

**Livingston County Department of Social Services
Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan
for Public Review and Comment**

In compliance with requirements set forth by the Office of Temporary and Disability Assistance, the Livingston County Department of Social Services is making available to the interested public a copy of the 2022-2023 Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan for review and comment.

Any person wishing to formally review and comment is asked to call the Commissioner's office at (585) 243-7300 by December 18, 2021.

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

January 01, 2022 - December 31, 2023

Livingston

- 1. Administration**
 - 1.1 Administrative Structure
 - 1.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies
 - 1.3 OTDA Jobs Staff Agreement
 - 1.4 Access to Services at New York State Career Centers
- 2. Orientation, Assessment and Employment Plan**
 - 2.1 Orientation (Reference 18 NYCRR 385.5)
 - 2.2 Temporary Assistance (TA) Employment Assessment
 - 2.3 TA Employment Planning (Reference 18 NYCRR 385.6 and 385.7)
- 3. Engagement**
 - 3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f))
 - 3.2 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency
 - 3.3 Strategies/Procedures for Increasing Program Attendance
 - 3.4 Strategies/Procedures for Engaging Sanctioned TA Participants
 - 3.5 Strategies for Reducing the Need for TA
- 4. Work Activities**
 - 4.1 Allowable Work Activities
 - 4.2 Job Development
 - 4.3 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)
 - 4.4 Post-Secondary Education Approval and Enrollment Policies
- 5. Work Requirements**
 - 5.1 Meeting TA Work Requirements
 - 5.2 Meeting SNAP Work Requirements
- 6. Quality Assurance/Work Verification**
 - 6.1 Quality Assurance Process - Random Case Sampling
 - 6.2 Use of Outside Providers/Vendors
- 7. Supportive Services**
 - 7.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District
 - 7.2 Post-Employment/Transitional Supportive Services
 - 7.3 Extended Support Services
- 8. Conciliation, Sanction and Dispute Resolution Procedures**
 - 8.1 Conciliation
 - 8.2 Sanction
 - 8.3 Dispute Resolution
- 9. Disability Determinations, Documentation and Requirements of Exempt Individuals**
 - 9.1 Disability Determination Process and Tools
 - 9.2 Mental Health Screening and Assessment
 - 9.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))
- 10. District Certification**
 - 10.1 Certification

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 agency Organizational Charts.

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.

Employability of clients is determined at application, recertification, and at interim changes by Social Welfare Examiners in the Temporary Assistance/SNAP/Day Care Unit. Clients that are determined to be non-exempt, or employable with limitations are referred to the Office of Workforce Development. Clients that are determined Exempt for 1-3 months or 4-6 months are called in quarterly to meet with Employment Counselors at both Workforce Development and Catholic Charities. Employment Counselors from OWD and Catholic Charities of Livingston County are responsible to complete Employment Assessments and develop individual Employment Plans (within the regulatory timeframes) with each client. Employment Counselors are responsible for assigning clients to appropriate employment activities, monitoring client’s compliance, following conciliation procedures if necessary, and notifying the Department of Social Services of the results of the conciliation.

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
Liv Co Office of Workforce Development	250750	FFFS SNAP E & T Local	FA SNA Family SNA Individual SNAP	Employment assessments, employability plans, and support for compliance with employment plan, activities, job development, job search, job placement, job club, oversight of WEP.
Catholic Charities of Steuben Livingston	129720	FFFS SNAP E & T Local	FA SNA Family SNA Individual SNAP	Employment assessments, employability plans, and support for compliance with employment plan, activities, job development, job search, job placement, job club.
CASA Trinity	54996	FFFS Local	FA SNA Family SNA Individual TANF	Pre-assessment, referral for full assessment and D&A employability determination, case management of applicants and recipients of Temporary Assistance which includes monitoring participation and reporting to DSS

Industrial Medicine Associates	5000	FFFS Local	FA SNA Family SNA Individual	Medical/psychological assessment for employability determination, second opinions of employability determinations, suggested referrals to SSI/SSD.
--------------------------------------	------	---------------	------------------------------------	--

