

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

January 01, 2022 - December 31, 2023

Onondaga

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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.)

Please see attached document.

b. Below is a description of the office(s) in and/or outside of the Department of Social Services that are involved in the operation of the district’s employment program and include the responsibilities of each office.

The JOBSplus program, operating under a contract between Onondaga County and Onondaga Community College, coordinates and/or operates the WTW Program. JOBSplus is responsible for employability determinations, orientation, assessment, employment planning, assignment to work activities, monitoring of participation, developing and monitoring treatment plans for exempt individuals engaged in treatment or rehabilitation to restore self-sufficiency, coordination and provision of supportive services, assisting participants navigate the Social Security application and process, and employment placement and retention services. JOBSplus! is also responsible for conciliation, referral to sanction, and dispute resolution. The Temporary Assistance Unit implements sanctions. The provision of childcare is coordinated among TA/SNAP Intake, TA Undercare, the Day Care Unit, and JOBSplus according to a plan that was developed among those offices. An organizational chart for JOBSplus is attached.

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
Onondaga Community College/JOBSplus!	9100000	FFFS SNAP E & T Local	FA SNA Family SNA Individual SNAP TANF	All employment related functions and assistance with Social Security applications and process.
Partners in Learning	25000	Local	FA SNA Family SNA Individual	Work experience, ESOL, job placement for non-English-speaking jobseekers.
Crouse Irving Memorial Hospital	296658	Local	FA SNA Family SNA Individual	Independent physical, mental health, and substance abuse evaluations/assessments; review of MH case records for SSI applications.
RISE	50000	SNAP E & T Local	FA SNA Family SNA Individual	Provides ongoing case management, job readiness and placement, and workforce-oriented English language training for limited English proficient recipients.
Industrial Medicine	50000	Others: Charged to	FA SNA Family SNA Individual	Medical and Psychiatric Evaluations.

Associates		the case.		
Home Head Quarters/Financial Empowerment Center	236617	Local	FA SNA Family SNA Individual	Financial one-to-one counseling.
Jubilee Homes	100000	Local	FA SNA Family SNA Individual	Assists individuals with furthering their education, job skills training, job search housing needs and programs for youth.
Syracuse Interpreter Circle, LLC	1000	Others: Charged to the case.	FA SNA Family SNA Individual	Provides interpretation for non-English speaking jobseekers.
Voiance	69000	Others: Charged to the case.	FA SNA Family SNA Individual SNAP	Provides over the phone interpretation for non-English speaking jobseekers.
Child Care Solutions	82173	Others: CCDBG	FA SNA Family SNA Individual	Childcare referrals and education.
Lyft	0	Local	FA SNA Family SNA Individual	Transportation to work for employed participants whose needs are not met by CENTRO and do not have access to a vehicle.

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
OCM BOCES	Others: N/A	FA SNA Family SNA Individual	Workplace education, short term vocational training and job search.
Syracuse City School District	Others: N/A	FA SNA Family SNA Individual	Workplace education and short term vocational training.
DOL Strikeforce	Others: N/A	FA SNA Family SNA Individual	Job placement services.
Refugee Assistance Program	Others: N/A	FA SNA Family SNA Individual	ESOL classes and job search assistance.
The Salvation Army	Others: N/A	FA SNA Family SNA Individual	Shelter and residential services, at-risk youth programming, childcare and emergency services.
Interfaith Works	Others: N/A	FA SNA Family SNA Individual	Refugee services, employment assistance and case management.
CNY Works	Others: N/A	FA SNA Family SNA Individual SNAP	Computer training, job search assistance, youth programming and funding for educational programs.
Legal Aid of Mid New York	Others: N/A	FA SNA Family SNA Individual	Provides free legal assistance and representation to low income individuals. Assists SST team with the SSI process.
Volunteer Lawyers Project	Others: N/A	FA SNA Family	Provides free legal assistance and representation to low income individuals.

		SNA Individual	
Providence Services	Others: N/A	FA SNA Family SNA Individual	Offers shuttle to work services for low income residents of the City of Syracuse.
Center for Community Alternatives	Others: N/A	FA SNA Family SNA Individual	Provides case management, housing support, and job training to participants impacted by the criminal justice system.
Rescue Mission	Others: N/A	FA SNA Family SNA Individual	Provides meals, clothing, shelter and assistance with finding employment and housing.
PEACE, Inc.	Others: N/A	FA SNA Family SNA Individual	Offers Head Start, case management, tax prep and work experience placements.
Women's Opportunity Center	Others: N/A	FA SNA Family SNA Individual	Work readiness programs including short term office and customer service trainings.
Spanish Action League	Others: N/A	FA SNA Family SNA Individual	Employment and short term training opportunities.
SUNY EOC	Others: N/A	FA SNA Family SNA Individual	Provides keyboard and computer knowledge and skills.
Catholic Charities	Others: N/A	FA SNA Family SNA Individual	Provides refugee services, short term food service training, housing, clothing, utility assistance and shelter and housing assistance
Acces VR	Others: N/A	FA SNA Family SNA Individual	Assistance to those with disabilities pursuing competitive employment.

