

for the period October 1, 1994 through September 30, 1996

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## SECTION 1 - ASSURANCES

Citations: 402(a)(19)(B)(i)(I)&(II), 402(g), 482(a)(1)(A)(B)&(a)(3) & (c)(1),  
484(a), 250.0(b), 250.21(a)(1)-(10), 250.30(a), 250.31,  
250.72(a),(b),(e)

As a condition of receipt of Federal funds under title IV of the Social Security Act, the

New York State Department of Social Services (NYSDSS)  
(name of the single State Agency)

herewith submits a State Plan for the implementation of Job Opportunities and Basic Skills Training Program (JOBS) and hereby agrees to administer the program in accordance with titles IV-A and IV-F, and all other applicable Federal laws and regulations and provisions of this State plan printed herein.

The State assures that:

- (1) The title IV-A agency, will, upon approval of the JOBS plan by the Secretary, have in effect and operation:
  - (i) A JOBS program that meets the requirements of section 402(a)(19) and title IV-F of the Act; and
  - (ii) A program for providing child care and other supportive services consistent with the requirements of section 402(g) of the Act and with the State's separate Supportive Services plan pursuant to 45 CFR 255.1 and 256.1;
- (2) The JOBS program will meet all statutory and regulatory requirements.
- (3) To the extent that the program is available in a political subdivision of a State and the State's resources otherwise permit, the State will require non-exempt recipients and allow volunteers for whom the State guarantees child care in accordance with 45 CFR 255.2(a) to participate;
- (4) Individuals are not discriminated against on the basis of race, sex, national origin, religion, age, or handicapping condition in assignment to training and education developed under the JOBS program;

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SECTION 1 - ASSURANCES

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(Continued)

- (5) In assigning participants to any JOBS program activity the State agency will comply with the provisions of section 484(a) of the Act;
- (6) Benefits and services provided under titles IV-A, IV-D, and IV-F of the Act will be furnished in an integrated manner;
- (7) Services provided or funded by the State IV-A agency are not otherwise available on a non-reimbursable basis, as required by 45 CFR 250.72(e)
- (8) All applicants for and recipients of AFDC are encouraged, assisted, and required to fulfill their responsibilities to support their children by preparing for, accepting, and retaining such employment as they are capable of performing;
- (9) State and local funds expended for such purpose shall be maintained at least at the level of such expenditures for FY 1986 which is \$ 18,200,000; and,
- (10) Federal funds made available to a State for purposes of the program shall not be used to supplant non-Federal funds for existing services and activities which promote the purpose of part F.

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SECTION 2 - ADMINISTRATION

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Section 2.1 - Goals and Objectives

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Citations: 481(a), 482(a)(1)(B), 250.0(a), 250.21(b)(1)

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The following are the goals and objectives of the State's JOBS program:

The goal of JOBS in New York State is to assist families receiving public assistance to become self-sufficient:

- o to enable them to play useful roles in their communities;
- o to enable them to acquire confidence and self-respect from their recognition as contributing members of society; and,
- o to enable adult family members to provide appropriate examples to their children of productive work and financial responsibility.

To achieve these goals, programs and services under JOBS will be designed :

- o to be responsive to the needs of participants; and
- o to promote participant decision-making to the extent permitted by available resources and time constraints.

The State's implementation of JOBS during the biennium supports these goals and objectives in the following ways:

JOBS implementation in New York State is based upon policy principles which reflect the purpose of the program as a part of the integrated approach to welfare reform envisioned by the Family Support Act. These principles can be divided into six major areas: client needs, client services, service delivery, coordination, planning and information/evaluation. They have been developed through the cooperative efforts of the New York State Departments of Social Services, Education and Labor.

(See additional page.)

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Section 2.1 - Goals and Objectives

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(Continued)

The local JOBS program will maximize the use of existing programs in providing services to JOBS participants. It is recognized that the various State and local agencies and community based organizations provide quality social, education and employment and training programs. To maximize these resources and maintain continuity in the delivery of service, local social services districts will be encouraged to utilize established programs which meet the selection criteria outlined in federal regulation, including past performance, cost efficiency and ability to meet performance standards.

