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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 90 LCM-116

Date: July 26, 1990

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: 1990-1991 Local District JOBS Plan: Guidelines and Plan Document

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

State enabling legislation for the Job Opportunities and Basic Skills (JOBS) Training Program was passed in June of this year, and JOBS will be implemented in New York State effective October 1, 1990. The Work Incentive (WIN) Program including WIN-Demonstration and Modified WIN\*, as well as the Comprehensive Employment Program (CEP) are terminated as of that date. The attachment to this Memorandum provides the districts with the information needed to prepare their JOBS Plans in conformity with the State legislation.

In reading this Memorandum, it will be helpful to refer to 90 LCM-101 on the State JOBS Legislation and to 90 LCM-83 on the JOBS Program. The contents of this LCM are derived from federal regulations, State enabling legislation and policy principles established by the State Departments of Social Services, Labor and Education.

\*Information concerning the 90% FFP (federal financial participation) funds available under WIN and carried over to JOBS will be provided in a separate transmittal.

A. Changes from CEP

1. A much wider range of employment and training activities must be provided under JOBS than was required under CEP and all JOBS participants must be given an orientation prior to beginning their JOBS activities. However, there still will be employment and training programs not categorized as JOBS activities per se, such as Public Assistance Comprehensive Employment (PACE) and Comprehensive Employment Opportunity Support Centers (CEOSCs), as well as non-JOBS funded programs. Estimates of program enrollments to be provided in Section 3 of the local plan will include enrollments in all employment and training programs in the district.

2. A wider range of supportive services must be provided, and child day care availability must be expanded significantly under JOBS compared to CEP. Included in the Attachment (Section G) are pages from the Consolidated Services Plan (CSP) covering child day care, including child day care for JOBS participants. Although the CSP is not due until October 31, the district must complete the portion attached and submit it as part of its JOBS Plan. The district may then incorporate this already-completed portion into its CSP to be submitted in October. (Starting July 31, the Department will conduct regional informational sessions on the CSP).
3. The range and depth of interagency coordination and cooperation are increased under JOBS compared to CEP. Specifically, there are more types of other agencies with which local districts must coordinate when preparing their JOBS Plans than was the case under CEP. A key part of the JOBS Program is enhanced coordination/cooperation, to maximize the use of existing service resources and minimize duplication of effort. (Additional information concerning the development of financial arrangements with education agencies for the provision of a variety of training services will be forthcoming).
4. Local JOBS plans will run on a federal fiscal year (October 1 - September 30) calendar.
5. Local JOBS plan will be subject to a 30 day public comment period.

The planning instructions attached provide full information on the new requirements.

B. Criteria for Plan Review

All JOBS Plans submitted by local districts will be reviewed by the Department in accordance with the following criteria:

1. the level and accuracy of calculation of the district's participation rate (see Section F), and the feasibility of the means by which the district proposes to meet the participation rate requirements;
2. the feasibility of the ways in which the district proposes to utilize at least 55% of its JOBS expenditures to serve members of the target groups;
3. the extent to which the district has coordinated/cooperated with other agencies as specified in the State JOBS legislation;
4. the extent to which projected service levels in various JOBS activities will be in balance with available supportive services, especially child day care.

This plan should reflect all activities and supportive services to be offered to employable clients and volunteers within the district during the plan period, October 1, 1990 through September 30, 1991. It should

also reflect a level of local expenditure for the JOBS program at least equal to the level of local expenditure for employment and training programs for public assistance recipients in federal fiscal year 1986 (October 1, 1986 - September 30, 1987).

C. Timetable for Submission, Review, Approval and Implementation

Local districts should submit four copies of their plans, one with original signatures, so that they are received by the Department no later than September 1, 1990.

At the same time that the district transmits its JOBS Plan to the Department, it must make the plan available for public comment, for a period of 30 days. Changes to local plans based on public comments should be submitted to the Department as modifications following the public comment period. All public comments must be retained by the local district for future reference.

All local JOBS plans must meet the requirements for Department approval by October 1, 1990, so that implementation may begin on that date. Approval of the local JOBS plan is contingent upon United States Department of Health and Human Services approval of the State JOBS Plan.

D. Modifications and Extended Entries to the Local JOBS Plan

Each page of the planning document may serve as a modification document by entering, on a blank copy of the page in question, the proposed change(s) to the local plan, and checking the "modification" box at the bottom of the page. The Department will complete the other two blanks on the bottom line when it approves the change(s) and return a copy to the district.

Entries to the local plan requiring more space than is available on the pages provided may be continued on blank pages provided at the end of the planning document, which should be labelled and inserted at the appropriate section.

Districts should retain a photocopy of the local plan document made prior to any entries to the plan document pages.

Please Transmit the Completed Plan 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 the districts with written notification of plan approval or of the need for modifications. The Department will return a signed copy of each finally approved plan to the district.

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For further information or clarification concerning any of the contents of this Memorandum, please contact your district's technical advisor at 1-800-342-4100, extension 3-8744.

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

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Guidelines and Document

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A. INSTRUCTIONS FOR COMPLETION OF LOCAL JOBS PLAN DOCUMENT

The sections of the local JOBS Plan document are as follows:

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The child care portion of the local plan will consist of the part of the district's Consolidated Services Plan that covers child care and will be an attachment to the local plan document (see Section G).

\*Page numbers in parentheses refer to planning document pages.

A. Section 1 - Assurances

This section records the district's commitment to administer a JOBS Program with all the necessary provisions and components, including activities, supportive services, and a conciliation procedure, and the district's acknowledgment of its fiscal responsibilities with regard to JOBS funding. This section also includes the signature of the local district commissioner affirming the assurances and the contents of the local plan as a whole.

B. Section 2 - Administration

This section includes a description of internal local district JOBS administration, contracts with external agencies and coordination and cooperation with other agencies.

1. Section 2.1 Administrative Structure and Participant Flow

The instructions to this section are contained in the plan document. This section consists of two parts, both to be submitted in chart form, which together will provide an overview of how the JOBS Program actually will operate in a district and will indicate the principal organizations/agencies providing JOBS services.

2. Section 2.2 Contracts

A social services district may contract with other agencies and service providers for JOBS services and activities. In selecting service providers, local districts are encouraged to take into account such factors as past performance in providing similar services, demonstrated effectiveness, fiscal accountability, cost efficiency and ability to meet performance standards.

Two requirements of contracts under the JOBS Program are:

- a. The contracted service or activity must not otherwise be available on a non-reimbursable basis. A certification to this effect should be included in the contract.
- b. The local district must cooperate with the local PIC on the development of the contracts (see Section 2.33 below).

3. Section 2.3 Interagency Coordination and Cooperation

a. Section 2.31 Cooperation/Coordination with Community Agencies

The local JOBS plan must be developed in cooperation with a wide variety of community agencies. Districts will continue to coordinate with the local education and Service Delivery Area (SDA) job training agencies, and Private Industry Councils (PICS), and will also work with four other types of agencies to plan a well-integrated network of education, job skills training, and services for public assistance recipients. Increased exchange of client and program information will be an important ingredient of the enhanced interagency cooperation under JOBS.