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:

Regular contact by both DSS and JOBSplus staff is made with contract and agreement providers to ensure the expected services are being performed.

1.3 OTDA Jobs Staff Agreement

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

Selected	Services
	Assessment/Employment Plan
	Supervised Job Search
	Job Readiness Training
	Job Club
	Job Placement Services
	Grant Diversion
	Job Development (employer outreach)
	WOTC pre-certifications
Selected	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).

The District does not have OTDA JOBS staff.

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.

JOBSplus and Department of Social Services have developed linkages with the local Career Center, CNY Works. DSS has located a kiosk at CNY Works which participants can use to deliver paperwork requested by DSS. JOBSplus and CNY Works have established liaisons to take referrals for all participants. For youth in particular, JOBSplus and CNY Works have developed referral and information sharing linkages, including participation data and in addition have developed a TEAP work experience program.

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:

An emphasis on employment; participant responsibilities to engage in work, treatment, rehabilitation, and other activities designed to restore employability; school attendance requirements for teens; participant responsibility for locating child care, including the availability of regulated care and subsidies for care, job leads, local community resources and 211 CNY information.

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:

Initial orientation may be conducted individually or in groups by JOBSplus or Temporary Assistance staff for both exempt and non-exempt individuals. Orientation at recertification is conducted individually by Temporary Assistance staff.

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:

N/A

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

Applicants for assistance who disclose a disability or when the worker suspects a possible limitation or exemption due to cognitive impairment, physical or mental disability, substance abuse, pregnancy within one month of due date, recent (within six months) birth, or the need to care for an incapacitated household member are assessed by job coaches stationed with the TA Intake office. All other applicants (those who are nonexempt including the part time employed) are assessed by job coaches at the JOBSplus office within 90 days of eligibility, or within one year following application in the case of SN non-exempt singles. JOBSplus conducts assessments as soon as possible to make purposeful activity assignments and a comprehensive employment plan. In most cases, the assessment for non-exempt applicants begins in the JOBSplus Job Search/Assessment Workshop, in which participants identify values, interests, and barriers. All assessments include a review of the individuals strengths and barriers in the context of employment. No specific screening tools are used by JobsPlus staff to identify participants with potential disability during assessment. Referrals are made to experts in the fields of substance abuse and physical and mental health.

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

JOBSplus.

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 who provide assessment are professional-level (Job Coaches) who possess, at minimum, a baccalaureate degree or equivalent experience and one year professional level experience providing direct service to educationally and/or economically disadvantaged people in at least two of the following areas: intake, assessment, case management, job readiness/job search preparation, and post-employment follow-up services.

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?

Applicants for assistance are assessed at each new application, unless the assessment had been completed within the previous 30 days.
Recipients are reassessed by job coaches at the JOBSplus office at each change in employability status, (for example, from exempt to non-exempt) or whenever there are changes in the individual's circumstances. At minimum, assessments are updated yearly.

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:

The types of jobs the jobseeker has identified interest in, employers who have such jobs and specific positions for which they will apply.

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:

Employment plans are completed with the cooperation of the client at the time of assessment.

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

The employment plan is updated with the cooperation of the client as the client reaches goals outlined in the plan, or if there is any change in planned activity, client circumstances or if there is a change in employability status (non-exempt to exempt for example).

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:

In addition, the definition of "engaged in work" includes being in the process of conciliation or sanction for failure to comply with work requirements; or, providing care for an incapacitated household member.

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 adheres to the Onondaga County LEP Title VI/ADA policy in order to provide an equal and meaningful opportunity to people with limited language skills to participate in programs and activities. Inserts offering translation are included in each mailing. The district pays for qualified, independent, contracted interpretive services. Posters alerting jobseekers of translation services are posted throughout the agency. Clients who refuse interpretation services, or indicate a preference to utilize his or her own competent and appropriate interpreting resource, are asked to sign a waiver at each contact indicating they have been offered, but refused to take advantage of the language services available. The district retains the responsibility for ensuring that effective communication is in place. Given the nature and complexity of our procedures, we generally do not permit children under the age of 18 to serve as interpreters. The district has a contract with Voiance which provides immediate translation over the telephone. The district also contracts with Syracuse Interpreters Circle, LLC on a fee for service basis to provide interpretation with medical providers, individual appointments with job coaches and for job search groups.