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
Consumer Credit Counseling Services	Others: none known	FA SNA Family SNA Individual	Financial literacy and personal money management
Genesee Valley BOCES	Others: unknown	FA SNA Family SNA Individual	Vocational/educational training, TABE testing, TASC instruction
CORE	Others: unknown	FA SNA Family SNA Individual	ESL instruction, literacy and educational support to remove barriers to employment
Literacy Volunteers	Others: unknown	FA SNA Family SNA Individual	ESL instruction, address literacy barriers to 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:

Bimonthly meetings are held with the Directors of OWD and Catholic Charities of Steuben Livingston and with district staff consisting of the Division Director, Principal Social Welfare Examiner and Senior Social Welfare Examiner that monitor the TA Employment caseload. Topics are related to new policy directives, service provision, areas identified for improvement and community collaboration.

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

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

Office of Workforce Development has DOL staff on site. When clients are referred to OWD for assessments and services, they are also able to access DOL services.

1.4 Access to Services at New York State Career Centers

a. Described below is how the district provides access to its programs and services with Career Center partners (select all that apply):

- The district has employee(s) physically present at a Career Center
- The district has contract staff physically present at a Career Center
- The district makes available direct access to its program staff via phone or technology at a Career Center
- The district makes available copies of the LDSS-2921 (Common Application) at a Career Center
- Other:

b. Described below is how the district coordinates with Career Center partners to provide services to the district's clients, including referral and information sharing mechanisms, or other collaboration such as participation on the local WIOA Business Services Team, etc.

The district contracts with the Career Center to provide employment services to TANF customers. The career center conducts assessments, case manages non-exempt clients, and co-enrolls clients in any of the other career center partner programs that may benefit the client. Several of the Career Center staff are cost allocated between TANF and WIOA, enabling them to provide services from both programs to TANF clients

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:

Orientations by Social Welfare Examiners are conducted individually with applicants/recipients at their face-to-face eligibility/recertification appointments, and at any time the individual's employability status changes. Orientations are conducted individually with applicants/recipients face-to-face. Same procedure for exempt and non-exempt. Due to COVID concerns noted by the client, occasionally orientations are provided telephonically.

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:

Information is gathered from the client and entered into CMS.

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

Contract staff - Employment Counselors at Liv Co. Office of Workforce Development and Catholic Charities of Steuben / Livingston.

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)):

Employment Counselors at OWD: MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; or
2. Satisfactory completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university and two years of full time experience as a Counselor, Employment Interviewer, or other related position with similar duties and responsibilities; or
3. Graduation from high school or possession of a high school equivalency diploma and four years of full time experience as defined in 2; or
4. An equivalent combination of training and experience as defined by the limits of 1 through 3.

NOTE: Verifiable part time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.

Employment Counselors at Catholic Charities: Education: Bachelors and 1-2 in Human Services related field or Associates with related experience and 1-2 years in Human Services field .

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?

Assessments are updated no less than annually; at recertification; during regular face to face meetings with recipients when they have removed / or added a prior barrier; or, when they have information to add that would improve their employability in a specific sector due to training or experience.

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 WTWCMS.

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

The district develops individual employment plans using a local equivalent tool and later enters information into WTWCMS. Attached is the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:

b. Check one of the following:

The same administrative unit or contractor that conducts employment assessments also develops employment plans.

A different district administrative unit or contractor develops employment plans, and their qualifications include:

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

Employment Counselors meet face to face with recipients to discuss their employment history, any training they have had, their likes and dislikes in employment areas as well as their employment goals. Plans are developed together to set realistic expectations to progress toward self sufficiency. If COVID concerns are noted by the client, occasional interviews are conducted telephonically.

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

Employment Plans are updated during regular face to face meetings with recipients when they have removed a prior barrier, or if a new barrier is noted, and when they have information to add that would improve their employability in a specific sector due to training or experience.

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:

At Eligibility / recertification examiner discusses and reviews work requirements. Clients are assessed for barriers, skill sets by self reporting, etc by examiner. Examiner determines appropriate coding for Applicants / recipients. Clients are given written referral for OWD or Catholic Charities of Steuben Livingston for further compliance related services. Clients with potential or reported substance use or mental health barriers are referred to on site CASAC for assessment or Liv. Co. Mental Health Services. IMA may also be utilized if no provider is known for the client.

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:

Clients are referred to CORE/Literacy West to assist with ESL services. DSS staff use Language Service Line\Interpretalk services during interviews to communicate with individuals with Limited English Proficiency. Temporary Assistance Examiners identify individuals with Limited English Proficiency that are spanish-speaking, and refer them to CORE Learning Center which is the grant recipient for these services in Livingston County. This tutoring program improves the clients' ability to understand and communicate in English to increase their opportunities for employment, as well as improving their ability to communicate with schools, day care providers, and other community resources. Individuals with Limited English Proficiency may also be assigned to the ESL program.

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:

Applicants and recipients are interviewed to explore any barriers they may have. Staff works with the clients to plan for removing these barriers long term to assist them in achieving self sufficiency. When assigning clients to activities, Employment Counselors explain the requirement and importance of attending activities. The clients are advised to schedule personal appointments for minimum impact on their work activity schedule. Employment Counselors closely monitor attendance of their clients. When notified of an absence, the Employment Counselor contacts the client to determine the reason for the absence and decides if the absence is with good cause. During discussion with the client, they may identify problems or barriers, and adjust the employability plan/make referrals as appropriate.

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:

Clients are advised verbally and with written notice with instructions on what they need to do to list the sanction by examiner or contract staff.

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

X

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

Temporary Assistance Examiners discuss options with sanctioned clients when the client has contact with the agency (recertifications, reporting of changes).

3.5 Strategies for Reducing the Need for TA

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

Fully exploring with the client their needs and barriers, assisting them in gaining further skills to increase job opportunities, and referring to other potential long term financial resources (SSI/SSD) if needed.

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	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.
	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.
	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 SNAP	Community Service - A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.
FA SNAFAM SNA	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.
	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.

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.

OWD invites local employers to recruitment days at their office. Local employers meet with participants to identify qualified candidates for job opportunities. Identified candidates are referred to employers for interviews for job openings.

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:

OWD identifies service agencies that are certified through Department of Education, or are credentialed to provide education services. OWD also works with WIOA partner Literacy West to coordinate and refer clients for educational services.

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:

OWD identifies service agencies that are certified through Department of Education, or are credentialed to provide these services. Referrals and coordination is done with local BOCES for adult education / skill trade training for appropriate clients.

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:

During Assessment, contract staff of OWD or Catholic Charities of Steuben Livingston determine if there is a literacy need and referrals are made to WIOA partner Literacy West.

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:

Clients must meet the minimum requirements to qualify for the programs. The agency would deny participation in the education activity if the client had already completed a comparable activity, or the activity was not consistent with the client's employability plan goals.

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:

Consideration is given to client interests, literacy levels, aptitudes, skills, medical limitations, availability of programs and funding resources, and where job skills/vocational education seem to fit best in the over-all employability plan.

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

All education and training providers must be certified through SED, or have other formally recognized certification. The following standards are criteria providers may be evaluated on:

1. State approval or licensing
2. Past performance
3. Range of training/education activities available

- 4. Qualifications of staff
 - 5. Documentation of fiscal responsibility
 - 6. Cost per enrollment/completion/entry to employment
 - 7. Achievement of goals at delivering agreed upon outcomes
- OWD accesses the list of in-demand occupations from the State Labor Department.

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

Employment Counselors from OWD and Catholic Charities provide to participants a list of approved in-demand occupations and trainings. Clients may be referred to OWD staff for one-on-one appointment to provide more individual search/application for trainings.

