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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 92 LCM-99

Date: June 29, 1992

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: 1992-1993 Social Services District JOBS Plan: Guidelines and Plan Document

ATTACHMENTS: Local District JOBS Plan Guidelines and Document - available on-line.

The attachment to this Memorandum provides the social services district (SSD) with information and forms needed to prepare the 1992-93 local JOBS Plan. Last year's Memorandum 91 LCM-99 remains valid and contains additional planning information which should be reviewed prior to the completion of the '92 - '93 Plan.

SSDs are not required to submit an entire plan document. Only those pages identified in Section B of this LCM are required. Two sets of page numbers are referred to in this release; plan page (bottom right corner) and ATTACHMENT page (upper right corner).

A. Changes From 1991-92

1. A new "Section 2.4 - JTPA Equitable Service Level," plan page 6a, has been added. In this section districts having financial agreements with a SDA provide assurance that JTPA equitable service levels are being met.
2. "Section 3.6 - Participation Rate", plan page 15, has been amended to include an assurance that the district will meet the State mandated HR participation rate.
3. "Section 4.1 - Training Related Expenses," plan page 18, has been amended to eliminate the requirement that child day care be provided to HR participants prior to entering, between and during breaks in approved JOBS activities.

- 4. "Section c. - Participant Reimbursement," page 49 of 82 of Attachment, has been amended to eliminate the requirement that the districts reimburse FSET participants for a lunch expense as a result of FSET activities.
- 5. A new "Child Care and Development Block Grant" section, pages 59a - 59c of Attachment, has been included for those districts participating in the program.

B. Plan Pages to be Submitted

The pages identified below for the JOBS and Supportive Services Plan and those listed on page 53 of 82 of Attachment for the Child Day Care Component must be completed and submitted. Other than those required pages, a district should complete and return only the pages which contain information that will change from what currently exists in the '91-'92 Plan. For example, if the process for referral of appropriate JOBS participants to the NYS Job Service for receipt of employment services (Section 3.8) remains the same, then a plan page 17 of the plan need not be returned; if the district will use a different literacy test, then a completed "Section 3.3 - 3.31 Assessment", plan page 9, must be returned.

The following pages must be submitted:

Plan Page Number	Attachment Page Number
2	16 of 82
6a	20a of 82
11	25 of 82
12	26 of 82
13	27 of 82
15	29 of 82
18	32 of 82
--	40 of 82
--	47 of 82
--	49 of 82
--	51 of 82
--	64 of 82
--	68 of 82
--	69 of 82
--	70 of 82
--	72 of 82
--	76 of 82
--	77 of 82
--	78 of 82

C. Timetable for Submission

Districts should submit one copy each of those pages being submitted. Plan page 2 (page 16 of ATTACHMENT) must have an original signature. The pages being submitted should be received by the Department no later than September 11, 1992.

Districts should remember that the local JOBS Plan must have a 30 day public comment period prior to its submission to the Department.

Please Transmit Completed Pages to:

Reinaldo Cardona, Director
Bureau of Employment Programs
NYS Department of Social services
40 North Pearl Street
7th Floor
Albany, New York 12243-0001

The Department will provide each SSD with written notification of plan approval or of the need for modifications, and will return a signed copy of each approved plan to the district.

For further information or clarification concerning any of the contents of this Memorandum, please contact the Bureau of Employment Programs at 1-800-342-4100, extension 3-8744.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance