Center, are successful in providing educational programs which are available to consumers. Approved providers are identified through the NYS Education Department.

- 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:

An individual is identified through their employment assessment, inclusive of the additional assessment tools aforementioned. The district and/or Career Center staff will enroll the individual to a class at the Center or make a referral to BOCES if they meet the criteria for the specific provider. If the provider doesn't offer the activity or an individual does not meet the criteria the district would refer to other community resources and facilitate the enrollment. The providers selected would have the qualifications necessary, and familiarity with available resources to assist the consumer.

- 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:

During the assessment, information regarding educational activities would be obtained from the individual to determine if it is approved. The district would not deny participation in educational activities to an individual who has not attained a high school diploma and is interested in participating to attain one. The district is in support of consumers working to eliminate barriers in obtaining and maintaining employment that promotes self-sufficiency and a livable wage.

- 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:

The participant must engage in an activity to increase their chances of securing employment that provides a livable wage.

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

The district uses accredited educators and determines if the resulting outcomes of participants are positive.

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

Consumers are advised of approved training providers at the time of assessment, orientation, and the development of employment plans or when interest is expressed.

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

Participants are advised of the selection of approved training or work activity in person and written notice.

- 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:

Attendance and enrollment status are verified every six months or at recertification.

- 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:

When limitations are provided by a medical professional the Social Welfare Examiner will review the medical and match the individual with a work activity assignment that can accommodate their limitations. If placed at a Work Experience Program, the Examiner will provide written notice of information concerning any limitations or necessary accommodations to the site supervisor.

#### **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:

An individual may be allowed to participate in post-secondary education for a total of two years (or the part-time equivalent if full-time would constitute an undue hardship). The highest level of education allowed would be an associate degree. The individual may also be required to participate in additional work activities while pursuing their degree, if non-exempt from activities.



- 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 district will monitor any approved post-secondary education and will assign 20 hours of a core employment activity, work experience or community service for any enrollments past 12 months. Prior to reaching the 12 months, any enrollees will be sent a letter for an appointment where the required activities will be discussed.

- 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).

The district plans to meet Federal and State TA participation rate requirements by offering a Job Search Assistance Class, Orientation and Pathways to Successful Employment, a collaboration with the Warren County Employment and Training Administration. The collaboration provides additional trained staff focused on employment, more job search assistance, additional skills training for participants, networking and development of Work Experience Programs, job placement services, and job development.

Individuals will be engaged in work activity within two weeks from intake. When a recipient of TA changes from exempt status to non-exempt, the agency notifies the individual in writing using the LDSS-4005(a). Once the individual has been notified, the district will make a referral for the recipient to attend the orientation and job search assistance class. The recipient will then be provided an assessment and employment plan appointment to be scheduled activities. The typical time period that elapses before these individuals are engaged in work is thirty (30) days.

The District uses the 40-hour weekly standard when assigning individuals to work activities. Assessment and Employment Plans drive an individual's assignment; however, 40 hours of combined activities are generally assigned a week.

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

Household Type	Number Served
Households with Dependent Children Average Monthly	12
Households without Dependent Children Average Monthly	22

- 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:

Work participation management reports are pulled in the middle of the month and again at the end of the moth. These reports are reviewed by supervisors and discussed with examiners as necessary to ensure full engagement by adults in work or work preparation activities. Participation rate/engagement requirements are monitored using available reports: CMS and COGNOS upfront. Supervisory review is throughout the application period, at case opening, case closing and whenever deemed necessary by supervision. Activities are reviewed in WTWCMS during case review.

- 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

<b>Applicant Job Search</b>	<b>Min. Contacts</b>	<b>Min. Hours</b>	<b>Additional Information</b>
TANF and SNA MOE	10	30	Non-Exempt applicants are referred to attend the Orientation and Job Search Assistance Class held at the Career Center. After attending the class, the applicant will be assigned to 30 days of job searches. This is monitored by the Employment and Training Counselors and Social Welfare Examiners. Each individual participating in Job Search will be provided with a Job Search log in which they are to record their Job Search efforts. This will also serve as a log detailing the amount of time spent looking for work: inclusive of time to identify, apply and interview for a job as well as follow-up with an employer. The number of searches is determined by the Social Welfare Examiner based on the applicant's employability status. Direct referrals may be given to an individual by the TA/Employment Unit and/or Employment and Training Administration.
SNA Individuals	10	30	Non-Exempt applicants are referred to attend the Orientation and Job Search Assistance Class held at the Career Center. After attending the class, the applicant will be assigned to 30 days of job searches. This is monitored by the Employment and Training Counselors and Social Welfare Examiners. Each individual participating in Job Search will be provided with a Job Search log in which they are to record their Job Search efforts. This will also serve as a log detailing the amount of time spent looking for work: inclusive of time to identify, apply and interview for a job as well as follow-up with an employer. The number of searches is determined by the Social Welfare Examiner based on the applicant's employability status. Direct referrals may be given to an individual by the TA/Employment Unit and/or Employment and Training Administration.