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SECTION 2.2 - ADMINISTRATIVE STRUCTURE

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Citations: 482(a)(2), 250.10(a), 250.21(b)(2)

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The State agency responsible for administration or supervision of the State's AFDC program under title IV-A is also responsible for the administration or supervision of its JOBS program under title IV-F.

- ATTACHMENT 2.2A - contains an organizational chart of the State agency and a brief description of the functions of its various components.
- ATTACHMENT 2.2B - contains an organizational chart of the unit within the agency that bears responsibility for JOBS and a description of its functions and activities.
- ATTACHMENT 2.2C - contains an organizational chart of the unit(s) within the agency that bears responsibility for child care and supportive services and a description of its functions and activities.

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SECTION 2.3 - STATEWIDENESS

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Citations: 482(a)(1)(D), 250.11, 250.21(b)(4)

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--> Note: The Assistant Secretary for Children and Families makes the decision on whether or not to waive the statewideness requirement.

The JOBS program operates statewide in accordance with 45 CFR 250.11(a).

Yes. Skip to section 2.4.

No, the following describes the operation of the JOBS program (check one):

In accordance with 45 CFR 250.11(c)(1), a minimal JOBS program is available in a number of political subdivisions in the State in which 95% of the State's adult recipients reside; and a complete JOBS program is available in all Metropolitan Statistical Areas in the State and in a number of political subdivisions in which 75% of the State's adult recipients reside.

A statewide JOBS program is not feasible. The State is not able to operate a program which meets the requirements of 45 CFR 250.11(c)(1)(i-iii). JOBS is available in the counties/political subdivisions described in section 3.4 of this plan. All counties/political subdivisions where it is infeasible to operate a JOBS program are identified below. The justification as required under 45 CFR 250.11(c)(2) is as follows:

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SECTION 2.4 - CONTRACTS AND AGREEMENTS

Citations: 485(b)&(d), 250.13(a)&(c), 250.21(b)(3)

The following lists each service and activity, identified in Section 3.4 of this plan, for which the State has a contract or an agreement, indicating the type of contract/agreement and providers that are being used to provide the service/activity:

NAME OF SERVICE/ACTIVITY: Educational Activities

Type of contract/agreement used to provide this service (check all that apply):

- Non-reimbursable agreement
- Fixed fee contract
- Performance-based contract
- Cost based contract
- Other contract/agreement described in Attachment 3.4

Type of provider delivering this service/activity:

- Public
- Private, Non-profit
- Private, For-profit

NAME OF SERVICE/ACTIVITY: Job Skills Training

Type of contract/agreement used to provide this service (check all that apply):

- Non-reimbursable agreement
- Fixed fee contract
- Performance-based contract
- Cost based contract
- Other contract/agreement described in Attachment 3.4

Type of provider delivering this service/activity:

- Public
- Private, Non-profit
- Private, For-profit

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SECTION 2.4 - CONTRACTS AND AGREEMENTS

(Continued)

NAME OF SERVICE/ACTIVITY: Job Readiness Activities

Type of contract/agreement used to provide this service (check all that apply):

- Non-reimbursable agreement
- Fixed fee contract
- Performance-based contract
- Cost based contract
- Other contract/agreement described in Attachment 3.4

Type of provider delivering this service/activity:

- Public
- Private, Non-profit
- Private, For-profit

NAME OF SERVICE/ACTIVITY: Job Development/Placement

Type of contract/agreement used to provide this service (check all that apply):

- Non-reimbursable agreement
- Fixed fee contract
- Performance-based contract
- Cost based contract
- Other contract/agreement described in Attachment 3.4

Type of provider delivering this service/activity:

- Public
- Private, Non-profit
- Private, For-profit

NAME OF SERVICE/ACTIVITY: Job Search

Type of contract/agreement used to provide this service (check all that apply):