The Spanish Action League works primarily with Spanish-speaking clients. The district has agreements to provide activities, which can include applicant job search, work experience, ESL, vocational training, and other activities as appropriate. The Refugee Assistance Program (RAP) provides acclimation activities for newly arrived refugees. By agreement with the RAP, non-RCA refugees are assigned to work with the program for the first two months of their stay in the United States as their work activity. Attendance is submitted for each individual to document his/her participation. At the end of the first two months, refugees are referred to JOBSplus for assessment, and new activities are assigned as appropriate. The Refugee Assistance Program, Catholic Charities, Interfaith Works, or other refugee resettlement agencies may provide translation or additional resettlement services for several months, but, as described above, the district will pay for translation that is not otherwise available on a no-cost basis.

Refugees classified RCA are assessed and assigned to activity after eight months.

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:

Visits to subsidized employment sites and Work Experience sites are conducted regularly. Attendance from work experience and other activity sites is submitted weekly, allowing coaches to respond in a timely manner to attendance issues, and team leaders to conduct regular case reviews. All jobseekers are required to have a childcare backup plan. Support service needs are addressed prior to activity assignment. In orientation, assessment and case reviews, jobseekers are told that in the event their

need for support services changes, to contact their job coach as soon as possible. Contact information for the job coach is included on all correspondence.

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:

A JOBSplus job coach has been assigned to re-engage sanctioned individuals through a combination of individual meetings, mailers and group settings.

For example, sanctioned individuals who request re-engagement and have served the durational period, are assigned to a group meeting where activities are offered to allow the sanctioned person to demonstrate compliance. Barriers to compliance such as childcare and transportation are addressed at these meetings and support services are provided as appropriate.

Sanctioned individuals who claim medical limitations are given the opportunity to provide medical documentation. Sanctioned individuals who do not self-initiate compliance, are called in for an eligibility group meeting where they are asked to document how they are meeting expenses with reduced benefits. Sanctioned individuals who repeatedly refuse or fail at re-engagement may be called directly or may be interviewed by the JOBSplus staff at recertification. Jobsplus staff explain why compliance is beneficial and what it involves. Interviewers attempt to gain an understanding of why the participants continue to remain sanctioned and offer services as indicated. Job development assistance is also offered. The district also conducts home visits with non-durationally sanctioned participants to assess special needs or circumstances and to offer services, including a streamlined manner in which to initiate the compliance process. These sanctioned individual would not be called in for an eligibility review any more than monthly after the end of the sanction.

- 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:

Intake employment staff offer diversion services, such as assistance with applying for subsidized childcare. Those with a documented guarantee of employment are also offered diversion services.

Generally, applicants are required to participate in job search for the duration of the application phase, which may include participation in a job search/assessment workshop for all or part of the application phase. Non-exempt individuals employed less than full-time are also required to conduct a job search to secure full-time employment or a job with higher wages leading to self-sufficiency.

Applicants and recipients who are parenting and under the age of 25, may be offered the services of a special group of district and JOBSplus staff dedicated to reducing generational poverty through a whole family, coaching approach. In addition, clients who fall under this pilot group may be offered the support of a job coach for an extended period of time after case closing. The district will include non-custodial parents in this wholistic approach. Financial empowerment counselors are available to educate on financial best practices including opening bank accounts, budgeting and debit relief.

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
FA SNAFAM SNA 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.
FA SNAFAM SNA 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.
FA SNAFAM SNA 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.
FA SNAFAM SNA SNAP	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.
FA SNAFAM SNA SNAP	Secondary School - Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalence (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a HSE diploma as determined necessary by the educational institution. Secondary School or HSE programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.
FA SNAFAM SNA SNAP	Job Skills Training - Training or education in job skills to improve a participant's employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed, such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post-secondary education courses leading to a bachelor's or other advanced degree, or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction, or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client's assessment that such instruction is needed to improve the participant's employability
FA SNAFAM SNA SNAP	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.
FA SNAFAM SNA SNAP	Job Readiness Training (JRT) Activities - Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual's employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.
FA SNAFAM SNA SNAP	Subsidized Private Sector Employment - Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.
FA SNAFAM SNA SNAP	Subsidized Public Sector Employment - Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.
FA SNAFAM SNA	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.
FA SNAFAM	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.
	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.
FA SNAFAM SNA SNAP	On-the-Job-Training (OJT) - Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.
FA SNAFAM SNA SNAP	Other - Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.

4.2 Job Development

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

participants?

Yes

No

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

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

N/A

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

Approximately 1.5 FTE JOBSplus staff are assigned to the job development function. They are in daily contact with employers, host several on-site employer visits each year and work with community partners to host job fairs.

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

a. Described below is how the district identifies appropriate education program providers for services of Adult Basic Education, High School Equivalency (HSE) diploma preparation, and English Language Instruction that are available to clients whose assessment indicates such services would be an appropriate work activity assignment:

The district is in close communication with educational providers in the community and ensures it has information about available resources.

If a client requests this type of education, and the district is in agreement that it will increase the client's employability, the client will be assigned to the activity. The district supports educational agencies applications for State funding for additional programs as appropriate.

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:

The district is in close communication with vocational educational and training providers in the community to ensure it has information about available resources.

When funds are available, the district may also contract for training programs that meet the needs of its clients. Currently, the district contracts with Partners in Learning, Inc. JOBSplus provides basic computer skills in the resource room. In partnership with the Career Center, jobseekers are able to complete Metrix online training.

If a client requests this type of training, and the district is in agreement that it will increase the client's employability, the client will be assigned to the activity. Training which requires funding must be approved by the local One-Stop as an in-demand occupation. Funding is requested through the One-Stop, Acces VR, or Onpoint for College.

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

Educational opportunities for jobseekers who demonstrate low literacy levels and/or who do not have a high school diploma or equivalent will be explained and discussed during assessment as part of determining the appropriate activity for the jobseeker. The issue will be revisited during case reviews and upon the request of the jobseeker. Staff have access to a list of available educational opportunities, including contact information, class days and times, and minimum entrance requirements. The assigned activity site reports TABE scores once tested and indicates if the participant is appropriate for their offerings. School records may be obtained for a better understanding of the individuals needs.

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:

Such requests are approved unless the job coach determines the individual had recently engaged in such activity and did not maintain acceptable attendance or satisfactory progress, or has repeatedly engaged in such activity with little or no progress. Job Coaches will utilize online information including <https://dol.ny.gov/why-go-school> and NYS and local occupational and wage statistics to guide conversations.

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:

See attached documentation.

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

1. History of providing education/training services, or being part of a larger organization which has done so. The WIOA Career Services Center list of approved providers and programs will be utilized;
2. Training provides skills that are in demand for specific occupations locally (as determined by DOL economic analysts);
3. There is a written standard of satisfactory progress for each training course, including qualitative measures of progress (grades, competencies) and quantitative measures of progress (established amount of time to complete training);
4. Education/training program must be provided in such a way that training can be completed within one calendar year;
5. Courses for which tuition is charged will not be approved if similar, free, programs are available.

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

Training options are discussed at the time of assessment if appropriate or requested. Should a jobseeker request a training provider that has not previously been considered for approval, the agency will contact the provider to determine if approval can be given.

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

All recipients either receive written notice of their approved and assigned activity or activities, and/or the activity is included on the employment plan. Recipients also receive written notice of disapproval of vocational training.

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:

Verification of school enrollment is requested at application and recertification. If documentation is not received, or received and states the individual is no longer enrolled, information is shared with JobsPlus to schedule assessment and engage in activity, or to re-establish enrollment in school.

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:

All individuals are assessed to determine if there are limitations on work hours or work activity due to medical, mental health or cognitive impairment. Individuals are assigned only to the number of hours of activity per week allowed per the client's physician or the agency's independent medical examiner. Any limitations that impact the ability to take part in the activity, usually, work experience is the activity most affected by limitations, are shared in writing, with the activity supervisor with a release of information from the jobseeker. All assignments are discussed with the jobseeker in order to address any expressed concerns

4.4 Post-Secondary Education Approval and Enrollment Policies

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

The highest approvable level of post-secondary level education is a two-year college degree for recipients unless participating in our 2GEN pilot program. Jobseekers in the 2GEN pilot program may be considered for up to a 4-year degree if supported and approved by their job coach.

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:

All vocational training enrollments are monitored using in-house lists and available COGNOS reports. Enrollments beyond the 12 month lifetime limit will be combined with the necessary additional hours to maximize participation. Attendance in both vocational training and other assigned activity will be monitored preferably weekly, at minimum, monthly.

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).

Everyone, to the extent each is medically able, will be enrolled in up to 35 hours of activity/week, including, whenever possible, at minimum, the requisite number of hours of countable activity as defined under federal and state legislation. Anyone who is employed less than 35 hours/week will be required to participate in additional activity to total up to 35 hours/week whenever possible.

Those with children under the age of six may be required to participate in less than 35 hours/week, but always, when possible, in a sufficient number of hours to be countable. The weekly standard of 35 hours is used as it matches the local county's work week.

A recipient who provides child care for another parent and who receives less than the hourly minimum wage in payment will be required to participate in 35 hours of activity each week, not including the hours of provision of child care. However, two weeks will be allowed to the recipient to give notice to the parents of the child(ren) receiving the care; additional time may be permitted as determined by the district based on case circumstances.