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

Training programs notify clients of their approval to the program. Employment Counselors send referrals / notices to clients that have been accepted.

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:

At initial eligibility and at 6 month recertifications, Temporary Assistance Examiners send school verification form DSS 3708 to verify attendance.

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

Temporary Assistant Examiners share the 4005a with Employment Counselors. The Employment Counselors assure that they assign clients to activities that can accommodate the client's limitations. When assigning to WEP, the Employment Counselor shares (in writing) the 4005a limitations with the WEP site to accommodate the limitation

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:

Approval for:
- short-term (6 mo or less) certification programs for in-demand occupations,
- on a case-by-case evaluation, completion of last year of 4 year degree that will assure graduation, accommodations will be made in the employability plan for study time/classes

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:

No approval for education programs beyond the 12 months.

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).

Recipients are engaged within 4 weeks of their case opening or their employability code changing from exempt to non-exempt. Individual plans are developed to assign sufficient hours necessary to meet the participation rate for the individuals case type and employability code, while considering the interests of the client and any individual skills/barriers, and circumstances. DSS schedules ABAWD recipients with an appointment to an ABAWD qualifying activity at opening, recertification or when ABAWD status changes.

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

Households with Dependent Children Average Monthly 100

Households without Dependent Children Average Monthly 100

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:

Contract staff use monthly and current COGNOS reports to monitor participation/engagement, and to identify clients that may need to increase their hours of participation.

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	Bi-weekly, the Office of Workforce Development conducts a 3 day Assessment/Job Readiness, Job Search training workshop. At the TA eligibility interview, all non-exempt TA applicants are assigned to a workshop. At the conclusion of the 3rd day of the workshop, the non-exempt applicants are entered into an ongoing Job Search until their case opens. Employment recruitments are held regularly at the Office of Workforce Development. All non-exempt applicants are required to attend the recruitments sessions.
SNA Individuals	10	20	Bi-weekly, the Office of Workforce Development conducts a 3 day Assessment/Job Readiness, Job Search training workshop. At the TA eligibility interview, all non-exempt TA applicants are assigned to a workshop. At the conclusion of the 3rd day of the workshop, the non-exempt applicants are entered into an ongoing Job Search until their case opens. Employment recruitments are held regularly at the Office of Workforce Development. All non-exempt applicants are required to attend the recruitments sessions.

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 are contacted by their employment counselor (OWD or Catholic Charities), and assigned to job search
SNA Individuals	10	20	Recipients are contacted by their employment counselor (OWD or Catholic Charities), and assigned to job search

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

Self-employment is reviewed on a case-by-case basis. In most situations, the self employment will be approved as work participation if it meets the federal minimum wage standards.

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):

Livingston County does not mandate Non-Temporary Assistance SNAP applicants and recipients to participate in work activities. SNAP applicants/recipients are informed of job clubs, recruitment events and host employer activities offered at OWD. Livingston County DSS will make a qualifying ABAWD activity available, if requested.

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.

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):

NTA SNAP applicants/recipients are informed of job clubs, recruitment events and host employer activities offered at OWD. Livingston County DSS will make a qualifying ABAWD activity available, if requested. NTA SNAP recipients are informed of the available services of the Office Of Workforce Development by the DSS examiner at case opening and at recertification both verbally and with written notice. When these clients present at OWD, they are assisted by staff to help facilitate their next steps.

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

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

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:

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:

See attachment listing Support Services Provided

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):

See attached transportation calculation chart

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 or less one way

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

Applicants are screened for eligibility for diversion payments, transportation monies to cover travel to/from employment until the client received their next paycheck, referrals to other agencies/organizations to ameliorate a short-term emergent need that would allow them to continue their employment. Clients are also screened for eligibility for other programs that may stretch their budget: SNAP, Day Care, HEAP. Clients without medical coverage are referred to Certified Application Counselors to apply for health care coverage.

7.2 Post-Employment/Transitional Supportive Services

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

See Supportive Services attachment.

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:

See Supportive Services attachment.