- Non-reimbursable agreement
- Fixed fee contract
- Performance-based contract
- Cost based contract
- Other contract/agreement described in Attachment 3.4

Type of provider delivering this service/activity:

- Public
- Private, Non-profit
- Private, For-profit

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NAME OF SERVICE/ACTIVITY: On-the Job Training

Type of contract/agreement used to provide this service (check all that apply):

- Non-reimbursable agreement
- Fixed fee contract
- Performance-based contract
- Cost based contract
- Other contract/agreement described in Attachment 3.4

Type of provider delivering this service/activity:

- Public
- Private, Non-profit
- Private, For-profit

NAME OF SERVICE/ACTIVITY: Work Supplementation

Type of contract/agreement used to provide this service (check all that apply):

- Non-reimbursable agreement
- Fixed fee contract
- Performance-based contract
- Cost based contract
- Other contract/agreement described in Attachment 3.4

Type of provider delivering this service/activity:

- Public
- Private, Non-profit
- Private, For-profit

NAME OF SERVICE/ACTIVITY: Community Work Experience

Type of contract/agreement used to provide this service (check all that apply):

- Non-reimbursable agreement
- Fixed fee contract
- Performance-based contract
- Cost based contract
- Other contract/agreement described in Attachment 3.4

Type of provider delivering this service/activity:

- Public
- Private, Non-profit
- Private, For-profit

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SECTION 2.5 - Coordination and Consultation

Citations: 482(a)(1)(B), 483(a)(1), 485(b),(c)&(e),  
250.12(a)-(d), 250.13(b), 250.21(e)

- 1) The State IV-A agency has consulted and coordinated with each of the following in developing the State's biennial JOBS plan and carrying out the State's JOBS program.

YES NO

- The State agency responsible for JTPA.
- The State agency responsible for the Employment Service.
- The State Education agency responsible for programs under the Adult Education Act (20 U.S.C. 1201 et seq.) and Carl D. Perkins Vocational Education Act (20 U.S.C. 2301 et seq.)
- The State agencies responsible for child care activities as described in 45 CFR 255.3(h).
- The State agencies responsible for public housing.

For any item checked no, provide appropriate justification for failure to coordinate and consult below:

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SECTION 2.5 - Coordination and Consultation

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(Continued)

- 2) The following is a description of the coordination that has taken place in developing the State's biennial JOBS plan and in carrying out the State's JOBS program.

The NYSDSS is actively involved with JTPA to ensure that existing training resources are used to the fullest extent in serving PA recipients. The NYSDSS participates in a workgroup with other workforce preparation agencies, Department of Labor, Education, Job Training Partnership Council in order to coordinate JTPA, JOBS Education and Economic Development programs.

The NYSDSS has taken an active role in the Governor's Human Investment Subcabinet and its various subcommittees to make recommendations concerning improvements in the coordination and integration of education, employment training and social services under the Gateway concepts. (Gateway is an initiative to organize NY's workforce preparation programs into a comprehensive network of services immediately accessible to AFDC recipients, labor organizations, businesses and other individuals.)

The NYSDSS is actively promoting the Gateway concept through active participation in twenty (20) localities across the State.

The NYSDSS has entered into a formal agreement with the State Education Department to expand education, employment and training services through the EDGE (Education for Gainful Employment) Program as well as promoting comprehensive service delivery through the operation of 44 Adult Centers for Comprehensive Educational and Support Services, ACCESS sites.

NYSDSS has entered into a formal agreement with the State University of New York, Office of Special Programs (OSP) to operate the Bridge program to provide specialized employment and training services to 11 sites across the State.

NYSDSS' program coordination with the State Department of Labor (SDOL) will continue and will cover a wide range of services available through the Wagner-Peyser Program, JTPA and the Community Service Center concept.

The NYSDSS will coordinate JOBS planning activities with child care agencies and the Division of Housing and Community Renewal and will also require that the local social services districts coordinate on the local level.