- 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	10	30	<p>Recipients may be assigned to Job Search following their assessment and Employment Plan. This is monitored by the Employment and Training Counselors and Social Welfare Examiners. Each individual participating in Job Search will be provided with a Job Search log in which they are to record their Job Search efforts. This will also serve as a log detailing the amount of time spent looking for work: inclusive of time to identify, apply and interview for a job as well as follow-up with an employer. The number of searches is determined by the Social Welfare Examiner based on the recipient's employability status. Direct referrals may be given to an individual by the TA/employment Unit and/or Employment and Training Administration. Once started on a Job Search, TA recipients are required to report to the district and/or career center at specified intervals for face to face contacts, no less frequently than bi-weekly. Actual hours of participation are recorded in WTWCMS, if countable.</p>
SNA Individuals	10	30	<p>Recipients may be assigned to Job Search following their assessment and Employment Plan. This is monitored by the Employment and Training Counselors and Social Welfare Examiners. Each individual participating in Job Search will be provided with a Job Search log in which they are to record their Job Search efforts. This will also serve as a log detailing the amount of time spent looking for work: inclusive of time to identify, apply and interview for a job as well as follow-up with an employer. The number of searches is determined by the Social Welfare Examiner based on the recipient's employability status. Direct referrals may be given to an individual by the TA/employment Unit and/or Employment and Training Administration. Once started on a Job Search, TA recipients are required to report to the district and/or career center at specified intervals for face to face contacts, no less frequently than bi-weekly. Actual hours of participation are recorded in WTWCMS, if countable.</p>

- 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.

Self-employment will be approved if potential net income is at least equal to that expected from employment at minimum wage times 30 hours.

## **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):

The district is not currently mandating NTA SNAP recipients to participate in SNAP E&T work 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):

The district is mailing an informational letter providing NTA SNAP recipients with tools, training and support services available locally.

## **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](mailto: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 WTCMS?  
 Yes  
 No
- b. If Yes, does the district’s provider/vendor documentation collection, data entry and management of WTCMS 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:

To the extent that local resources permit the district will provide assistance for participants for the following expenses: tuition; academic fees; books, and supplies for agency approved educational and vocational training, not to exceed \$1500.00 (after all other resources have been exhausted) per year during any period of eligibility for TA; clothing necessary for

participating in WTW training activities; accepting or maintaining employment (not to exceed \$150.00 per WTW activity in a one year period); licenses or other work related fees necessary for participation in WTW activities; accepting or maintaining employment (not to exceed \$100.00); reasonable costs of necessary repairs to a WTW participant's automobile for training activities or to accept or maintain employment (not to exceed \$500.00 during any period of eligibility for TA), cost of such repairs must be less than the value of the automobile; payments of necessary automobile insurance meeting minimum state requirements in order to participate in WTW activities, or to accept or maintain employment (not to exceed \$500.00 during any period of eligibility for TA); work related safety equipment up to a maximum of \$200.00 for each entry to employment; clothing, including but not limited to uniforms and footwear, up to a maximum of \$150.00 for each entry to employment; tools and equipment, up to a maximum of \$250.00 during any period of continued eligibility for TA; licenses or other work related fees up to a maximum of \$100.00. The District utilizes all available community resources, negotiates with vendors if applicable, as well as makes a plan with the client if expenses exceed the monetary limit set by the District.

- 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:

Bus tokens, mileage reimbursement, and when deemed appropriate cabs are authorized to transport participants to WTW activities on a case by case basis. If an individual's assessment does not prohibit or limit walking the district would require walking to an assignment if within reason. Terrain, weather and other factors are taken into consideration when making such a request. The district would not require a client to walk more than 1 mile one way.

- 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:

The district has contracted with the Warren County Employment and Training Administration to assist individuals at risk of needing TA to improve their opportunities for employment or to maintain their employment. This includes the Pathways to Successful Employment Job Search Assistance Class. The program was developed to support individuals in gaining employment to support their financial independence.



## 7.2 Post-Employment/Transitional Supportive Services

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

Transportation, but not more than the cost of public transportation, if available, bus tokens or bus passes or reimbursement for private transportation is at the mileage reimbursement rate the IRS established for medical/moving purposes. Daycare services, if eligible, would be offered to support job retention both during and after receipt of Temporary Assistance.

- 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:

Clothing, including but not limited to uniforms and footwear, up to a maximum of \$150.00 for each entry to employment; tools and equipment, up to a maximum of \$250.00 during any period of eligibility of TA.; licenses or other work related fees up to a maximum of \$100.00; reasonable costs of necessary auto insurances up to a maximum of \$500.00 during any period of eligibility for TA; transportation but not more than the cost of public transportation, if available, (bus tokens, passes, or if not reimbursement for private transportation is at the mileage reimbursement rate the IRS established for medical/moving purposes.

## 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.):

The district will make available supportive services to this population consisting of the provision of information, counseling, and referral services.