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

Conciliation notices are sent to clients that do not satisfactorily complete the assignments in their employment plan. Employment Counselors reinforce the importance of compliance, discuss possible changes to the Employment Plan, and encourage the client to comply.

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

The client's employment worker

A supervisor in the district

A separate entity (describe below):

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

In person

By phone

By mail

Conciliation notices are sent to clients that do not satisfactorily complete the assignments in their employment plan. Employment Counselors reinforce the importance of compliance, discuss possible changes to the Employment Plan, and encourage the client to comply. Employment Counselor make sure clients are aware of their option to demonstrate compliance to avoid the SNAP sanction.

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

The client's employment worker

A supervisor in the district

A separate entity (describe below):

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

Employment Counselor or TA Examiners make sure clients are aware of their option to demonstrate compliance to avoid the SNAP sanction. If the client responds stating they know they do not have good cause but would like to demonstrate compliance, the TA Examiner or Employment Counselor explains to them they would need complete job search for 3 verified

jobs applications, and submit their job search verification log within 10 days to demonstrate compliance to avoid the SNAP sanction. If clients submits their form listing 3 job applications, no SNAP sanction is imposed. If client does not submit completed verification form by the deadline date, the SNAP sanction is imposed. TA Examiner or Employment Counselor may contact the employers listed on the form to verify applications were submitted

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:

Clients that have agreed to comply with employment to end their sanctions will be required to attend the appropriate work activity as assigned for one weekly activity cycle. The sanction is lifted immediately after the activity cycle is completed, and benefits are restored retroactive to the date the client 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:

Livingston County does not mandate participation in SNAP E&T. If a SNAP sanctioned client reapplies for SNAP and their sanction duration is done, they may end their sanction by agreeing to comply with employment requirements and are provided information regarding services offered through OWD.

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

Livingston County refers clients for an independent evaluation when: the client does not have a physician to complete the evaluation, when DSS wants a second opinion when a medical practioner's evaluations continue to report no change in the client's status, when DSS wants an evaluation for potential referral to apply for SSI.

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

Temporary Assistance Examiners and\or Employment Counselors review the recommendations of the medical practioners and determine employability.

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 district follows the medical practioners' recommendation for treatment plan, with the exception if there appears to be discrepancy between physical statement and client accounting of abilities. Then referral to IMA is made.

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

The district follows the medical practioners' and/or IMA recommendation for treatment in developing the 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.

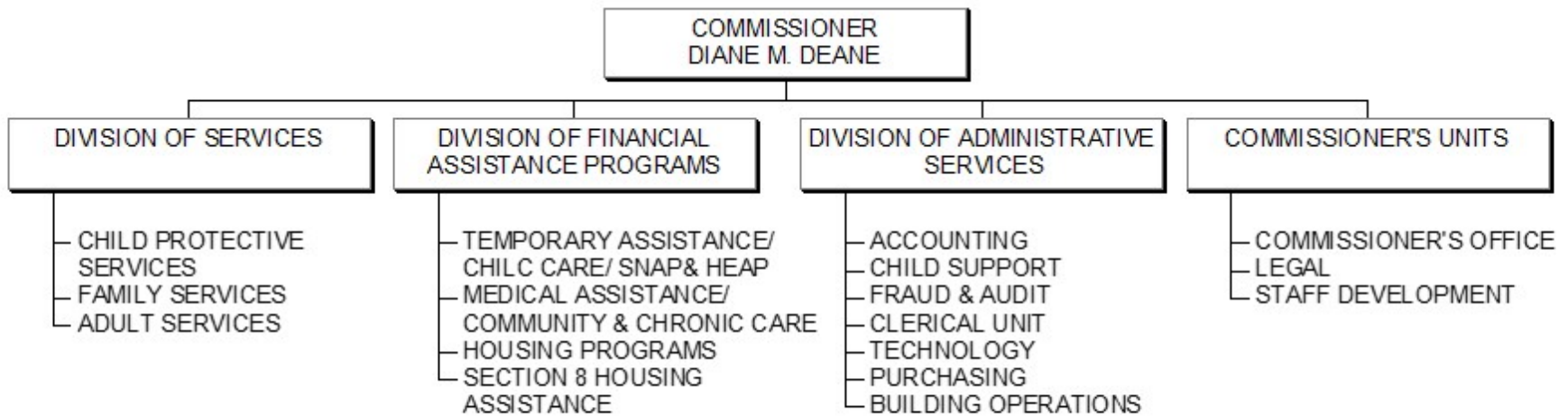
Clients in treatment plans are required to report their attendance monthly, as well as submit changes/progress in their condition. Updated medical practioner statements are required every 6 months for recertification's, unless sorter term exemption is noted (1-3 months), then updated medicals are required within the 3 month time frame.

