

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

January 1, 2022 - December 31, 2023

Herkimer 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 attached

- 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.

1. Employment Coordinator (Oversees all employment operations)
2. Employment Counselor (Safety Net caseload, Work Experience Programs, case management, assessments, conciliations)
3. Senior Clerk (Medically exempt population, TANF, Safety Net, SNF, assessments, conciliations)
5. Caseworker (administers all day care programs - Completes referrals for all categories of eligibility)
6. Caseworker (SN, TANF, SNF, 200%, SNAP Job Search assistance, assessments, conciliations, manages JRT and HSC programs)
7. Clerk (full-time, clerical support)
8. Employment and Training Administration (ERT program - Herkimer Co. One Stop)
9. Vocational Service Coordinator (Exempt population-TANF, employability determinations, monitors treatment plans for compliance, completes referrals to Resource Center for Independent Living)

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
Employment and Training Admin	\$50,000	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Job Readiness Training
Employment and Training Admin	\$7,000	<input checked="" type="checkbox"/> FFFS <input type="checkbox"/> SNAP E&T <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other	<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA Family <input checked="" type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Desk space for one Employment worker at Working Solutions
Resource Center for Independent Living (RCIL)	\$52,000	<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 type="checkbox"/> SNA Family <input type="checkbox"/> SNA Individual <input type="checkbox"/> SNAP <input type="checkbox"/> TANF 200%	Initial screenings, assessment & planning, employment preparation, coordination of services, assist in meeting work activities requirements and reporting & follow-up.
Industrial Medical Associates	\$1,000	<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%	Complete medical, psychological and intellectual evaluations to help determine employability and limitations of applicants and recipients.

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
Herkimer County BOCES	Others: Non-Financial	<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%	High School Equivalency
Herkimer County Working Solutions	Others: Non-Financial	<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%	Resume workshop, job search assistance, job interview workshop, basic computer skills training, how to job search on the internet, and in some cases on the job training financial assistance.
ARC Herkimer	Others: Non-Financial	<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%	Create a personal employment/life plan. Identify and help individuals address barriers to employment and/or to Access VR eligibility. Individuals identified who may have a disability will be referred to Access VR. Provide job coaching.
Resource Center for Independent Living	Others: Non-Financial	<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%	Assist individuals with the SSI process. Assist individuals with coordinating appointments such as medical. Act as an advocate for families and individuals. Also provide job coaching services.
Access VR	Others: Non-Financial	<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%	Meet with work limited individuals in order to assess their work capabilities and make any necessary referrals such as vocational 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:

The Employment Coordinator monitors the services provided in the contracts. Herkimer County uses Results Based Accountability System (RBA) to enter monthly statistical information and outcomes which are reviewed every 6 months. Herkimer County also has an interagency contract with the Youth Bureau to assist with contract monitoring.

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).

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:

All non-exempt Temporary Assistance applicants are referred to the Career Center to register to access the employment services offered.

- 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.

As part of the employment assessment process the Employment Worker provides the applicant with an appointment to meet with a Career Center representative. Once the applicant has attended their appointment the Career Center representative notifies the employment unit and provides information on any direct job referrals given to the applicant. If the applicant hasn't completed the Employment Readiness Training at the Career Center they are enrolled at this appointment.

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:

Orientation is completed on an individual basis at the time of application. The orientation process is the same for all applicants. During the interview the worker screens the applicant to determine if they will be exempt or non-exempt. Based on that determination the applicant is given an appointment date and time with an employment worker to complete an assessment. During this meeting the employment worker informs the applicants of all employment requirements. Other DSS responsibilities are covered at the assessment such as: supportive services, educational opportunities and child care.

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:

Assessment date and times are given to the applicant at orientation. All assessments are conducted one on one by employment staff. The TANF exempt applicant assessments are conducted by the Vocational Service Coordinator. Households with dependent children and 16 and 17 year old's not in school will receive an assessment within the 90 day requirement. Households without dependent children will be assessed within the year from application.

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

Herkimer County Employment Unit and RCIL Vocational Service Coordinator.

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)):

All Employment staff have met and exceeded the qualifications for their positions under the Civil Service System. They have received on the job training and attend state approved training. Assessments are completed by the Employment Coordinator, Employment Counselor, Senior Clerk, Caseworkers, and Vocational Service Coordinator.

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?

Employment assessments are updated every six months or as needed if a change in the household's circumstance takes place.