Local districts are required to cooperate/coordinate with the following agencies:

- i. public and private education institutions, especially those that are ACCESS (Adult Centers for Comprehensive Education and Support Services) or CASSET (Counseling, Assessment and Support Services for Education and Training) sites - for the availability of basic education, high school or equivalency, English as a Second Language, job skills training and other programs;
- ii. SDA employment and training agencies - for the training and related activities and services they may provide;
- iii. PICS - to identify job market trends and to provide information on the district's JOBS arrangements and contracts;
- iv. job service community service centers - for the availability of job placement services, labor market information or other JOBS related services, e.g. assessment or on-the-job training (OJT);
- v. libraries for the availability of adult and family literacy programs, as community information centers, and as providers of other related services;
- vi. public housing agencies - for cooperation in providing transitional and low income housing assistance to JOBS participants and those newly employed, and as information sources regarding various subsidized housing programs;
- vii. labor unions - for cooperation in accessing apprenticeship programs, as advocates for workplace literacy programs, and for information regarding labor market training needs;
- viii. child day care providers and resource/referral agencies - for availability of child day care and plans for future increases in availability of child day care.

b. Section 2.32 Coordination Agreements

Each local district is required to develop written coordination agreements with the local SDA employment and training agency and with the local education agencies, including BOCES, particularly those which operate the Welfare Education Program (WEP) and Vocational Education Act (VEA) Programs. Local districts should discuss job skills training and other services available from those WEP agencies which are considered major secondary or post-secondary providers under the Carl Perkins Vocational Education Act. Districts which

have education programs funded from other sources such as JTPA 8%, Adult Education Act (AEA), or Employment Preparation Education (EPE) funds, should discuss the coordination of services with representatives of the providers.

Each agreement should include the following information:

- i. service levels;
- ii. description of JOBS activities to be provided;
- iii. client referral arrangements;
- iv. client tracking and data exchange provisions;
- v. eligibility criteria;
- vi. policy describing satisfactory progress;
- vii. coordination of supportive services;
- viii. contact person.

The intent of these agreements is to assist local districts in the planning of education and job training services for JOBS participants and to avoid the duplication of services available from these agencies. Particular provisions of these agreements may be subject to modification as legislation, regulations or funding levels for employment and training or education programs are changed. The goal of these mandated agreements is the enhancement or establishment of an ongoing dialogue between agencies rather than simply the creation of a document as part of a planning process.

Please be advised that additional information concerning the availability of federal and State funds for education/training services will be forthcoming and may affect service levels and other provisions of coordination agreements developed after JOBS implementation.

Listed below is a brief description of some of the details which should be discussed as part of this ongoing coordination process.

- i. Service Levels - Identify the number of ADC and HR recipients who will be served under the JTPA, WEP or VEA programs.
- ii. Description of JOBS Activities - Identify specific JOBS-related activities which are available from the provider agency at no cost to the local districts, such as activities funded under JTPA, WEP, AEA, etc. Ideally, the identification of service levels and available JOBS activities should be discussed simultaneously.
- iii. Client Referral Arrangements - Specific procedures for the referral of JOBS clients to service providers should be developed. Procedures should reflect local eligibility requirements, such as reading level necessary for skills training, program capacity, and program start-up dates.

- iv. Client Tracking and Data Exchange Procedures - Procedures should be developed to include the transfer of information concerning a client's participation in a program. These procedures should include information that will support the creation and maintenance of a client's record within the employment subsystem. Information which should be provided includes, at a minimum: type of activity, start and completion dates, dates of entry to employment (or dropout) and satisfactory progress information (see below).
- v. Information Concerning Satisfactory Progress - The local district will be required to track whether clients enrolled in education, job skills training, post-secondary education or self-initiated training are making "satisfactory progress." The concept of satisfactory progress is discussed in 90 LCM-109 issued in July.
- vi. Coordination of Supportive Services - Discussion should be held to identify respective agency supportive service policies and to develop necessary procedures to ensure that supportive services or needs-based payments are not duplicated.
- vii. Contact Person - A representative from each agency should be identified to allow for prompt issue resolution and inquiry response.

The local district should consider the development of coordination agreements to be a necessary process in developing the JOBS Plan. The purpose of such coordination is to maximize use of existing resources and to prevent duplication of services. It should include assurances that both agencies agree to work cooperatively to achieve these goals.

Local districts will not be required to submit the coordination agreements with the local JOBS Plan. However, these documents must be available for review by SDSS staff upon request.

c. Section 2.33 Cooperation with the Private Industry Council

Local districts must cooperate with the local Private Industry Council (PIC) on:

- i. the development of arrangements/contracts under JOBS including making the local PIC aware of agreements and contracts for JOBS services the district already has concluded;
- ii. the identification of, and advice regarding, the types of jobs which are available or are likely to become available in the area.

The federal JOBS regulations clearly require that the JOBS Program provide training for the types of jobs that are available or are likely to become available in an area and that resources not be expended on training for jobs that are not likely to be available.

C. Section 3 - Client Targeting, Program Components and Service Levels

1. Section 3.1 Target Population

In this section, the local district affirms that it will meet the federal and State requirements that 55% of all ADC JOBS funds be expended to serve members of the three target groups. (See Section 3.1 of plan documents for a list of target groups).

2. Section 3.2 Orientation

A thorough JOBS orientation of public assistance clients at application or redetermination is very important to the success of the program. A complete explanation of the rights and responsibilities of JOBS participants, and of the benefits and obligations of participation in the program should both increase the number of volunteers and make even mandatory participants more cooperative in carrying out their assigned activities.

The planning document section on orientation contains a complete list of what must be included in the JOBS orientation. Districts providing additional elements in their orientations should give a brief description of them where indicated.

3. Section 3.3 Assessment and Employability Planning

It is the intent of the enabling legislation that participation in JOBS activities be based on a thorough assessment and carefully developed employability plan (EP), so that participants are placed in the most advantageous activities and provided all the supportive services they and their families need. This will ensure that limited program resources are used to best effect in assisting the participants off of public assistance and into gainful employment.

The legislation treats ADC and HR participants differently in this area, to give priority to ADC participants:

- o ADC participants must receive an assessment and EP prior to assignment to any employment/training activities except for three weeks of applicant job search.
- o HR participants may be assigned to any activity prior to receiving an assessment and EP, but must receive these "within a reasonable period of time not to exceed one year following application."

### Section 3.31 Assessment

As part of the emphasis on the importance of assessment and employability planning, districts are required to submit some information not requested previously:

- o a statement of which assessment tool(s), such as standardized tests, the district will use;
- o a statement of the minimum qualifications of the personnel conducting the assessments, in terms of education and experience requirements;
- o identification of the district's administrative unit or contractor designated to conduct the assessments.

The portion of the assessment section dealing with the contents of the assessment are self-explanatory.

### Section 3.32 Employability Planning

The section of the planning document on employability planning is self-explanatory or follows the assessment section.

Each employability plan must include both short and long term provisions for activities except where the participant is ready to seek employment or nearly so. The involvement and clear understanding on the part of the participant in the development of the employability plan and any changes to it are essential for the document to fulfill its purpose.

## 4. Section 3.4 Program Components and Service Levels

In the first part of this section enter the total number of persons expected to be served in any of the JOBS activities listed on this page during the plan year.

The second part of this section lists the JOBS activities which must be provided in each district, and those which the district may choose to offer. Districts should note the following with regard to this section:

- a. Case management will be offered as a JOBS activity for JOBS participants and as a supportive service when provided as a transitional service. Case management must be provided to pregnant teens, parenting teens and youth under age 18 at risk of pregnancy/parenting (TASA-eligible categories), and, resources permitting, to the following groups, in order of priority:
  - i. other at-risk youth as defined in Department regulations (youth at risk of long-term barriers to employment such as failure to complete high school, involvement with alcohol/drugs, involvement with the criminal justice system);

- ii. members of target groups;
  - iii. JOBS participants whose employability plans call for two or more concurrent activities;
  - iv. persons of limited English proficiency.
- b. Agency - participant agreements are not treated as a JOBS activity in the legislation, but are being treated as such for local planning purposes.

The last part of Section 3.4 is a two-page table of activity enrollments and entries to employment estimated for the planning year. This is similar to the activity summary table in the CEP Plan instructions, except that providers are not shown.

Number to Be Enrolled: For each activity that is part of the district's plan, enter the number of ADCs and/or HRs that are expected to be enrolled during the plan period.

Entries to Employment: For each applicable JOBS activity enter the number of ADCs and HRs that are expected to enter full and part-time employment.