(See additional page.)

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SECTION 2.5 - Coordination and Consultation

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(Continued)

The NYSDSS will also coordinate JOBS planning activities with the Permanent Interagency Committee on Early Childhood Programs. This committee will be responsible for outlining a comprehensive agenda for early childhood services in N.Y.S. and will oversee the implementation of that agenda. This committee will be representative of all child care interests statewide. This will include routine collaboration by state agencies with providers and advocates of child care programs, including preschool programs funded under Chapter I of the Education Consolidation and Improvement Act, Head Start Program, members of the legislature and representatives of local government and academia.

NYSDSS is a participant in the NYS - NYC Alliance which promotes the coordination of state-city resources to high need areas in NYC.

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SECTION 2.5 - Coordination and Consultation

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(Continued)

- 3) Pursuant to 45 CFR 250.12(a), describe how the State's JOBS plan demonstrates consistency with the coordination criteria specified in the Governor's coordination and special services plan (use specific examples).

The NYSDSS participates in the JTPC subcommittee that is drafting the Governor's Coordination Plan for 1994-96. Special attention is given in this plan to the establishment of public assistance recipients as a target population for JTPC services and to the coordination of JOBS/JTPC services.

SDSS staff have made presentations concerning the Jobs FIRST initiative to SDA representatives at the State Department of Labor planning conference and technical assistance workshops.

The NYSDSS provides technical assistance to SDAs, educational agencies, community colleges, community based organizations and other appropriate agencies for the coordination of JOBS, JTPA, Adult Basic Education, Wagner-Peyser and economic development programs.

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SECTION 2.5 - Coordination and Consultation

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(Continued)

- 4) The following identifies specific existing resources that are available and appropriate for participants in the State JOBS program:

Based upon the educational and occupational training needs of PA recipients, the NYSDSS has established program relationships with agencies involved in the operation of:

- Adult Education Act
- Comprehensive Employment Opportunity Support Center
- School-to-Employment Program
- Vocational and Applied Technology Education Act Program (VATEA)
- Structured Education Support Programs
- Displaced Homemakers Program
- Welfare Education Program
- Adult Literacy Education
- JTPA Title II and Title III Programs.
- Economic Dislocation Worker Adjustment Act
- McKinney Education Programs
- Job Development Authority
- USDOL Job Corps
- Office of Mental Retardation and Developmental Disabilities
- Division of Substance Abuse Services
- Adolescent Pregnancy Preventive Services
- Apprentice Training

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SECTION 2.5 - Coordination and Consultation

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(Continued)

- 5) The following describes the process by which the State IV-A agency and local welfare agencies consult with the private industry councils, for the development of arrangements and contracts under JOBS and under the JTPA as described in 45 CFR 250.13:

NYSDSS issues planning instructions to the local social services districts advising them to consult with the local private industry councils concerning the development of service arrangements and contracts. The LDSSs are also informed of local SDA planning instructions and are asked to establish formal coordination agreements with the local SDAs to address coordination, planning and service delivery issues.

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SECTION 2.5 - Coordination and Consultation

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(Continued)

- 6) Describe the results of the consultation with private industry councils to ensure that training and educational activities under JOBS are directed toward jobs that are available or are likely to become available.

Approximately 43% of all individuals served by Title II-A programs during the period 7/92 - 6/93 were public assistance recipients (16,407). In addition, 36% of all entries to employment were public assistance recipients (4,659).

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SECTION 3 - CLIENT TARGETING AND PROCESSING

Section 3.1 - Target Population

Citations: 403(1)(2), 250.1, 250.21(b)(5)(i)-(ii), 250.74(a)

--> Note: The Assistant Secretary for Children and Families makes the decision on whether or not to approve an alternate target group.

The State serves the target populations as described at 45 CFR 250.1.