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:

For non-exempt the plan includes referrals to BOCES orientation for TABE testing, Working Solutions for registration and direct job referrals. For exempt the plan includes requirement to provide monthly attendance to treatment/rehabilitation and drug and alcohol treatment, referral to apply for Social Security/SSI benefits and referrals to Legal Aid, Industrial Medical Associates, Access-VR, RCIL and Arc Herkimer.

- 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:

Individualized employment plans are completed at the participant's assessment appointment. The employment worker in collaboration with the participant develop the employment plan. The plan includes the participants employment preferences and goals, work activity assignments and details on any supportive services provided to the participant.

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

Employment plans are updated every six months or as needed if a change in the household's circumstance takes place.

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:

Herkimer County will assist non-English speaking individuals with a referral to an ESL class and provide needed supports. Herkimer County has used bilingual staff to assist workers in informing the non-English speaking participants of employment services and their rights and responsibilities. Herkimer County also has access to interpreters by contacting Language Line Solutions (800-752-6096).

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:

The Employment Representatives, as part of their interviews, assist the clients in developing a childcare plan as well as a back-up plan. The Employment Representative also counsels the client on the importance of scheduling appointments so that they do not conflict with their work hours. Herkimer Co.'s practice is to schedule agency appointments in a way that does not conflict with the client's work activity schedule. The Caseworker who is responsible for post-employment assistance also is available to assist clients through problems that may be affecting their work attendance.

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:
- 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:

At next point of contact or recertification a sanctioned individual is offered an opportunity to sign a willing to comply statement. If they choose to comply they may request to be

added back on to the case and assigned to an approved activity. After completing five work days in the approved work activity the sanction will be lifted.

3.5 Strategies for Reducing the Need for TA

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

Herkimer Co. Dept. of Social Services utilizes diversion strategies to facilitate and promote an individual's ability to obtain employment, retain employment and eliminate their need for Temporary Assistance. Strategies include: mandatory participation in a 4 week Employment Readiness Program for SN applicants and two parent cases who are able to work, referrals to Temp Employment Agencies and referral to One Stop Career Center for referrals to job openings. Day care applications for individuals requiring services to accept employment are expedited.

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	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"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	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.
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	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.

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>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 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.</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 courses 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>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Job Readiness Training (JRT) Activities – Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual’s employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.</p>

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>Subsidized Private Sector Employment – Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Subsidized Public Sector Employment – Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.</p>
<input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> SNA FAM <input checked="" type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>Community Service – A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.</p>
<input type="checkbox"/> FA <input type="checkbox"/> SNA FAM <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<p>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.</p>
<input type="checkbox"/> FA <input type="checkbox"/> SNA FAM <input type="checkbox"/> SNA Ind <input checked="" type="checkbox"/> SNAP	<p>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.</p>
<input type="checkbox"/> FA <input type="checkbox"/> SNA FAM <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<p>On-the-Job-Training (OJT) – Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.</p>
<input type="checkbox"/> FA <input type="checkbox"/> SNA FAM <input type="checkbox"/> SNA Ind <input type="checkbox"/> SNAP	<p>Other – Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.</p>

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.

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.

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:

Providers must be accredited by the New York State Dept. of Education and have demonstrated history of serving the educational needs as it relates to providing education and/or training that leads to job placement.

- 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:

Providers must be accredited by the New York State Dept. of Education and have demonstrated history of serving the educational needs as it relates to providing education and/or training that leads to job placement.

- 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:

If it is determined during the assessment that the applicant or recipient has not attained a basic literacy level and/or has not attained a high school diploma, the employment worker will include HSE orientation and HSE attendance on the employability plan. The BOCES personnel will administer the testing required to determine the educational level. Full-time or part-time attendance will be determined by taking into consideration other activities the client may be participating in.

- 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:

The employment worker who conducted the assessment will determine if the individual should be referred to the HSE orientation. The BOCES staff will administer the testing to determine if there is a need for pre-HSE instruction or if the individual is a good candidate for the HSE program. Some instances where the agency would deny participation are: history of past non-compliance, poor performance in past educational activities, and a literacy level not meeting the standard required by the 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:

An individual must complete a face-to-face interview/assessment prior to training approval. The Employment Unit Representative may identify the need for vocational education or job skills program by reviewing the employment assessment section that covers past employment history or by a face-to-face interview where the client may verbally express an interest in a certain job field. The client's past participation history would be considered in the decision process. Only programs of study that require other than a baccalaureate or advanced degree will be approved.