100% attendance is required in all activities, including work experience, job readiness training, vocational training, and all other assigned activity. Absences may be excused if they are documented as being due to emergency medical, dental, or mental health/social work appointments; illness; pre-approved non-emergency medical, dental, mental health/social work, or attorney appointments; court appearances; temporary assistance recertifications or fair hearings; short-term childcare interruptions; death in family; serious illness in family; short-term transportation problems; job interview; temporary site closings; other pre-approved absences for mandatory appointments with Children's Division, HEAP, WIC, Probation, etc.; and adverse weather conditions.

Recipients without dependents who are aged 19 and older and who are in high school or other educational training may also be assigned to work experience (which will not conflict with school hours) unless engaged in 10 or more hours of paid employment.

Recipients with dependent children who are aged 20 or older and who are in high school or other educational training may also be assigned to work experience (which will not conflict with school hours) unless engaged in 10 or more hours of paid employment.

Recipients who are on an employment sanction will not be authorized to provide child care to other recipients who are engaged in work activities unless provided financial compensation equal to at least minimum wage per hour.

Safety Net recipients will participate in maximum work experience hours as determined by dividing the temporary assistance grant plus SNAP grant by the higher of federal or state minimum wage (unless medically limited) based on availability of sites. All Safety Net recipients must also participate in other activities, including job search, job readiness training, or secondary school for a total of 35 hours/week.

Vocational training may be approved.

Individuals in single-parent families in receipt of Safety Net Assistance due to having received 60 months of cash assistance may participate in the same work activities, subject to district approval and district participation rate needs, as single-parent TANF families

All two-parent family adults (whether in receipt of TANF or Safety Net Assistance) must participate in full-time activity (35 hours) unless subject to medical limitations. If assigned to work experience, they will be assigned to up to the maximum number of hours as determined by dividing the temporary assistance grant plus SNAP grant by the higher of federal or state minimum wage.

Whenever possible, all non-exempt FA, SN, and SN Family individuals are engaged in activity on the day of case opening. Those individuals whose status changes to non-exempt are engaged as soon as possible to maximize engagement and participation.

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

Households with Dependent Children Average Monthly

2710

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:

WTWCMS/WRTS data is downloaded via COGNOS into an Access database and combined with information from an internal database to yield a variety of reports, including: entered employments by team, case type, and staff person; average wage at placement, top placement sites, length of time as code 70, and number of new vs. repeat placements; for each case type, number of persons assigned each employability code, number of persons not counting and for how long; a breakdown of both the numerator and denominator, including the reasons persons did not count for participation rate and how long they have not counted; changes in the caseload, including number and type of sanctioned individuals, openings and closings over time, assessments past due and due within 30 days. Our internal data is compared to the COGNOS reports issued by the State to verify and correct programming errors. Reporting is the primary responsibility of the Program Information/Evaluation Coordinator but in addition, each supervisor is trained in COGNOS reporting, and will create individual reports based on work or team assignment.

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

The district assigns TA applicants to Job Search.

Yes No

Applicant Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	10	20	Non-exempt applicants are notified to report to JOBSplus by appointment letter created by the DSS Intake worker. Applicants must meet both the min. contacts and min. hours benchmarks of their assignment. Job search activity includes elements of the approved definition of job search including resume development, online applications, phone contacts, and job search group meetings. Applicants will report no less than weekly with job search. Clients who are employed or work limited may be assigned less job search to accommodate work hours or limitations. In all job search assignments, the district will adhere to HHS and State requirements in documenting that the number and type of contacts is reasonable for the amount of time assigned. Travel time between potential employers will be included in this determination. Current job leads matching work abilities and skills will be provided. Direct job leads may be assigned which are specific positions/employers that are actively hiring, and which the jobseeker meets minimum requirements.
SNA Individuals	15	20	Non-exempt applicants are notified to report to JOBSplus by appointment letter created by the DSS Intake worker. Applicants must meet both the min. contacts and min. hours benchmarks of their assignment. Job search activity includes elements of the approved definition of job search including resume development, online applications, phone contacts, and job search group meetings. Applicants will report no less than weekly with job search. Clients who are employed or work limited may be assigned less job search to accommodate work hours or limitations. In all job search assignments, the district will adhere to HHS and State requirements in documenting that the number and type of contacts is reasonable for the amount of time assigned. Travel time between potential employers will be included in this determination. Current job leads matching work abilities and skills will be provided. Direct job leads may be assigned which are specific positions/employers that are actively hiring, and which the jobseeker meets minimum requirements.