- Yes. Skip to Section 3.2.
- No, the characteristics of the caseload that make it infeasible to meet the requirements of 45 CFR 250.74(a)(1) are:

AND

The following describes the categories of long-term or potential long-term recipients that the State is targeting instead of those described at 45 CFR 250.1:

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SECTION 3.2 - NUMBER OF PERSONS TO BE SERVED

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Citations: 482(a)(1)(B)(i), 250.1, 250.21(f)

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--> Note: "Persons to be served" are those applicants/ recipients who the State anticipates will be engaged in any level of activity or participation in JOBS program components and will, therefore, be a different number from the final yearly "participation rate."

The following are estimates of the average number of persons to be served on a monthly basis during the biennium covered by this plan:

1st Year:

10/94 to 10/95  
mo/yr          mo/yr

50,000  
estimate (monthly)

2nd Year:

10/95 to 10/96  
mo/yr          mo/yr

50,000  
estimate (monthly)

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SECTION 3.3 - CLIENT FLOW PROCESS

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Citations: 482(a)(1)(B), 250.21(b)(1)

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Attachment 3.3A provides a description and/or a flow chart which summarizes the procedural steps for providing services/activities to JOBS clients. This description/flow chart explains the methodical progression of clients into and through the JOBS program from application and orientation through assessment, referral, components, development of employability skills, redetermination, sanctions, hearings, and other applicable administrative or program processes.

If there is a different flow process in some geographical areas or for some categories of participants (e.g., teen parents), indicate the variations in the description/flow chart or provide a separate description or chart.

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SECTION 3.4 - AVAILABILITY AND METHODS OF PROVIDING SERVICES AND ACTIVITIES

Citations: 482(a)(1)(B)(ii), 250.44-250.48(a), 250.21(d)(2)(ii)&(iii)

1) The following mandatory educational activities are provided as indicated:

HIGH SCHOOL

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where high school is offered:

GED/HIGH SCHOOL EQUIVALENT

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where GED/high school equivalent is offered:

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SECTION 3.4 - AVAILABILITY AND METHODS OF PROVIDING SERVICES AND  
ACTIVITIES

(Continued)

1) Mandatory educational activities (Continued)

BASIC/REMEDIAL EDUCATION

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where basic/remedial education is offered:

ENGLISH PROFICIENCY

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where English proficiency is offered:

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SECTION 3.4 - AVAILABILITY AND METHODS OF PROVIDING SERVICES AND  
ACTIVITIES

(Continued)

2) The following other mandatory activities are provided as indicated:

JOB SKILLS TRAINING

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where job skills training is offered:

JOB READINESS ACTIVITIES

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where job readiness activities are offered:

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SECTION 3.4 - AVAILABILITY AND METHODS OF PROVIDING SERVICES AND  
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(Continued)

2) Other mandatory activities (Continued)

JOB DEVELOPMENT/PLACEMENT

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where job development/  
placement is offered:

3) The State offers the following optional activities:

JOB SEARCH       Yes       No.

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where job search is offered:

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SECTION 3.4 - AVAILABILITY AND METHODS OF PROVIDING SERVICES AND  
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(Continued)

3) Optional activities (Continued)

ON-THE-JOB TRAINING [ X ] Yes [ ] No.

Provided using the following method(s). (Check all that apply):

- [ X ] Directly by the IV-A Agency
- [ X ] At no charge by other entities (non-reimbursable basis)
- [ X ] Under purchase agreement from other entities

Provided statewide?

- [ X ] Yes.
- [ ] No, and the following are the jurisdictions where on-the-job training is offered:

WORK SUPPLEMENTATION [ X ] Yes [ ] No.

Provided using the following method(s). (Check all that apply):

- [ X ] Directly by the IV-A Agency
- [ X ] At no charge by other entities (non-reimbursable basis)
- [ X ] Under purchase agreement from other entities

Provided statewide?

- [ X ] Yes.
- [ ] No, and the following are the jurisdictions where work supplementation is offered:

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SECTION 3.4 - AVAILABILITY AND METHODS OF PROVIDING SERVICES AND  
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(Continued)

3) Optional activities (Continued)

COMMUNITY WORK EXPERIENCE [ X ] Yes [ ] No.