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

Providers must be accredited by the New York State Dept. of Education and have demonstrated history of serving the educational needs as it relates to providing education and/or training that leads to job placement.

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

A recipient is notified of approval or denial of training by letter. Prior to approval or denial, the supervisor reviews the information. The participant is informed of approved training providers during the assessment and orientation phases. Also during other phone and agency contacts.

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

Enrollment in a work activity is discussed at the assessment and is included on the applicant/recipient's employability plan. This plan is signed by the applicant/recipient and a copy is given. The specifics of the placement are supplied by mail or in person. The enrollment letter is generated by WTWCMS.

- 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:

Teen school attendance is monitored by the Family Assistance Examiner at application/recertification by following the requirements outlined on LDSS 4888, School Attendance Desk Guide.

- 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:

To ensure that accommodations are made for a work limited individual in a work activity, the participant's health related limitations are provided to the worksite supervisor in writing in the activity placement letter. The worksite agency will be notified in writing if any conditions change.

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:

If a student is within 12 months of obtaining a degree, up to a four-year college degree and the field of study meets the vocational education definition, the educational activity will be approved.

- 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:

Employment representatives will schedule an update/assessment to determine the appropriate employment activity and monitor compliance when a participant reaches their 12-month lifetime limit. Worker will use WTWCMS to track time limit.

- 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).

In Herkimer Co. engagement in activities is immediate and continuous. All Temporary Assistance applicants are given an appointment with the Employment Unit at their application interview. Appointments are usually scheduled within 7 days. Assessments and employability plans are completed at the assessment appointment. Non-exempt individuals are required to participate at least 30 hours per week, but no more than 40 hours per week in countable activities unless restricted by a documented medical condition. Non-exempt individuals (TA) are given direct job referrals, a referral to a staffing agency, and enrolled in ERT if applicable. SNAP applicants are informed of job search assistance if needed. Potentially exempt are given medical/psychiatric statements to be completed by a medical professional and returned within 10 days. Non-exempt and exempt clients are engaged and participating from this point until the closing of their Temporary Assistance case. Their employment worker monitors non-exempt participants for maximum participation. All work activities are included for participation (ex. Community service, training, work, work experience, job search, job readiness). Exempt participant information is included in Section 9.3.

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

Household Type	Number Served
Households with Dependent Children Average Monthly	60
Households without Dependent Children Average Monthly	90

- 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:

Cognos reports such as Monthly Countable / Not Countable Weeks based on scheduled and actual hours are reviewed and used to determine what needs to be done to increase the participation rate. Engagement reports are also reviewed to make sure recipients are involved in some type of a core activity.

- 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	12	20	If individual is engaged in another activity 6 contacts will be required. Client's are required to return the completed job search every 7 days. Due to COVID and mailing issues agency is currently allowing 10 days for job searches to be returned.
SNA Individuals	12	20	If individual is engaged in another activity 6 contacts will be required. Client's are required to return the completed job search every 7 days. Due to COVID and mailing issues agency is currently allowing 10 days for job searches to be returned.

- 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	12	20	If individual is engaged in another activity 6 contacts will be required. Client's are required to return the completed job search every 7 days. Due to COVID and mailing issues agency is currently allowing 10 days for job searches to be returned.
SNA Individuals	12	20	If individual is engaged in another activity 6 contacts will be required. Client's are required to return the completed job search every 7 days. Due to COVID and mailing issues agency is currently allowing 10 days for job searches to be returned.

- 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.

In order for self-employment to be approved there must be creditable documentation indicating work hours and income. The work hours and income should at least be at minimum wage level and a minimum of 30 hours per week. If it appears that this self-employment will not eventually result in self-sufficiency, the self-employment will not be approved.

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):

Herkimer County is not mandating NTA/SNAP applicants or recipients to participate in SNAP E&T work activity assignments.

- 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.

Herkimer County is not mandating NTA/SNAP applicants or recipients to participate in SNAP E&T work activity assignments.

- 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):

Letters are included in all SNAP application packets informing the individual that they may phone the Employment Unit for job search assistance.

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 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:

Transportation - the least expensive form of transportation that is available will be reimbursed to a participant on a monthly basis. The Herkimer Co. Dept. of Social Services will reimburse recipients with their own vehicles the county established mileage reimbursement rate of 30 cents per mile. Bus passes will be issued when public

transportation is available. Mileage is also reimbursed in a situation when another individual gives the participant a ride to and from the approved activity. The participant must submit a written statement signed by the individual providing the transportation.