5. Section 3.5 - Agency - Participant Agreements

This section captures information about the district's decisions whether to use agency-participant agreements, and the extent to which such agreements will be used. If such agreements will be used for only some JOBS participants, the district should give a brief description, in the blank portion of the page, of the criteria to be used in determining which clients will be required to enter into an agreement.

A copy of the agreement form should be attached.

6. Section 3.6 - Participation Rate

This section records the district's calculation of its ADC JOBS participation rate (see Section F.2). Local districts are encouraged to exceed the 7% federally mandated participation rate and serve as many ADC and HR clients as possible.

D. Section 4 - Supportive Services

1. Section 4.1 - Training-Related Expenses

Each social services district must provide, when resources are available and when the district determines they are necessary, all of the supportive services included in the State JOBS Plan. These are listed in Section 4.1.

In addition, child day care must be provided during certain periods when an individual is not actually participating in JOBS, but is scheduled to begin or resume a JOBS activity:

- a. for ADC recipients, for up to two weeks, or for up to one month where the day care arrangement would otherwise be lost and an activity is scheduled to begin or resume within that time;
- b. for HR recipients, as needed before entering, between, and during breaks in JOBS activities.

IMPORTANT NOTE ON CHILD DAY CARE

The district's responsibilities with regard to the provision of child day care to JOBS participants consist of:

- o providing information to participants, orally and in writing, regarding child day care and the methods of payment for it;
- o in cases in which the participant requests assistance in securing child day care, offering at least two choices of child day care providers who are regulated, accessible and available to the participant, and willing to accept the amount and type of payment offered;
- o in cases in which the district is required to, but cannot, offer the participant two choices of child day care, notifying the participant of the option to obtain his or her own child day care;
- o excusing from JOBS participation parents to whom the district is required to, but cannot, offer two choices of child day care and who are unable to make their own such provisions. (Parents to whom the requisite two choices of child day care are offered may be required to participate in JOBS.)

If the district is unable to provide referrals to two regulated child day care providers because of an insufficient number of such providers serving the district, the district must submit a report, with its local plan or as a plan modification, on its efforts to increase the supply and availability of regulated child day care in the district.

2. Section 4.2 One-Time Work Related Expenses

This section lists the supportive services each district must provide as one-time work related expenses, as contained in the State JOBS Plan. As with training-related expenses, these are to be provided on an "as needed" basis when resources permit.

3. Section 4.3 Transitional Supportive Services

This section records the district's choice whether to provide transitional services for up to 90 days, as permitted in federal regulation and State legislation. This choice does not extend to transitional child day care and transitional Medicaid, which are governed by separate provisions in law and regulation. Any service

provided as a training-related supportive service may be provided as a transitional supportive services.

Determination of which transitional services to provide to an individual/family, and for how long (up to 90 days), will be made by each district on a case-by-case basis, based on a determination of need and subject to the availability of resources.

If a district elects not to provide transitional services, a brief explanation of the reasons for this choice, in terms of factors that render the provision of these services unnecessary, inappropriate or impractical, must be supplied.

E. Section 5 - Dispute Resolution and Conciliation Procedures

The State enabling legislation requires formal dispute resolution and conciliation procedures to increase voluntary participation in the JOBS Program. Each district must set up these procedures, but there is considerable room for variation in how they are set up.

The dispute resolution procedure is for participants (applicants and recipients) who have not failed or refused to comply with JOBS requirements, but who disagree with one or more aspects of their JOBS assignments.

The conciliation procedure is for persons who have failed or refused to comply with JOBS requirements.

The common element of both procedures is that the district may contract with an independent agency, or use designated trained supervisory staff with no direct responsibility for the participant's case, to administer the procedures.

In addition, the conciliation procedure must provide for:

- o a 14 day notice to the individual of her/his right to conciliation;
- o a conciliation conference at which the individual may give reasons for the failure/refusal to comply;
- o a 10 day notice of intent to discontinue or reduce assistance, when the individual does not request conciliation or fails to establish her/his case for non-compliance;
- o a 30 day time limit (from the date of the request for conciliation) on the procedure, which may be extended by mutual agreement of the individual and the district.

Neither procedure in any way abridges an individual's right to a fair hearing in the event the procedure fails to resolve the dispute or non-compliance, or should the individual wish to avail herself/himself of a fair hearing without using either procedure.

B. Local District JOBS Plan Document

\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)  
\_\_\_\_\_ through \_\_\_\_\_.

Section 1 - Assurances/Signature

As a condition of the receipt of federal and State funds the  
\_\_\_\_\_ (name of Social Services agency) submits  
this plan for the implementation of the Job Opportunities and Basic  
Skills (JOBS) Training Program, and agrees to administer the program  
in accordance with all applicable State laws and regulations and  
provisions of this plan:

The social services district assures that it will:

- (1) upon approval of the State Department of Social Services (SDSS), have in effect and operation:
  - (i) a JOBS Program that meets the requirements of applicable State regulations, and that is designed to address the needs of public assistance recipients, especially those likely to become long-term welfare dependents, by providing necessary education, training and supportive services to prepare these individuals to compete in the labor market, while being responsive to the needs of these individuals and allowing them to make decisions to the extent permitted by available resources and time constraints, and
  - (ii) a program for providing child care and other supportive services consistent with the requirements of applicable State regulations and the State Supportive Services Plan;
  - (iii) dispute resolution and conciliation procedures which meet the requirements of federal and State regulations, and of which a written description, including identification of persons who will act as conciliators and a description of the dispute resolution process, must be prepared as part of this plan;

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Modification [ ] Approval Date \_\_\_\_\_ Effective Date \_\_\_\_\_

\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)  
\_\_\_\_\_ through \_\_\_\_\_.

- (2) require non-exempt recipients and allow volunteers for whom the district guarantees child care to participate in JOBS;
- (3) provide services in an integrated manner;
- (4) provide, under the JOBS Program, only services that are not otherwise available on a non-reimbursable basis;
- (5) encourage, assist and require all applicants for and recipients of public assistance to fulfill their responsibilities to support their children by preparing for, accepting and retaining such employment as they are capable of performing;

I affirm the above assurances and all statements made in this JOBS Plan.

\_\_\_\_\_  
Signature of Social Services  
Commissioner

\_\_\_\_\_  
Date

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Modification [ ] Approval Date \_\_\_\_\_ Effective Date \_\_\_\_\_

\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)

\_\_\_\_\_ through \_\_\_\_\_.

Section 2 - Administration

Section 2.1 Administrative Structure and Participant Flow

- (a) Please attach a chart showing the organization of the local district and identifying the units within the agency that will be involved in the operation of the JOBS Program.
  
- (b) Please attach a chart showing JOBS participant movement through the various JOBS components, and indicating the principal service providers involved in the district's JOBS Program.

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\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)

\_\_\_\_\_ through \_\_\_\_\_.

Section 2.2 - Contracts

The following is a list of agencies which will be contracted to provide JOBS Program services. For each such contract, the provider agency, specific service(s) to be provided, effective dates, and type of contract are shown below. [The type of contract may be abbreviated as follows: FF (Fixed Fee); PB (Performance Based); CB (Cost Based); O (Other-Specify).]

NOTE: Each contract must contain a certification from the provider that the services being contracted are not otherwise available from that provider on a non-reimbursable basis.

| <u>Provider<br/>Agency</u> | <u>Services</u> | <u>Effective<br/>Dates</u> | <u>Type of<br/>Contract</u> |
|----------------------------|-----------------|----------------------------|-----------------------------|
|----------------------------|-----------------|----------------------------|-----------------------------|

\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)  
\_\_\_\_\_ through \_\_\_\_\_.