Provided using the following method(s). (Check all that apply):

- [ X ] Directly by the IV-A Agency
- [ X ] At no charge by other entities (non-reimbursable basis)
- [ X ] Under purchase agreement from other entities

Provided statewide?

- [ X ] Yes.
- [ ] No, and the following are the jurisdictions where community work experience is offered:

POSTSECONDARY EDUCATION [ X ] Yes [ ] No.

Provided using the following method(s). (Check all that apply):

- [ ] Directly by the IV-A Agency
- [ X ] At no charge by other entities (non-reimbursable basis)
- [ X ] Under purchase agreement from other entities

Provided statewide?

- [ X ] Yes.
- [ ] No, and the following are the jurisdictions where postsecondary education is offered:

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SECTION 3.4 - AVAILABILITY AND METHODS OF PROVIDING SERVICES AND  
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(Continued)

3) Optional activities (Continued)

OTHER STATE PROGRAMS (Described in Section 4.6): (name of activity: Education/Training)

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where this activity is offered: \_\_\_\_\_

OTHER STATE PROGRAMS (Described in Section 4.6): (name of activity:)

Provided using the following method(s). (Check all that apply):

- Directly by the IV-A Agency
- At no charge by other entities (non-reimbursable basis)
- Under purchase agreement from other entities

Provided statewide?

- Yes.
- No, and the following are the jurisdictions where this activity is offered: \_\_\_\_\_

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SECTION 3.5 - CASE MANAGEMENT

Citations: 482(b)(3), 250.21(d)(3)&(13), 250.43, 250.73(e)(1)

1) The State elects to use a case management system pursuant to 45 CFR 250.43.

[ ] No. Skip to Section 3.6.

[ X] Yes, (check and complete 1 of the following):

[ ] Case management is provided for all participants in the State and the following describes the process for the delivery of case management services, including the entities by which it is performed:

[ X] Case management is not provided for all participants. The following describes the process for the delivery of case management services, including the entities by which it is performed and the criteria by which an individual is assigned a case manager:

Case management is the process by which a worker assists clients to attain self-sufficiency by assessing their needs and advocating for them in their dealings with various institutional systems. This process includes tracking clients' progress, and assisting them to overcome barriers, through all of the steps in their activities directed toward self-sufficiency.

Case management services will be available to pregnant adolescents, adolescent parents and at-risk youths under the age of 18. Local districts are required to offer such services. To the extent that resources permit, case management must also be provided (in order of priority) to at-risk youth, persons in the JOBS target populations, persons whose employability plans indicate a need for two or more concurrent JOBS activities and persons with limited English proficiency.

Case management may be directly provided by the local district or by contract with another appropriate agency.

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SECTION 3.5 - CASE MANAGEMENT

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(Continued)

2) The State elects to provide case management services to a JOBS individual who loses eligibility for AFDC.

No.

Yes, the length of time, up to 90 days, for which case management services will be provided is: for up to 90 days.

Extended case management services are available only if the local district opts to provide such services.

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SECTION 3.6 - CLIENT AGREEMENTS OR CONTRACTS

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Citations: 482(b)(2), 250.21(d)(4, 250.42

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--> Note: The agreement/contract is found at Attachment 3.6.

- 1) The State elects to use client agreements or contracts pursuant to 45 CFR 250.42(a).  
[ ] No. Skip to Section 4.1.  
[ X] Yes.
  
- 2) The client agreement is considered a contract between the State and the JOBS participant pursuant to applicable State laws and regulations.  
  
[ X] No.  
[ ] Yes.
  
- 3) The State uses client agreements or contracts for all participants.  
[ ] Yes.  
[ X] No, and the basis for determining which participants the State uses client agreements or contract with, is as follows:

Each local social services district may elect to use client agreements and to select those participants for whom the agreements will be used.

New York has no mandated agreement/contract. Therefore, no attachment is included.

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