Herkimer Co. Dept. of Social Services will reimburse participants for work related expenses, which are essential for participation in work activities, within limits, and pre-approved by the Herkimer Co. Dept. of Social Services (\$100 max). The Herkimer Co. Dept. of Social Services will provide case management to all Temporary Assistance recipients who are participating in work activities including employment.

- 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):

Herkimer County attempts to place participants in work activities that are in proximity to their residence or accessible by public transportation. If public transportation is necessary to the department will provide bus tickets to the participant. For those participants who live in a rural area with no public transportation the department will provide a mileage reimbursement at a rate of 30 cents per mile, or the actual cost based on documentation submitted by the work activity participant.

- 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:

Herkimer County would require a participant to walk to a work activity assignment that is within the village limits where they reside. This distance should be no greater than 2 miles. Exceptions to this standard may be made for participants with a disability and parents with issues regarding location of child care.

- 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:

Herkimer County may authorize, within limits and pre-approval, supportive services such as: work required clothing, bus passes, and if employed, child care.

7.2 Post-Employment/Transitional Supportive Services

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

Herkimer County assists with child care cost if financial eligible. Bus passes will be offered up until first pay. A voucher for work required clothing is also provided. An Employment Caseworker will assist in accessing child support, upgrading of employment, finding child care, and vocational training opportunities.

- 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:

Employment Caseworker management services.

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.):

Child care assistance through Child Care Block Grant.

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 Herkimer Co. Dept. of Social Services will provide the following conciliation process: Individuals who failed or refused to comply with Welfare-To-Work activity assignments are issued a Conciliation Notification. Response to this notice must be within the 10 day required time frame. Individuals will be advised that the purpose of this meeting is to show that their failure to comply was not willful and was good cause. The conciliation meeting will consist of the individual, an Employment Unit representative and supervisor, and a staff person who is not directly responsible for the customer's case(s). If, in the Herkimer Co. Dept. of Social Services judgment, the individual fails to show good cause or fails to respond to the Conciliation Notification within the prescribed time limit(s), a sanction of the case(s) will be imposed. The Herkimer Co. Dept. of Social Services has ten (10) days to arrive at a determination and inform the individual, in writing, of the agency's decision. When the individual's noncompliance is found to be willful and they fail to show good cause, a sanction is imposed, and the agency will then issue a 10-day Notice of Intent. If the individual is in

disagreement with the conciliation finding, a Fair Hearing may be requested.

If the recipient calls and states that they are unable to attend the conciliation, a new date and time will be provided or information will be taken over the phone and the recipient will be given an opportunity to put their good cause in writing and submit any supporting documentation.

- 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):

The information taken by the conciliator and the documentation submitted by the recipient or applicant are reviewed by both the employment worker and supervisor. After this case review a determination to sanction or not sanction is made. Quite often the conciliator also takes part in the determination.

- 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

Due to COVID conciliations are being conducted by phone or by mail. Individuals who failed or refused to comply with Welfare-To-Work activity assignments are issued a Conciliation Notification. Response to this notice must be within the 10 day required time frame. Individuals will be advised that the purpose of this meeting is to show that their failure to comply was not willful and was good cause. The conciliation meeting will consist of the individual, an Employment Unit representative and supervisor, and a staff person who is not directly responsible for the customer's case(s). If, in the Herkimer Co. Dept. of Social Services judgment, the individual fails to show good cause or fails to respond to the Conciliation Notification within the prescribed time limit(s), a sanction of the case(s) will be imposed. The Herkimer Co. Dept. of Social Services has ten (10) days to arrive at a determination and inform the individual, in writing, of the agency's decision. When the individual's noncompliance is found to be willful and they fail to show good cause, a sanction is imposed, and the agency will then issue a 10-day Notice of Intent. If the individual is in disagreement with the conciliation finding, a Fair Hearing may be requested.

If the recipient calls and states that they are unable to attend the conciliation, a new date and time will be provided or information will be taken over the phone and the recipient will be given an opportunity to put their good cause in writing and submit any supporting documentation.

- 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):

The information taken by the conciliator and the documentation submitted by the recipient or applicant are reviewed by both the employment worker and supervisor. After this case review a determination to sanction or not sanction is made. Quite often the conciliator also takes part in the determination.