Section 2.3 - Interagency Coordination and Cooperation

2.31 Cooperation With Community Agencies

The local JOBS Plan has been developed in coordination and cooperation with a variety of public and non-profit agencies. Following is a list of the agencies which have cooperated in the development of this Plan:

- public and private education institutions
- employment and training agencies, including JTPA and DOL
- private industry councils
- job service - community service centers
- libraries
- public housing agencies
- labor unions

2.32 Coordination Agreements

The local district has developed coordination agreements with local employment and training agencies which comprise Service Delivery Areas (SDAs) and with local education agencies (LEAs), particularly those which operate the Welfare Education Program (WEP) and Vocational Educational Act (VEA) Programs.

Copies of the coordination agreements are available for review by SDSS staff.

2.33 Cooperation With Private Industry Councils

The local district has cooperated with the local Private Industry Council (PIC) in the following areas:

1. the development of arrangements and contracts under JOBS;
2. the identification of, and advice regarding the types of jobs available, or likely to become available, in the area.

The district has made every effort to ensure that the JOBS Program provides training for the types of jobs which are, or are likely to become, available in the community. Resources will not be expended on training for jobs which are not likely to become available.

\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)

\_\_\_\_\_ through \_\_\_\_\_.

Section 3 - Client Targeting, Program Components and Service Levels

Section 3.1 - Target Population

The social services district will expend at least 55% of its ADC JOBS Program funds serving:

- applicants/recipients who have received ADC for any 36 of the preceding 60 months;
- ADC custodial parents under age 24 who have not completed, and are not currently enrolled in, high school or high school equivalency, or who have had little or no work experience in the preceding year;
- parents of families in which the youngest child is within two years of being ineligible for ADC because of age.

\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)

\_\_\_\_\_ through \_\_\_\_\_.

Section 3.2 Orientation

The social services district will provide a JOBS orientation, to all applicants/recipients of public assistance, at the time of application or redetermination, both in writing and orally, to include descriptions of at least the following:

- o education, employment and training opportunities available under JOBS, including those available at no cost to the participant;
- o the participant's responsibilities involved in repaying student aid;
- o available child care, medical assistance and other supportive services;
- o the obligations of the district regarding the activities and supportive services it offers under JOBS;
- o the responsibilities and obligations of participants in the program, including the grounds for exemption from employment requirements and the consequences of failure to participate without good cause;
- o the types and settings of reasonably accessible child day care services, and how such services will be provided and financed;
- o the assistance available to help participants select appropriate child day care services;
- o the assistance available upon request to help participants obtain child day care services;
- o the individual's responsibility to cooperate in establishing paternity and enforcing child support obligations.

Within one month of the individual's participation in orientation, the individual will be notified in writing of the opportunity to participate in the district's JOBS Program and of how to enter the program.

In addition, the district's JOBS orientation will provide the following:

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Section 3.3 Assessment and Employability Planning

The district will provide an individual assessment to, and develop a written employability plan for, ADC participants prior to assignment to any employment/training activity, with the exception of three weeks of applicant job search, and to HR participants within a reasonable period of time from the date of application, not to exceed one year.

3.31 Assessment

- (a) The assessment will review and document, at minimum, the client's:
  - o educational and basic skill level, including literacy and English language proficiency;
  - o need for child care and other supportive services;
  - o prior work experience and training;
  - o vocational interests and preferences;
  - o family circumstances as they relate to JOBS participation, including any special needs of a client's child(ren).
- (b) In addition, the district's assessment will include:
- (c) The assessment tool(s) selected by the district is (are):
- (d) The qualifications of the employees administering the assessment tool(s) are, at minimum:
- (e) The district administrative unit or contractor that will be responsible for conducting JOBS assessments is:

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Section 3.3 Assessment and Employability Planning

3.32 Employability Planning

- (a) Based on the JOBS participant's assessment the district will develop an employability plan containing:
- o the services, including child day care and other supportive services, to be provided by the district to the JOBS participant;
  - o the activities in which the participant will take part;
  - o an employment goal for the participant.
- (b) The employability plan will take into account or reflect:
- o the preferences of the participant, to the maximum extent possible (if these preferences cannot be accommodated, the reasons will be specified in the employability plan);
  - o the participant's supportive service needs;
  - o available program resources, including grants and scholarship awards;
  - o the participant's liability for student loans;
  - o local employment opportunities.
- (c) The employability plan and any changes to it will be explained to the participant and discussed with her/him, and will be documented in writing.
- (d) The district administrative unit or contractor that will develop employability plans is (list only if different than that performing assessments):
- (e) The qualifications of the employees developing employability plans are (list only if different than the requirements for those performing assessments):

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Section 3.4 - Program Components and Service Levels

The social services district estimates it will serve the following average annual number of client enrollments for the plan year:

\_\_\_\_\_.

The attached chart shows a breakdown of enrollments and entries to employment (where relevant) for each mandatory JOBS activity:

- o orientation/notification;
- o assessment/EP;
- o education (basic, high school/equivalency, ESL)
- o post-secondary education ([ ] PACE\*);
- o job skills training;
- o job readiness training;
- o job development/placement;
- o group/individual job search;
- o work experience;
- o work supplementation (ADC TEAP);
- o ADC on-the-job training;
- o case management;
- o referral to Job Service;

and for the following optional JOBS activities the district will offer:

- [ ] HR TEAP;
- [ ] Home Relief on-the-job training;
- [ ] Job Opportunity (J/O);
- [ ] Agency-participant agreement.

\* Check this box if your district has a PACE program.

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Section 3.4 - JOBS Program Enrollments (continued)

JOBS ACTIVITY SUMMARY

CONTACT (NAME/TITLE/TELEPHONE): \_\_\_\_\_  
\_\_\_\_\_

| JOBS ACTIVITY                            | ADC<br>TO BE<br>ENROLLED | HR<br>TO BE<br>ENROLLED | ADC<br>ENTRIES TO<br>EMPLOYMENT | HR<br>ENTRIES TO<br>EMPLOYMENT |
|--|--------------------------|-------------------------|---------------------------------|--------------------------------|
| 1. ORIENTATION/<br>NOTIFICATION          |                          |                         |                                 |                                |
| 2. ASSESSMENT/EP                         |                          |                         |                                 |                                |
| 3. EDUCATION                             |                          |                         |                                 |                                |
| 4. POST-SECONDARY<br>EDUCATION           |                          |                         |                                 |                                |
| 5. JOB SKILLS<br>TRAINING                |                          |                         |                                 |                                |
| 6. JOB READINESS<br>TRAINING             |                          |                         |                                 |                                |
| 7. JOB DEVELOPMENT<br>PLACEMENT          |                          |                         |                                 |                                |
| 8. GROUP/INDIVIDUAL<br>JOB SEARCH        |                          |                         |                                 |                                |
| 9. WORK EXPERIENCE                       |                          |                         |                                 |                                |
| 10. WORK SUPPLEMEN-<br>TATION (ADC TEAP) |                          |                         |                                 |                                |
| 11. ON-THE-JOB TRAIN-<br>ING (ADC)       |                          |                         |                                 |                                |
| 12. SELF-INITIATED<br>TRAINING           |                          |                         |                                 |                                |
| 13. REFERRAL TO JOB<br>SERVICE           |                          |                         |                                 |                                |
| TOTALS (LINES 3-12)                      |                          |                         |                                 |                                |

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JOBS ACTIVITY SUMMARY (continued)

| JOBS ACTIVITY                       | ADC TO<br>BE<br>ENROLLED | HR TO BE<br>ENROLLED | ADC<br>ENTRIES TO<br>EMPLOYMENT | HR<br>ENTRIES TO<br>EMPLOYMENT |
|-------------------------------------|--------------------------|----------------------|---------------------------------|--------------------------------|
| 14. CASE MANAGEMENT                 |                          |                      |                                 |                                |
| 15. AGENCY/PARTICIPANT<br>AGREEMENT |                          |                      |                                 |                                |
| 16. JOB OPPORTUNITY                 |                          |                      |                                 |                                |
| 17. ON-THE-JOB<br>TRAINING (HR)     |                          |                      |                                 |                                |
| 18. HR TEAP                         |                          |                      |                                 |                                |

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Section 3.5 - Agency - Participant Agreements

The social services district will use agency-participant agreements.