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	20	Recipients must meet both the min. contacts and min. hours benchmarks of their assignment. In most cases, the goal is to fully engage in 35 hours unless enrolled in another activity. Clients who are employed or work limited may be assigned less job search to accommodate work hours or limitations. Job search activity includes elements of the approved definition of job search including resume development, online applications, phone contacts, and job search group meetings. Recipients will report no less than bi-weekly with job search. In all job search assignments, the district will adhere to HHS and State requirements in documenting that the number and type of contacts is reasonable for the amount of time assigned. Travel time between potential employers will be included in this determination. Current job leads matching work abilities and skills will be provided. Direct job leads may be assigned which are specific positions/employers that are actively hiring, and which the jobseeker meets minimum requirements.
SNA Individuals	15	20	Recipients must meet both the min. contacts and min. hours benchmarks of their assignment. In most cases, the goal is to fully engage in 35 hours unless enrolled in another activity. Clients who are employed or work limited may be assigned less job search to accommodate work hours or limitations. Job search activity includes elements of the approved definition of job search including resume development, online applications, phone contacts, and job search group meetings. Recipients will report no less than bi-weekly with job search. In all job search assignments, the district will adhere to HHS and State requirements in documenting that the number and type of contacts is reasonable for the amount of time assigned. Travel time between potential employers will be included in this determination. Current job leads matching work abilities and skills will be provided. Direct job leads may be assigned which are specific positions/employers that are actively hiring, and which the jobseeker meets minimum requirements.

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.

A recipient who provides child care for another parent and who receives less than the State hourly minimum wage in payment will be required to participate in 35 hours of activity each week, not including the hours of provision of child care. However, two weeks will be allowed to the recipient to give notice to the parents of the child(ren) receiving the care; additional time may be permitted as determined by the district based on case circumstances.

For all other self-employment, the district will approve self-employment as part of an individual's required work activities provided the self-employment income is documented and the hours of employment are documented. Otherwise, the gross income before disregards is divided by the State hourly minimum wage to determine the hours in self-employment. Self-employed individuals earning less than the State hourly minimum wage will be required to participate in activity up to 35 hours/week.

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):

Onondaga County does not mandate 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.

If a SNAP recipient requests supervised job search, a Job Coach would be responsible to assign hours and number of applications. Direct job leads would be given matching the participants qualifications. Job Search would be reviewed no less than bi-weekly. Resume assistance and use of the resource room is available.

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 makes job search available as a SNAP E&T work activity to NTA SNAP applicants and recipients. Job Search assistance is offered at application and recertification. NTA SNAP recipients are provided with a letter of invitation to attend job search workshops at which they are offered assistance with job search activities.

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.

24

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.

24

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.

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.

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

6.2 Use of Outside Providers/Vendors

a. Does the district utilize outside providers/vendors to collect documentation and enter data directly into WTWCMS?

Yes No

b. If Yes, does the district’s provider/vendor documentation collection, data entry and management of WTWCMS follow the same process that would be used by the district worker?

Yes No

c. If No, describe below the process used:

Each individual Coach and Technical Assistant has been trained in proper data entry procedures for WTWCMS and local databases. The job coach will create enrollments, enter case narratives and calculate attendance. Once the attendance entry is calculated by the coach, Technical Assistants will enter the data on WTWCMS. All staff are required to adhere to established data entry, system use and confidentiality policies. Team Leaders review and audit entries for accuracy.

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:

Excluding tuition, the district will provide supportive services payments for any expenses required for participation in approved training, other assigned activity, or employment, for applicants or recipients, including but not limited to:
clothing: uniforms, work clothing, specialty items, equipment: specialty tools or equipment
licensing: licensing or testing fees
approved training: books

All requests are evaluated on a case-by-case basis as to the relevance to obtaining or retaining employment. Evaluation criteria include: alternative sources of funding or service; whether other resources are exhausted; estimates from one or more providers of service or material; whether the requested item/service is required or optional; and whether the amount of the request is commensurate with the need.

Written documentation from the work site or employer of the need for the required items must be submitted. Payment will be based on the lowest cost estimate. Payment may be issued directly to the jobseeker, who must submit proof that the funds were used to purchase the items authorized by an established due date.. If the district determines that the supportive service payment was not used for the intended purpose, a referral to investigate will be made which may lead to recoupment. Alternatively, payment may be pre-arranged with, and go directly to a vendor.