10. District Certification

10.1 Certification

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

AGENCY OVERVIEW



Supportive Transitional Services Payments

TA Applicant Supportive Service Payments	Pd Emp Always VERIFY	Unpaid Trng	TANF CT 11	TANF CT 12	SN CT 16	SN CT 17	EAF CT 19	FS CT 31, 32	Documentation Required (In addition to verifying paid employment)	Maximum amount to be paid
Uniforms & Work wear	X	X	D7	D7	F2 w/FS	F2 w/FS		F2 w/FS	None; you estimate cost.	
Work Boots & Shoes	X	X	D7	D7	F2 w/FS	F2 w/FS	F2 w/FS	F2 w/FS	None; you estimate cost.	
Required Tools	X	X	D7	D7	F2 w/FS	F2 w/FS	F2 w/FS	F2 w/FS	None; you estimate cost.	
Vehicle Repairs	X		D9	D9	D9 Non-custodial Parent	D9 Non-custodial Parent	D9	F2 w/FS	2 Repair Shop Quotes, Regist., Ins Card, DL.	\$700 /year (or the value of the vehicle if less)
Insurance & Registration	X		D9	D9	D9 Non-custodial Parent	D9 Non-custodial Parent	D9	F2 w/FS	Insurance bill	Vehicle insurance is \$1000/year per individual
Driver's License	X		D9	D9	D9 Non-custodial Parent	D9 Non-custodial Parent	D9	F2 w/FS	Proof of required fee	\$200/year per individual
Gas to Assigned Activities	X	X	D9	D9	D9 Non-custodial Parent	D9 Non-custodial Parent	D9	F2 w/FS	DSS Town Distances Table	
Gas Until 1st Pay	X		D9	D9	D9 Non-custodial Parent	D9 Non-custodial Parent	D9	F2 w/FS	Emp. 1st Pay Confirm, & Map Quest	
Gas to Emp. Tests	X		D9	D9	D9 Non-custodial Parent	D9 Non-custodial Parent	D9	F2 w/FS	Emp Confirm & Map Quest	
Emp. Physicals	X				F2 w/FS *	F2 w/FS	F2 w/FS	F2 w/FS	Emp Confirm & Map Quest	
Civil Service Test Fee	X	X			F2 w/FS	F2 w/FS	F2 w/FS	F2 w/FS	Fee Sched	
Training Fee		X	T3	T3	T3	T3	T3	T3	Fee Sched & Emp Plan	
Support services cannot be used to pay fines or penalties.										
Vehicle expenses cannot be covered for unpaid activities.										
Use Form "WTW Employment Related Supportive Service Payments" doc.										
Philosophy: Our purpose is to eliminate or reduce the need for TA, so compare the cost of the expenditure to cost of TA for the HH 1-3 months.										
<p>SNAP E&T funds may only be used to provide services associated with retaining employment for up to 90 days only following the date an individual begins a job. The individual must have been participating in another SNAP E&T activity within the 90 days prior to starting employment to qualify for the receipt of participant reimbursement funds. Allowable costs include transportation costs (other than automobile purchase), clothing required for the job or equipment or tools required for the job.</p>										
F * F2- FSE&T may only be used to cover the cost of physical for employment, not for determining employability.										