- NO - Skip to Section 4.1
- YES - See Below

The district uses agency-participant agreements for all participants.

- YES
- NO - the bases for determining the participants subject to agency-participant agreements are as follows:

The agreement form is attached.

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Section 3.6 - Participation Rate

Each local social services district must meet the federally mandated participation rate of 7%. As the availability of non-JOBS education and training resources varies significantly from district to district, each district must calculate its own ADC JOBS participation rate. (See Section F.2) The resulting figure should be entered below.

The district's ADC JOBS participation rate for 1990-91 is \_\_\_\_%.

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Section 4 - Supportive Services

Section 4.1 - Training-Related Expenses

The social services district will provide to JOBS participants on an "as-needed" basis the following Training-Related Expenses (TRES) in addition to child care:

- tuition, books and supplies (except tuition for self-initiated training);
- lunch, at \$2 per day;
- transportation (public rate or district mileage rate);
- clothing;
- \$30 incentive allowance;
- license fees;
- tools and equipment;
- car repairs/insurance;
- camp fees;
- services to children of JOBS participants;
- assistance with housing, health and family problems;
- drug/alcohol rehabilitation, and miscellaneous services;
- other essential items.

In addition, child day care will be provided as needed prior to entering, between, and during breaks in approved JOBS activities, for both recipients of ADC and of HR. For ADC recipients, this may be done for not longer than two weeks, or for not longer than one month to prevent the child day care arrangement from being lost.

Participants requesting assistance in obtaining child day care will be offered a choice of two regulated slots according to the requirements of law and regulation, or will be informed of the option to make their own child day care arrangements. If neither alternative is possible, the participant will be excused from further JOBS participation. Persons excused from JOBS participation due to lack of child day care should have the availability of child day care reevaluated at least every three months.

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Section 4.2 - One Time Work-Related Expenses

The social services district will provide , on an "as needed" basis the following one-time work-related expenses in addition to child care:

- transportation;
- clothing;
- license fees;
- tools and equipment;
- car repairs/insurance;
- services to children of JOBS participants;
- assistance with housing, health and family problems;
- drug/alcohol rehabilitation and miscellaneous services;
- other essential items.

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Section 4.3 - Transitional Supportive Services

1. The social services district will provide services\*, (in addition to child care and Medicaid), to individuals who have been JOBS participants and have lost eligibility for public assistance due to increased earnings or loss of income disregards, for up to 90 days from the date of ineligibility for public assistance.

YES

NO

(see item 2.)

2. If the district has elected not to provide transitional services, please give a brief explanation:

\*Any of the services provided as training related services may be provided as transitional supportive services.

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Section 5 - Dispute Resolution and Conciliation Procedures

5.1 Dispute Resolution Procedure

For JOBS participants who disagree with one or more parts of their assigned JOBS activities, but who have not failed or refused to comply with them, the following dispute resolution procedure is provided:

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5.2 Conciliation Procedure

For persons who have failed or refused to comply with one or more  
JOBS requirements, the following conciliation procedure is provided:

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C. JOBS PROGRAM BUDGET SUMMARY

The Budget Summary form is modeled after the revised DSS-3825. Entries for staff count, LDSS expenditures, contract costs and Training Related Expenses are to be based on the district's projections for the plan period October 1, 1990 - September 30, 1991. Federal reimbursement for JOBS costs will be at a 60% or 50% rate, depending on the type of expenditure. Expenditures matched at the 60% rate will include the personnel costs (salaries and benefits) of all full-time staff (not full-time equivalents) working exclusively on JOBS Program functions, including administrative functions. Personnel costs of individuals working less than full time may also be matched at the higher rate if they are performing JOBS activities such as orientation, assessment, development of the employability plan, and case management. Also included in the 60% category are all expenditures made for non-personnel items such as space, utilities, telephone costs, equipment, materials and supplies directly associated with the performance of JOBS activities.

Expenditures matched at the 50% rate will include all incurred costs prior to October 1, 1990, and those costs incurred subsequent to this date which do not meet the criteria above. Costs matched at the 50% rate will consist of indirect charges and costs related to the general supervision and management of JOBS not done on a full time basis, (e.g., personnel costs of payroll and personnel administration functions). Child care and other client support services are also limited to the 50% reimbursement rate. (Note that child care expenditures are uncapped under Title IV-A, while expenditures for other supportive services are capped under Title IV-F.) Contract budgets must specify the 50% or 60% reimbursement rate.

NOTE: Definitions of the JOBS activities are those provided in 90 LCM-83.

INSTRUCTIONS FOR COMPLETION

COLUMN 1: Staff Count - Report the number of staff for each activity/procedure on the appropriate line. Equivalent time may be represented in decimals (1/10th minimum). Place total on line eleven (11). Both LDSS and contractor staff counts should be entered in column 1.

COLUMN 2: Local District Expenditures - Report the administrative costs of each activity as provided by LDSS staff. These costs would include salaries and fringe and other non-salary costs such as postage, telephones, supplies, etc.

Place total on line eleven (11).

COLUMN 3: Contract Costs - Report the costs of contracts for the identified activities/procedures.

Place total on line eleven (11).

COLUMN 4: Total Administrative Costs - Add across columns (Column 2 + Column 3) and place total in this column.

Place total on line thirteen (13).

COLUMN 5: Training Related Expenses - Report all participant training related expenses incurred and paid by the district. For example, \$30 training incentive, lunch, transportation. (DO NOT INCLUDE CHILD CARE COSTS).

Place total on line eleven (11).

COLUMN 6: Total Cost - Add Column 4 and Column 5 for each activity and report the sum in Column 6 = Total Cost.

\_\_\_\_\_ district name

Plan for JOBS and Supportive Services for the period \_\_\_\_\_

JOBS PROGRAM BUDGET SUMMARY

|                                    | 1           | 2              | 3              | 4        | 5              | 6         |           |
|------------------------------------|-------------|----------------|----------------|----------|----------------|-----------|-----------|
|                                    | STAFF COUNT |                |                |          |                |           |           |
|                                    | LOCAL       |                |                |          |                |           |           |
|                                    | DSS         | CON-           | DISTRICT       | CONTRACT | ADMINISTRATIVE | TRAINING- | TOTAL PRC |
| ACTIVITY                           | TRACTS      | ADMINISTRATIVE | ADMINISTRATIVE | COSTS    | COSTS          | RELATED   | GRAM CC   |
|                                    | COSTS       | COSTS          | COLUMN 2+3     | EXPENSES | COLUMN 4+5     |           |           |
| 1) Orientation/Notification        |             |                |                |          |                |           |           |
| 2) Assessment/EP                   |             |                |                |          |                |           |           |
| 3) Education (Basic/HS/ESL)        |             |                |                |          |                |           |           |
| 4) Post Secondary Education        |             |                |                |          |                |           |           |
| 5) Job Skills Training             |             |                |                |          |                |           |           |
| 6) Job Readiness Training          |             |                |                |          |                |           |           |
| 7) Job Development/Placement       |             |                |                |          |                |           |           |
| 8) Job Search                      |             |                |                |          |                |           |           |
| 9) Work Experience<br>(PWP, CWEP)  |             |                |                |          |                |           |           |
| 10) Work Supplementation -<br>TEAP |             |                |                |          |                |           |           |
| 11) OJT (ADC)                      |             |                |                |          |                |           |           |
| 12) Referral to Job Service        |             |                |                |          |                |           |           |
| 13) Self-Initiated Training        |             |                |                |          |                |           |           |
| 14) TOTAL (lines 1-13)             |             |                |                |          |                |           |           |