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):

The district will provide transportation assistance for applicants or in order to participate in assigned work activities. During application stage, and until the first structured program assignment, transportation is provided as necessary to apply for specific job openings or attend interviews. Once a jobseeker is enrolled in structured activity, they will be given a bus pass so long as they don't not within 1 mile or 10 blocks of the activity. If a jobseeker is unable to use bus service, the agency will provide reimbursement for carpooling or driving of a vehicle which has been reported as a resource to the district (along with proof of ownership, registration, insurance, and driver's license) at the established IRS Medical/Moving rate. Approval is made on a case-by-case basis. This rate represents the cost of gas, but does not include the cost of any repairs or insurance, which may be reimbursed separately, on an as-needed basis. Should the actual cost of gasoline needed to participate in an assigned work activity exceed the reimbursement rate, the agency will reimburse for the actual cost based on reasonable documentation submitted by the work activity participant. Transportation assistance will be provided for applicants and recipients who begin paid employment until the TA case is denied or closes (see transitional services, below for post-case-closing procedures). Employed applicants and recipients may also be considered for

assistance with the cost of car repairs, insurance, and driver's license fees (but not fines), subject to the other provisions of this section. Should the participant be employed part-time and engaged in other assigned activity, bus passes or mileage reimbursement will be authorized as needed for both the employment and the activity. Employed recipients who own their own vehicles can seek reimbursement if the vehicle is needed in the course of their work and mileage is not reimbursed by the employer. If a documented medical need is present, a pass for bus transportation will be issued. Jobseekers who are employed outside of bus service and who don't have access to other forms of transportation, may be considered for LYFT rides. Transportation assistance to Safety Net families will be provided. If the individual is employed, transportation will be provided using TANF funds. If the individual is not employed, other non-TANF funds, such as Safety Net and/or SNAP E&T participant reimbursement, will be used.

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:

One mile.

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:

Services to assist individuals at risk of needing public assistance to improve their opportunities for employment or to maintain their employment are available on an as-needed, case-by-case basis. Such services may include: referral to child care subsidies; work-related expenses such as tools, uniforms, and licensing fees; transportation expenses such as car repairs, bus passes, and gas money (as needed until next paycheck is expected); and emergency day care (if provider is contracted and child care subsidy application has been filed). If an applicant for such services owes the district money under a previous recoupment, these services may be denied.

7.2 Post-Employment/Transitional Supportive Services

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

Transportation assistance will be provided, as needed, for as long as the individual remains employed and on Temporary Assistance, provided the individual lives more than one mile or 10 blocks from the place of employment. Transitional transportation assistance will be subject to all other provisions in Section 7.1.b.

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:

1. Assistance with the cost of car repairs and/or insurance will be provided upon request, subject to the restrictions stated in Section 7.1.b.
 2. Training and work-related expenses will be provided for any expenses required for employment, including but not limited to:
 - clothing: uniforms, work clothing, specialty items
 - equipment: specialty tools or equipment
 - licensing: licensing or testing fees
 3. Lyft rides for employed jobseekers who cannot be accommodated by the bus service, and do not have access to other means of transportation.
- All requests are evaluated on a case-by-case basis as to the relevance to retaining employment. Evaluation criteria include, but are not limited to: alternative sources of funding or service; whether other resources are exhausted; estimates from one or more providers of service or material; whether the requested item/service is required or optional; and whether the amount of the request is commensurate with the need.

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.):

None.

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

Job Coaches must submit a conciliation check list (local form) to the Team Leader prior to processing a conciliation. Once the Team Leader reviews the case and approves, they notify the Coach to proceed. Conciliation notices instruct jobseekers to respond in writing or by phone within 10 days. Once the response is received, the designated staff person reviews all the circumstances of the case, including case notes, attendance sheets, pay stubs/other employment verification, doctor's notes and appointments/hospitalization/clinic records, other appointments, and any other documentation submitted, as well as the reasons offered by the jobseeker, to determine whether the jobseeker willfully and without good cause refused or failed to comply with employment requirements. Where a jobseeker claims a specific issue but does not submit documentation to support it, the jobseeker is given an additional ten days to provide such documentation when appropriate.

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):

A JOBSplus employment worker with no direct responsibility for the case, under the direction and supervision of a Team Leader.

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

Conciliation notices instruct jobseekers to respond by either providing in writing or by phone, the reasons they did not comply with the required SNAP work requirement and/or to avoid a SNAP sanction by demonstrating compliance through a job search assignment. Both the written response and/or the job search assignment must be submitted within 10 days. Once the response is received, a JOBSplus employment worker, with no direct responsibility for the case, under the direction and supervision of a Team Leader makes the willful and good cause determination. The designated staff person reviews all the circumstances of the case, including case notes, attendance sheets, pay stubs/other employment verification, doctor's notes and appointments/hospitalization/clinic records, other appointments, and any other documentation submitted, as well as the reasons offered by the jobseeker, to determine whether the jobseeker willfully and without good cause refused or failed to comply with employment requirements. If the jobseeker submits a response that shows the client's actions were willful and without good cause, the client is given an additional 10 days to demonstrate compliance through a job search assignment. In addition, the district allows all SNAP applicants and recipients who fail to comply with a SNAP employment requirement the opportunity to document good cause or an exemption from participation in SNAP work activities.