TA Recipient Supportive Service Payments	Pd Emp Always VERIFY	Unpaid Trng	TANF CT 11	TANF CT 12	SN CT16	SN CT 17	EAF CT 19	FS CT 31, 32	Documentation Required (In addition to verifying paid employment)	
Uniforms & Work wear	X	X	D7, R9	D7, R9	R9	R9	D7, R9	R9	None; you estimate cost.	
Work Boots & Shoes	X	X	D7, R9	D7, R9	R9	R9	D7, R9	R9	None; you estimate cost.	
Required Tools	X		D7, R9	D7, R9	R9	R9	D7, R9	R9	None; you estimate cost.	
Vehicle Repairs	X		R7	R7	R7	R7	R7	R7	2 Repair Shop Quotes, Regist., Ins Card, DL.	
Insurance & Registration	X		R7	R7	R7	R7	R7	R7	DL, Fee Sched (Ins. up to 3 Mo's)	
Driver's License	X		R7	R7	R7	R7	R7	R7	Proof of required fee	\$200/year per individual
Gas to Assigned Activities		X	R7	R7	R7	R7	R7	R7	DSS Town Distances Table	
Gas Until 1st Pay	X		R7	R7	R7	R7	R7	R7	Emp. 1st Pay Confirm, & Map Quest	
Gas to Emp. Tests	X	X	R7	R7	R7	R7	R7	R7	Emp Confirm & Map Quest	
Emp. Physicals	X		D7, R9	D7, R9	R9	R9	D7, R9	R9	Quest	
Civil Service Test Fee	X	X	D7, R9	D7, R9	R9	R9	D7, R9	R9	Fee Sched	
Training Fee		X	T3	T3	T3	T3	T3	T3	Fee Sched & Approved Emp Plan	
Support services cannot be used to pay fines or penalties.										
Vehicle expenses cannot be covered for unpaid activities.										
Use Form "WTW Employment Related Supportive Service Payments" doc.										
Philosophy: Our purpose is to eliminate or reduce the need for TA, so compare the cost of the expenditure to cost of TA for the HH 1-3 months.										

A completed ta application is required for all applicants applying for a supportive services payment.

TA Closed within 90 days Supportive Service Payments	Pd Emp Always VERIFY	Unpaid Trng	TANF CT 11	TANF CT 12	SN CT16	SN CT 17	EAF CT 19	FS CT 31, 32	Documentation Required (In addition to verifying paid employment)
Uniforms & Work wear	X		T2	T2	T2	T2	T2	T2, F2	You estimate cost.
Work Boots & Shoes	X		T2	T2	T2	T2	T2	T2, F2	You estimate cost.
Required Tools	X		T2	T2	T2	T2	T2	T2, F2	You estimate cost.
Vehicle Repairs	X		T2	T2	T2	T2	T2	T2	2 Repair Shop Quotes, Regist., Ins Card, DL.
Insurance & Registration	X		T2	T2	T2	T2	T2	T2	DL, Fee Sched (Ins. up to 3 Mo's)
Gas to Assigned Activities									DSS Town Distances Table
Gas Until 1st Pay	X		T2	T2	T2	T2	T2	T2	Emp. 1st Pay Confirm, & Map Quest
Gas to Emp. Tests	X		T2	T2	T2	T2	T2	T2	Emp Confirm & Map Quest
Emp. Physicals	X		T2	T2	T2	T2	T2	T2, F2	Emp Confirm & Map Quest
Civil Service Test Fee									Fee Sched
Training Fee		X	T3	T3	T3	T3	T3	T3, F2	Fee Sched & Approved Emp Plan
Support services cannot be used to pay fines or penalties.									
Vehicle expenses cannot be covered for unpaid activities.									
Use Form "WTW Employment Related Supportive Service Payments" doc.									
Philosophy: Our purpose is to eliminate or reduce the need for TA, so compare the cost of the expenditure to cost of TA for the HH 1-3 months.									
SNAP E&T funds may only be used to provide services associated with retaining employment for up to 90 days only following the date an individual begins a job. The individual must have been participating in another SNAP E&T activity within the 90 days prior to starting employment to qualify for the receipt of participant reimbursement funds. Allowable costs include transportation costs (other than automobile purchase), clothing required for the job or equipment or tools required for the job.									