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JOBS PROGRAM BUDGET SUMMARY

|                          | 1           | 2              | 3              | 4          | 5              | 6          |           |
|--------------------------|-------------|----------------|----------------|------------|----------------|------------|-----------|
|                          | STAFF COUNT |                |                |            |                |            |           |
|                          | LOCAL       |                |                |            |                |            |           |
|                          | DSS         | CON-           | DISTRICT       | CONTRACT   | ADMINISTRATIVE | TRAINING-  | TOTAL PRC |
| ACTIVITY                 | TRACTS      | ADMINISTRATIVE | ADMINISTRATIVE | COSTS      | COSTS          | RELATED    | GRAM CC   |
|                          |             | COSTS          | COSTS          | COLUMN 2+3 | EXPENSES       | COLUMN 4+5 |           |
| 15) Case Management      |             |                |                |            |                |            |           |
| 16) OJT (HR)             |             |                |                |            |                |            |           |
| 17) TEAP (HR)            |             |                |                |            |                |            |           |
| 18) Job Opportunity (HR) |             |                |                |            |                |            |           |
| Total (lines 15-18)      |             |                |                |            |                |            |           |

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D. JOBS STATUS OF CEP AND WIN ENROLLEES

1. JOBS Assessments and Employability Plans (EPs)

ADC clients participating in CEP and WIN activities on September 30, 1990 do not automatically become JOBS enrollees on October 1. Federal regulations require that all clients have a JOBS assessment and employability plan (EP) completed before they can be considered a JOBS enrollee. Some ADC program enrollees may not have had an assessment and EP completed that will meet JOBS requirements.

A JOBS assessment must consider a client's:

- education level (highest grade completed);
- literacy level (as indicated by the Test of Adult Basic Education);
- English language proficiency;
- proficiencies, skills deficiencies and prior work history;
- training and vocational interests;
- child care and other supportive services needs;
- family circumstances including a review of any special needs of a child.

As a result of the assessment, every JOBS enrollee must have a written EP. No ADC employable may be required to participate in any employment activity that is not specifically stated in her/his EP. An EP must contain the following items:

- an employment goal for the client;
- child care and other supportive services that will be provided by the social services district, if needed;
- JOBS activities in which the client will take part.

Each client's employment plan must, to the maximum extent possible, reflect the preferences of the client. When such preferences cannot be accommodated, the reasons why they cannot be are to be stated in the EP. Every EP must consider the available program resources, the client's liability for student loans, eligibility for grants and scholarship awards, and local employment opportunities. The employability plan must be explained to the client. Any changes to the EP must be discussed with the client and documented in writing.

2. Local District Review Current Activity Enrollments

After October 1, 1990 local district employment staff should review the assessment and EP of all ADC clients enrolled in employment activities (including WIN, CEOSC and PACE). This should be done at the next client contact or as soon as practical. Each current employment activity participant must have her/his assessment and EP updated according to JOBS requirements in order for the client to be considered a JOBS enrollee. These updated assessments and EPs

are to be reported on the employment subsystem as new assessments and EPs (activity codes 01 and 02). On the basis of the updated assessment and EP, clients should be enrolled in new employment activities (status code 04) or reenrolled (status code 06) in activities in which they were already participating. The appropriate completions and terminations of activities are also to be posted.

E. JOBS PARTICIPATION RATE

1. Definitions and Explanation

The Family Support Act (FSA) sets monthly participation rates for a state's JOBS Program beginning at 7% in Federal Fiscal Year (FFY) 1990 (October 1, 1990 - September 30, 1991) and reaching 20% by FFY 1995. A state's JOBS Program federal financial participation for a year can be reduced to 50% unless the state meets the participation rate for the preceding year. No state will be penalized for failure to meet participation rates in FFY 1990, but penalties may be imposed for failure to meet the rates in subsequent years.

Who is a JOBS Participant?

HHS's definition of participation may make many of the clients currently participating in employment and training activities uncountable toward the State's participation rate. An enrollment in a JOBS activity does not automatically make an individual a JOBS participant. A state participation rate is determined only by individuals who:

- are scheduled for an average of 20 hours per week of JOBS activity participation; and
- attend at least 75% of the scheduled hours.

Scheduled hours include time spent in:

- assessment and employability plan (EP) development, but only for one month in each period an individual receives ADC;
- any JOBS activity, except job development;
- any approved self-initiated education or training;
- job entry for the actual number of hours of work, in the month of entry and the following month, if the individual participated in JOBS or received job development and placement services in the month of entry or the prior month;
- high school for students between school years, use the average weekly level for the prior year, if she/he is expected to return to high school the following year.

### Who Counts as "Required to Participate"?

A "participation rate" is equal to the number of persons actually participating in JOBS divided by the number of those "required to participate", expressed as a percent. For example, to obtain a 7% participation rate, if a state has 1,000 adult recipients, but only 400 are "required to participate", the state must have 28 individuals who meet the definition of JOBS participation.

Both non-exempt and exempt persons who participate in JOBS activities can count towards the state's participation rate.

Only non-exempt employable persons count toward calculating the number of persons "required to participate." However, the number of persons "required to participate" is not equal to the universe of employable AFDC recipients. JOBS regulations allow for the exclusion of certain groups of employables when calculating who is "required to participate." Specifically, "the required to participate" calculation will not count employables who:

- are the AFDC-U non-principal wage earner parent;
- have been sanctioned;
- on a case-by-case basis, are unable to participate because the state cannot guarantee child care.

### Computation Periods and the Participation Rate Formula

A participation rate is determined for a computation period. Beginning in FFY 1991 the participation rate requirements increase for each federal fiscal year through 1995. The rates and computation periods are:

| <u>Year</u> | <u>Rate</u> | <u>Computation Period</u>       |
|-------------|-------------|---------------------------------|
| FFY '90     | 7%          | the fiscal year                 |
| FFY '91     | 7%          | each half of the fiscal year    |
| FFY '92     | 11%         | each quarter of the fiscal year |
| FFY '93     | 11%         | each quarter of the fiscal year |
| FFY '94     | 15%         | each month                      |
| FFY '95     | 20%         | each month                      |

The formula for computing the participation rate utilizes:

- the average monthly number of individuals required or allowed to participate who did so during the computation period; added to
- the number of JOBS participants in the month that has the greatest number of JOBS participants during the computation period.

This amount is then divided by twice the average monthly number of people "required to participate."

**Example:** In FFY 1990, the computation period is one year. During the year, the state has an average of 40,000 ADC employables, 3,000 of which are ADC-U non-principal wage earners. An additional 7,000 employables are "non-participants" because they have been sanctioned or necessary child care cannot be guaranteed. The number of persons "required to participate" for the computation period will be 30,000.

During the year, the state's average monthly participation (including exempt volunteers) is 2,000. By the last month of the fiscal year (the month of the highest participation), there were 4,000 participants.

The state's participation rate is determined by:

$$\begin{aligned} & 2,000 \text{ (average monthly participation)} \\ + & \underline{4,000} \text{ (highest month of participation)} \\ & 6,000 \div 60,000 \text{ (twice the average number} \\ & \quad \text{required to participate - 30,000)} \\ & = 1/10 = 10\% \end{aligned}$$

The state has had a participation rate of 10% for the computation period.

It is anticipated that participation rates will be calculated on a district-specific basis several times during the initial JOBS period to provide LDSSs with both a monitoring device and a planning benchmark for the FFY 1991 JOBS cycle.