- 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:

If it is determined that the individual did not have good cause and that the individual willfully failed to comply with required work activities, he/she will be given the opportunity to avoid a SNAP sanction by completing a work activity as assigned. The work activity will be job search. The individual will be required to submit 12 job contacts within 10 days. If the individual successfully completes the job search activity, a SNAP sanction will not be imposed. If the individual fails to submit the 12 required job contacts, a request will be sent by the Employment Unit Worker to the Eligibility Worker to impose the SNAP sanction per Sec. 385.12.

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 sanctioned individual request to be added back to the case and is encouraged to sign a willing to comply statement. The sanctioned individual is then assigned to an approved activity. Once the individual has participated in the activity for 5 consecutive days the sanction will be lifted. Temporary Assistance benefits will be restored retroactive to the date the individual indicated a willingness to comply, but no earlier than the expiration of the minimum duration period.

- 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:

Upon completion of the minimum sanction duration, TA/SNAP individuals who wish to end their employment sanction must request to be added back to the case and is encouraged to sign a willing to comply statement. Once the individual has participated in the activity for 5 consecutive days the sanction will be lifted. Also, an TA/SNAP individual may be added back to the household if the household provides proof that the individual meets the criteria to be exempt from SNAP work requirements and is otherwise eligible for SNAP. For the NTA SNAP recipients, we do not mandate SNAP E&T activities, so all they would need to do is reapply once the duration has expired.

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

Individuals are provided an opportunity to have their physician(s) complete a statement and return that statement within 10 days of the request. If the individual is not established with a provider or are unable to have a provider complete the medical statement, so a determination of employability can be made in a timely manner, an appointment will be made with IMA, Industrial Medicine Associates, PC.

- 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 Employment workers assigned to the medical applicants/recipients review the medical documentation to make a disability determination. If the medical documentation is not clear, then the Employment Supervisor and/or physician's office is consulted to assist in the disability determination.

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.).

At application, re-certification, or as necessary, a determination of an individual's ability to work is made. If a person states they are unable to work, Employment Staff requests a medical/psychiatric statement to be returned in 10 days. If a medical is not received, the case is ineligible until compliance. If a person is not able to work and meets the criteria for SSI, a referral is made. A re-assessment of ability to work will be made at re-certification or when appropriate. The case continues to be monitored and tracked.

Referral Process to IMA: The DSS Employment Unit will identify the client based on the listed criteria: client claims to be unable to work or participate in work activities due to a medical or mental health condition and is suspected of not having the alleged medical or mental health issues, client's medical states numerous medical conditions, client's medical from their provider does not identify diagnosis and/or length of time client is unable to work or is contradicted by other evidence, client has demonstrated an inability to successfully participate in work activities or employment and is suspected of having a disability/work limitation that is not being claimed, and client does not have a current treating source or the current treating source is either unable or unwilling to provide documentation needed to determine employability. The referral will be at the discretion of the Employment Unit and made by Employment Unit Staff. The use of IMA will apply to TANF, Safety Net MOE, and Safety Net Non-MOE. Both PA applicants as well as recipients may be referred. IMA will determine employability whenever they are able to. The district will also be using IMA documentation to determine employability.

If a person has limitations to their employability, Employment Staff will request a medical/psychiatric statement (10 days) during their employment assessment. This will be necessary to develop their EP in order to recommend the appropriate employment activities in which the individual is able to participate. Individuals with verified limitations must work with Herkimer Co. Dept. of Social Services staff to access services such as education/training, rehabilitation, etc., that is necessary to remove or reduce their barriers. Individuals must also work with Herkimer Co. Dept. of Social Services staff to apply for SSI/SSD benefits and exhaust all possible appeals in the process.

Whenever a determination of an individual's medical condition is made the Department will notify the applicant or recipient in writing of such determination. The LDSS-4005 Notification of Disability Review Findings and the Right to Contest is sent. The district will inform work activity providers of any individual's work limitations identified as part of the disability review process.

When a recipient with limitations is placed on a worksite, the Herkimer Co. Dept. of Social Services will send a notice advising the agency of these conditions and the necessity of not exceeding the specified limitations. The worksite will be notified if any conditions change.

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

The Employment Worker will review the medical report to determine the treatment plan. If the physician fails to provide a treatment plan, the Employment Worker will contact the physician's office in an attempt to identify the recommended treatment plan.

- 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 Employment Worker requests that proof of monthly attendance to required medical appointments be submitted to the department by the 5th of the following month. The worker will also request verification of referral appointments, such as to medical specialists, verification due within 10 days of request.

10. District Certification

10.1 Certification

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

12/20/2021
Timothy Seymour
Commissioner