## 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

The Agency mails a conciliation notice to the applicant/recipient, allowing them to respond either by phone, mail or in person. If they have a valid reason for not attending the Examiner would determine if they have good cause or willfully failed to comply. An Examiner may request verification from the applicant/recipient to verify their cause was not willful, i.e. health care provider document. If it is determined they have willfully failed to comply a sanction is imposed.

- 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

The Agency mails a conciliation notice to the applicant/recipient, allowing them to respond either by phone, mail or in person. If they have a valid reason for not attending the Examiner would determine if the applicant/recipient has good cause or willfully failed to comply. An Examiner may request verification from the applicant/recipient to verify their cause was not willful, i.e. health care provider document. If it is determined they have willfully failed to comply a sanction is imposed.

- 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:

Participants are provided a job search log and requested to demonstrate compliance by documenting 20 hours of job searches. Participants will also be referred to additional resources such as the Warren County Employment and Training Administration.

## 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:

The district will determine compliance by reviewing the case record and establishing that the employment record indicated the sanctions duration has expired, if durational; and that the individual remains sanctioned until the individual is compliant with a work activity for 5 consecutive days, which means that they report to an assigned work activity as assigned, on time, and prepared to engage in the activity. Temporary Assistance benefits will be restored retroactive to the date the individual became compliant, (but no earlier than the expiration of the minimum duration period). If after the durational sanction period has ended, the client claims to be work exempt, the client will be given the opportunity to submit medical documentation to verify the exemption from work requirements and will be added back to the case, provided that the individual has complied with efforts to document the exemption, in the same time frame as a non-exempt individual who has complied with temporary

assistance benefits restored retroactive to the date the individual complied with an assigned work activity.

- 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:

The individual comes into the agency to sign the "willing to comply" statement after serving the durational period, which means that they report to an assigned work activity as assigned, on time, and prepared to engage in the activity. An individual may be eligible for SNAP benefits before the end of the durational period if the individual documents that he/she is 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

Whenever it is believed an applicant/recipient may have a physical and/or mental impairment, the agency will notify the individual verbally and in writing that they have the opportunity to present to the agency, within 10 calendar days of the notification, any medical documentation, including but not limited to, current drug prescriptions, reports from the individual's treating healthcare practitioner. Such documentation must contain a specific diagnosis resulting from any medically appropriate tests and specify work limitations or

restrictions, if any. The agency will also provide the applicant/recipient with form DSS-4526, Medical Examination for Employability Assessment, Disability Screening and Alcoholism/Drug Addiction Determination to take to their physician to complete and return to the agency. Should the applicant/recipient declare they are without a current healthcare practitioner; the agency will refer them to a local practitioner together with the DSS-4526 referenced above. The employment status is determined by the Senior Social Welfare Examiner based on medical information. The Examiners will send out the Notification of Temporary Assistance Work Requirement Determination (LDSS-4005, LDSS-4005a).

- 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

Whenever it is believed an applicant/recipient may have a physical and/or mental impairment, the agency will notify the individual verbally and in writing that they have the opportunity to present to the agency, within 10 calendar days of the notification, any medical documentation, including but not limited to, current drug prescriptions, reports from the individuals treating healthcare practitioner. Such documentation must contain a specific diagnosis resulting from any medically appropriate tests and specify work limitations or restrictions, if any. The agency will also provide the applicant/recipient with form DSS-4526, Medical Examination for Employability Assessment, Disability Screening and Alcoholism/Drug Addiction Determination to take to their physician to complete and return to the agency. Should the applicant/recipient declare they are without a current healthcare practitioner; the agency will refer them to a local practitioner together with the DSS-4526 referenced above. The employment status is determined by the Senior Social Welfare Examiner based on medical information. The Examiners will send out the Notification of Temporary Assistance Work Requirement Determination (LDSS-4005, LDSS-4005a).

## 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.

The Examiner and Senior Social Welfare Examiner review the recommended treatment on the medical and assists the individual to follow through with their doctor's recommended treatment plan. The individual will be provided an appointment for an orientation, an assessment and to develop a wellness plan. Services, referrals, and district policies will be discussed to assist the individual to obtain self-sufficiency.

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.).

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

Treatment plans are developed based on information from the individual's medical or specialist provider, along with any records provided regarding treatment plans and diagnosis/prognosis using the LDSS 4526. The plan will include SMART goals

- 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 Social Welfare Examiners monitor compliance through monthly treatment schedules and medical updates as needed. Treatment/wellness plans are updated as needed and whenever there is a stated or documented change in employment status. This is reviewed by the Senior Social Welfare Examiner.

## **10. District Certification**

### **10.1 Certification**

As a condition of the receipt of federal and State funds the Local District Commissioner of Warren 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.

10/25/2022  
Christian Hanchett  
Commissioner

## Amendments

<b>Date</b>	<b>Sections Amended</b>
10/25/2022	District updated sections 2.2 (e) and (f) to reflect current procedures.