#### Recommendations for LDSS Participation Rate Planning

- Estimate the actual number of clients who will be "required to participate." Remember to consider the universe of ADC clients with children between ages 3-5 in estimating mandatory JOBS participants.
- Review the number of ADC clients currently enrolled in employment activities, their scheduled hours, and their actual hours of participation. Based on the estimate of clients required to participate, a district may already have the number of JOBS participants needed to meet the 7% participation rate for FFY 1990 and FFY 1991.
- Keep in mind that a client only counts as a JOBS participant if she/he attends 75% of her/his scheduled hours. If the participant is scheduled for 20 hours and attends 15, the district will be credited with 20 hours; however if the participant is scheduled for 25 hours and attends 15, the district is credited with nothing.

- Sanctioning a person who fails to participate does not help a district meet the participation rate. A sanctioned person is removed from the participation numerator and denominator, so she/he does not count against the rate, but does not help meet it either. Obtaining client participation is the only effective means to increase the participation rate.
- Historically, districts have had difficulty in obtaining complete information on job entries. For example, a client may request her case be closed and not provide any employment information. But since her hours in the month of, and after, job entry can count toward participation, the employment worker or eligibility worker must make every effort to obtain employment information. This information will be used also in determining eligibility for transitional child care and Medicaid.

### LDSS Participation Rate Planning

Unlike JOBS, CEP and WIN did not impose any quantitative standards on participant enrollments. As part of its JOBS planning, a district should review current ADC employment activity enrollments to determine the number of hours clients are scheduled and actually participate. In the event clients do not have a scheduled participation of 20 hours a week (4 hours a day x 5 days), such a schedule must be developed. Clients enrolled in activities with a schedule of less than 20 hours per week should have their employability plans reviewed to determine if additional program participation is consistent with their employment goals. A second component, e.g., job readiness training, might be offered in addition to their currently enrolled activity to raise the level of participation to 20 hours per week.

If a local district has a significant number of clients enrolled in training for less than 20 hours per week, discussion must be held with training providers to determine how the hours of training activities can be increased to meet the 20 hour level.

In addition to reviewing clients' scheduled hours, districts need to review clients' actual of hours of participation. If clients are not participating in at least 75% of their scheduled hours the reasons for this should be investigated. Client participation may in some cases be affected by interruptions to child care or other supportive services.

### Child Care Needs

The child care needs of AFDC employables must be met in order to require participation in the JOBS Program. Employable clients for whom child care cannot be guaranteed are removed from the number of those "required to participate." Each district must establish procedures to readily identify clients who cannot be provided child care needed for JOBS participation.

The WMS employment subsystem will be enhanced to permit the reporting of these individuals. LDSS procedures should include the collection of "child care not available" information on an individual basis, and the transfer of this information to the employment unit for data entry into the employment subsystem. Clients for whom child care cannot be obtained should have their child care needs reviewed on a periodic basis, e.g., 90 days, to determine if changes to family circumstances or child care availability will allow for participation in a JOBS activity.

#### Reporting Relationships with Education and Job Training Providers

An important element in a local district's ability to meet its participation rate requirement will be the capacity for reporting client participation in JOBS activities conducted by education and job training agencies which meet the 20 hour per week participation standard. Procedures should be established to provide for periodic (weekly, biweekly, monthly) reporting on the level of a client's participation, e.g., number of hours scheduled and number of hours in attendance.

2. Calculation of LDSS JOBS Participation Rate

An estimate of your district's JOBS participation rate must be included in the plan. To arrive at an estimate follow the steps below:

STEP I (Refer to pages 44-45 JOBS Employable Caseload.)\*

Identify the total number of JOBS employables. Local districts may wish to use data from a later report than that on pages 44-45.

STEP II Subtract: From the number of ADC JOBS employables identified in Step I:

1. the estimated number of ADC employables for whom child care cannot be guaranteed; and
2. the estimated number of ADC employables who will be sanctioned for failure to participate in employment activities. (Use your district's past CEP and/or WIN sanction history to arrive at this estimate);and
3. the number of ADC-U non-principal wage earner parents.

The result equals the total number of ADC employables, who are "required to participate".

STEP III Estimate the average monthly number of participants for the first JOBS program year (10/1/90-9/30/91).

1. Only clients who are scheduled for 20 hours per week of activities, and who attend at least 15 hours per week count as JOBS participants. Enrollment in an employment activity does not necessarily make an ADC client a JOBS participant.
2. Include in the average monthly participation estimate the number of exempt clients who will voluntarily participate. Use past CEP or WIN volunteer enrollments to arrive at a reasonable volunteer number.

STEP IV Estimate the largest one-month number of participants during the period October 1990 through September 1991, using CEP, WIN, CEOSC and PACE enrollment histories as the basis for determining the month of highest participation.

STEP V Add:

- A.
  1. The average monthly participants (Step III), and
  2. The highest one month number of participants (Step IV).
- B. Divide the result by twice the number required to participate (Step II).

C. The result of dividing (A) participants by (B) the number required to participate, will be the district's JOBS participation rate.

Example:

Step I: 500 current ADC employables  
+ 250 new JOBS employables (ADC clients with children 3-5)\*\*  
750 JOBS employables

Step II: 750  
- 150 estimated ADC employables who cannot be guaranteed child care  
600  
- 60 estimated ADC employables sanctioned\*\*\*  
540 ADC employables required to participate (Assuming no ADC-U non-principal wage-earner parents).

Step III: 30 estimated average monthly mandatory participants  
+ 10 estimated average monthly voluntary participants  
40 total average monthly participants

Step IV: 60 estimated highest one-month number of participants for the program year

Step V: 40 (average monthly participation)  
+ 60 (highest one-month participation)  
 $100 \div 1,080$  (2 x 540 mandatory employables required to participate) = 9%

The district's first year JOBS participation rate equals 9%.

\*The JOBS Employable Caseload table does not contain numbers of persons under age 20 who will be required to participate, regardless of the age of their youngest child, due to lack of education. There is no way to calculate these numbers at present.

\*\*The number of ADC clients with children between the ages of 3 and 5 used for these calculations is your district's entire population of these clients. Some of them would undoubtedly be exempt from employment requirements. Therefore, the number of ADC employables used for the participation estimate is somewhat higher than your district's actual JOBS employables will be.

\*\*\*Use your district's past CEP and/or WIN sanction history to arrive at a sanction estimate.



JOB'S EMPLOYABLE CASELOAD  
MARCH 1990

|              | ADC<br>Employable<br>Individuals | ADC<br>Caretakers<br>W/Children 3-5 | Totals |
|--------------|----------------------------------|-------------------------------------|--------|
| Albany       | 672                              | 545                                 | 1,217  |
| Allegany     | 509                              | 166                                 | 675    |
| Broome       | 511                              | 492                                 | 1,003  |
| Cattaraugus  | 351                              | 197                                 | 548    |
| Cayuga       | 301                              | 183                                 | 484    |
| Chautauqua   | 801                              | 478                                 | 1,279  |
| Chemung      | 534                              | 268                                 | 802    |
| Chenango     | 107                              | 96                                  | 203    |
| Clinton      | 178                              | 154                                 | 332    |
| Columbia     | 129                              | 98                                  | 227    |
| Cortland     | 146                              | 92                                  | 238    |
| Delaware     | 124                              | 82                                  | 206    |
| Dutchess     | 397                              | 290                                 | 687    |
| Erie         | 7,726                            | 3,503                               | 11,229 |
| Essex        | 124                              | 81                                  | 205    |
| Franklin     | 262                              | 117                                 | 379    |
| Fulton       | 194                              | 133                                 | 327    |
| Genesee      | 96                               | 91                                  | 187    |
| Greene       | 76                               | 98                                  | 174    |
| Hamilton     | 10                               | 6                                   | 16     |
| Herkimer     | 156                              | 100                                 | 256    |
| Jefferson    | 465                              | 268                                 | 733    |
| Lewis        | 127                              | 55                                  | 182    |
| Livingston   | 127                              | 115                                 | 242    |
| Madison      | 46                               | 90                                  | 136    |
| Monroe       | 4,392                            | 2,470                               | 6,862  |
| Montgomery   | 71                               | 79                                  | 150    |
| Nassau       | 804                              | 909                                 | 1,713  |
| Niagara      | 1,170                            | 657                                 | 1,827  |
| Oneida       | 1,154                            | 606                                 | 1,760  |
| Onondaga     | 1,767                            | 1,166                               | 2,933  |
| Ontario      | 232                              | 148                                 | 380    |
| Orange       | 334                              | 438                                 | 772    |
| Orleans      | 140                              | 104                                 | 244    |
| Oswego       | 513                              | 262                                 | 775    |
| Otsego       | 44                               | 63                                  | 107    |
| Putnam       | 26                               | 45                                  | 71     |
| Rensselaer   | 454                              | 335                                 | 789    |
| Rockland     | 185                              | 208                                 | 393    |
| St. Lawrence | 827                              | 302                                 | 1,129  |
| Saratoga     | 92                               | 138                                 | 230    |
| Schenectady  | 241                              | 267                                 | 508    |
| Schoharie    | 101                              | 64                                  | 165    |
| Schuyler     | 49                               | 30                                  | 79     |
| Seneca       | 53                               | 46                                  | 99     |
| Steuben      | 418                              | 245                                 | 663    |
| Suffolk      | 2,356                            | 2,052                               | 4,408  |
| Sullivan     | 163                              | 105                                 | 268    |