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):

A JOBSplus employment worker with no direct responsibility for the case, under the direction and supervision of a team leader, makes the willful and good cause 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:

SNAP recipients wishing to demonstrate compliance to avoid a SNAP E&T sanction must complete ten direct job search contacts (made at either the employer's place of business or online) and submit documentation within 10 days to be considered in compliance to avoid a SNAP E&T sanction.

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 individual is assigned to a 10-day, seven hours per day, activity unless the individual has limitations which impact his/her ability to participate. If s/he completes the activity satisfactorily, with no unexcused absences, the sanction will be ended. A sanction may also be ended once it has reached its duration if the individual can demonstrate incapacity or obtains full-time (30 hours or more) employment. Part-time employed individuals may be assigned to a ten days of activity congruent with their work schedule to demonstrate compliance once the sanction duration is over. Temporary Assistance benefits are restored retroactive to the date the individual indicated a willingness to comply (but no earlier than the expiration of the minimum duration period). If the individual is (re)applying for TA benefits after the duration of sanction has expired on a new or previously closed case, the individual would need to comply with applicant work requirements, unless claiming an exemption where documentation to support the exemption would need to be obtained.

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:

Onondaga County does not mandate NTA SNAP recipients to participate in SNAP E&T work activities. For recipients of TA and SNAP, if the duration of the SNAP sanction has ended, an individual may be eligible for SNAP benefits by completing and submitting 10 job search contacts within 10 days. If both TA and SNAP durations have ended an individual may be eligible for SNAP benefits by attending a 10 day Assessment Workshop. An individual may be eligible for SNAP benefits before the end of the durational period if the individual documents that they are exempt from SNAP work requirements and is otherwise eligible for SNAP benefits.

8.3 Dispute Resolution

a. The district's procedure for individuals who wish to dispute their work activity assignments, including individuals who dispute the district's response to their request for health-related accommodations must be conducted in accordance with 18 NYCRR 385.11(c). Indicate below who mediates the grievance.

- An independent entity which has an agreement with the district
- Supervisory staff who are trained in mediation and who have no direct responsibility for the individual's case
- Designated supervisory staff who have no direct responsibility for the individual's case and who are not trained in mediation

9. Disability Determinations, Documentation and Requirements of Exempt Individuals

9.1 Disability Determination Process and Tools

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

- District participates in the OTDA managed contract for independent medical evaluations.
- District contracts directly with a physician to provide independent medical evaluations.
- District accepts physician's statement provided by participant.
- District accepts physician's statement provided by participant but refers for an independent evaluation when deemed necessary
- Other process

The employment worker reviews the documentation submitted by the client. Additional information may be requested from the client and/or the client may be referred for an independent evaluation through either the OTDA managed contract or through a local contract with Crouse Hospital. Upon receipt of all available information, a decision is made by the worker regarding the individual's claim of disability.

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

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.

[Empty box]

e. Describe below the procedure the district uses if the screening tool warrants a mental health evaluation referral

[Empty box]

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

a. An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist them in recovering from a mental or physical impairment, accept referral to and enrollment in a program of vocational rehabilitation, training, and/or other essential rehabilitation, and provide requested evidence that the individual is participating in the assigned program.

Described below is the district’s procedure for determining if an individual, who is unable to work due to mental or physical impairment, has the potential through treatment or other rehabilitative activities to improve the ability to work. This determination is different from the determination of the individual’s disability exemption as covered in Section 9.1 of this plan. Indicate who makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities (e.g., medical practitioner, employment worker, TA worker, local review team, etc.). Also indicate the source and type of information used to make the determination (e.g., information from individual’s medical practitioner, district contracted provider, specialist evaluation obtained as result of district referral, etc.).

The individual's treating practitioner, or the state or district contracted provider, will make the determination whether the individual would benefit from treatment.

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

If the treating practitioner, or the contracted provider, indicates the individual would benefit from treatment, the employment worker includes it on the treatment plan and makes a formal referral for treatment. In addition, a restoration plan is completed in cooperation with the individual outlining the steps needed to improve the ability to work.

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.

Compliance with treatment plans is tracked by the job coach responsible for the case. Treatment attendance is verified on a monthly basis. If documentation received does not indicate compliance with treatment, the job coach is responsible for reaching out the provider for clarification. The treatment attendance form also requests progress information. A release of information for the treatment provider is obtained from the client to permit the job coach to follow up with the provider as needed. The restoration plan is updated when treatment information changes.

10. District Certification

10.1 Certification

As a condition of the receipt of federal and State funds the Local District Commissioner of Onondaga 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 01, 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.

11/4/2021 7:26:22 PM

Sarah Merrick

Commissioner