Mileage Chart

	AVON	CALEDONIA	CONESUS	DALTON	DANSVILLE	GENESEO	GROVELAND	HEMLOCK	HUNT/PORTAGE	LAKEVILLE	LEICESTER	LIMA	LIVONIA	MT. MORRIS	OSSIAN	SPARTA	SPRINGWATER	NUNDA	WEST SPARTA	YORK
AVON		7	16	31	27	11	15	14	33	8	15	7	10	16	36	23	22	27	28	13
CALEDONIA	7		24	34	34	16	22	21	36	15	17	14	17	18	35	30	29	30	27	11
CONESUS	16	24		34	19	11	17	5	35	10	21	12	8	20	22	12	14	32	20	25
DALTON	34	34	34		19	22	20	35	2	29	18	38	31	14	15	25	30	4	17	24
DANSVILLE	27	34	19	19		22	15	23	23	22	20	30	25	17	9	9	13	17	12	25
GENESEO	11	16	11	22	22		12	15	25	8	6	15	10	9	23	16	23	19	16	5
GROVELAND	15	22	17	20	15	12		17	22	12	10	20	11	7	19	12	12	18	11	17
HEMLOCK	14	21	5	35	23	15	17		35	7	18	7	4	20	25	17	15	31	26	22
HUNT/PORTAGE	33	36	35	2	23	25	22	35		30	18	38	31	16	16	26	31	5	18	29
LAKEVILLE	8	15	10	29	22	8	12	7	30		12	10	3	14	29	16	18	25	21	18
LEICESTER	15	17	21	18	20	6	10	18	18	12		21	14	3	19	17	19	14	12	11
LIMA	7	14	12	38	30	15	20	7	38	10	21		10	23	36	22	21	34	30	20
LIVONIA	10	17	8	31	25	10	11	4	31	3	14	10		16	25	13	12	27	22	14
MT. MORRIS	16	18	20	14	17	9	7	20	16	14	3	23	16		17	14	19	11	9	9
OSSIAN	36	35	22	15	9	23	19	25	16	29	19	36	25	17		14	18	12	8	26
SPARTA	23	30	12	25	9	16	12	17	26	16	17	22	13	14	14		5	22	11	24
SPRINGWATER	22	29	14	30	13	23	12	15	31	18	19	21	12	19	18	5		27	14	24
NUNDA	27	30	32	4	17	19	18	31	5	25	14	34	27	11	12	22	27		13	20
WEST SPARTA	28	27	20	17	12	16	11	26	18	21	12	30	22	9	8	11	14	13		21
YORK	13	11	25	24	25	5	17	22	29	18	11	20	14	9	26	24	24	20	21	

Compute the number of miles roundtrip, multiply by the number of days of assignment, multiply by \$.20 per mile and round up to the nearest gas card denomination.
0.2

Assignment to OWD 3 day Workshop:

Give \$10.00 Gas card if client lives in the following towns:

Lakeville	9.6
Leicester	7.2
Livonia	12
York	6

Give \$20.00 Gas card if client lives in the following towns:

Caledonia	19.2
Hemlock	18
Lima	18
Sparta	19.2
West Sparta	19.2

Give \$15.00 Gas card if client lives in the following towns:

Avon	13.2
Conesus	13.2
Groveland	14.4
Mt. Morris	10.8

Give \$25.00 Gas card if client lives in the following towns:

Give \$30.00 Gas card if client lives in following town(s):

Dalton	26.4
Dansville	26.4
Nunda	22.8
Ossian	27.6
Springwater	27.6
Hunt/Portage	30