|               | ADC<br>Employable<br>Individuals | ADC<br>Caretakers<br>W/Children 3-5 | Totals |
|---------------|----------------------------------|-------------------------------------|--------|
| Tioga         | 138                              | 91                                  | 229    |
| Tompkins      | 119                              | 134                                 | 253    |
| Ulster        | 320                              | 299                                 | 619    |
| Warren        | 67                               | 89                                  | 156    |
| Washington    | 141                              | 88                                  | 229    |
| Wayne         | 221                              | 176                                 | 397    |
| Westchester   | 2,840                            | 1,605                               | 4,445  |
| Wyoming       | 35                               | 48                                  | 83     |
| Yates         | 50                               | 40                                  | 90     |
| New York City | 53,002                           | 41,754                              | 94,756 |

F. FOOD STAMP EMPLOYMENT AND TRAINING PLAN (FSET)

October 1990 - September 1991

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1. INFORMATION AND INSTRUCTIONS FOR FSET PLAN COMPLETION

The following instructions and documents are provided for the implementation and operation of the Food Stamp Employment and Training (FSET) Program during the period October 1, 1990 to September 30, 1991. These will allow local districts significant flexibility in designing meaningful work-related activities for food stamp recipients.

We ask that you complete the attached Food Stamp Plan documents according to the following guidelines, and return them to the Department with your local JOBS Plan. Since certain recipients can participate in either or both the JOBS and FSET Programs, it will be necessary to coordinate the completion of the two plans.

a. Criteria for Plan Review and Approval

All FSET Plans submitted by local districts will be reviewed according to the extent to which the:

- i. plans serve 50% of the estimated number of total non-exempt work registrants in the plan period;
- ii. number of NPA/FS and HR/FS recipients to be enrolled in FSET activities is comparable to the ratio of the local district's NPA/FS work registrant and HR employable caseload;
- iii. individual FSET plan activities follow recommended State guidelines, or the extent to which the local district has justified variations to these guidelines;
- iv. utilization of funds allocated represents a realistic application of resources with respect to effective staff levels, administrative expenses, contract costs, and projected enrollment levels.

b. Contracts

In all instances where a planned activity is not to be provided by local district staff, but will instead be provided through a contractual or non-financial agreement, the district must attach a copy of the finalized contract. This is a requirement of United States Department of Agriculture (USDA), and does not in any way represent an effort by the Department to review or dictate the terms of the contracts. If the contract is not complete prior to plan submission, please submit it when it becomes final.

On the attached chart, please list the agencies with which the local district plans to contract FSET activities. For each contract also include the services to be provided, effective dates, and type of contract, as indicated.

c. Activity Summary

For each activity listed, entries must be made in the "Number to Be Enrolled" section. Entries are to reflect only activities and services for HR/FS and NPA/FS recipients to be claimed under the FSET Program.

- i. NUMBER TO BE ENROLLED: For each FSET activity, enter the number of HR/FS and NPA/FS recipients that are expected to be enrolled during the plan period.
- ii. ENTRIES TO EMPLOYMENT: For each FSET activity, enter the number of HR/FS and NPA/FS recipients who are expected to enter employment.

d. FSET Program Budget Summary

Entries for staff count, LDSS expenditures, contract costs and Training Related Expenses (TREs) are to be based on the district's projections for the plan period October 1, 1990 - September 30, 1991. For planning purposes districts should use the same amount which they received for administrative purposes last year.

Instructions for Completion of Budget Summary

COLUMN 1: Staff Count - Report the number of staff for each activity/procedure on the appropriate line. Equivalent time may be represented in decimals (1/10th minimum). Place total on line. Contractor staff counts should be included in column 1.

COLUMN 2: Local District Administrative Expenditures - Report the administrative costs of each activity as provided by LDSS staff. These costs would include salaries and fringe and other non-salary costs such as postage, telephones, supplies, etc.

Place total on line.

COLUMN 3: Contract Costs - Report the costs of contracts for the identified activities/procedures.

Place total on line.

COLUMN 4: Total Administrative Costs - Add across columns (Column 2 + Column 3) and place total in this column.

Place total on line.

COLUMN 5: Training Related Expenses - Report all participant TREs incurred and paid by the district, for example, lunch, transportation and child care costs.

Place total on line.

COLUMN 6: Total Cost - Add across Column 4 and Column 5 for each activity and report the sum in Column 6 = Total Cost.

NOTE: SDSS approval of this budget plan does not give districts the authority to exceed their allocation for the Food Stamp Employment and Training Program.

e. Participant Reimbursement

Local districts **must** reimburse food stamp recipients for certain expenses incurred as a result of their being enrolled in program activities. This reimbursement is limited to \$25 per month per enrollee. Reimbursable expenses are for transportation and lunch. Lunch reimbursement is limited to \$2 per day and is reimbursable only if a work registrant is enrolled in Job Readiness Training or Job Skills Training and only if the program begins in the morning and continues into the afternoon after a lunch break. Any combination of expenses may not exceed \$25 per month.

Local districts may provide this money to enrollees either as an advance or at the end of each month.

Reimbursable expenses can be provided to enrollees either by;

- documented actual expenses, for example, mileage from home to local district office or home to potential job search employer; or,
- an average reimbursement.

Districts choosing an average reimbursement methodology must submit a written justification of their calculation of the dollar amount given to enrollees. Districts using an average below \$25 per month must be prepared to reimburse enrollees if they can document actual expenses exceeding the average, up to the maximum of \$25.

Local districts must reimburse, purchase, or provide dependent care which is necessary for a food stamp work registrant or volunteer to participate in a FSET component. The maximum FSET dependent care payment is \$160 per month per dependent.

An individual may not be required to participate in an FSET component if dependent care costs which are not met by other funding sources would exceed the \$160 FSET maximum.

Regardless of whether the FSET dependent care expenses are provided as advance allowances or as reimbursements after the costs are incurred, the local district must obtain verification of the need for and cost of the dependent care and the name, address and work hours of the care provider.

2. FOOD STAMP EMPLOYMENT AND TRAINING PLAN DOCUMENTS

\_\_\_\_\_ Plan for Food Stamp Employment and Training Program  
(district name) for the period \_\_\_\_\_ through  
\_\_\_\_\_.

a. FSET ACTIVITY SUMMARY

CONTACT (NAME/TITLE/TELEPHONE): \_\_\_\_\_  
\_\_\_\_\_

| FSET ACTIVITY                  | NPA<br>TO BE<br>ENROLLED | HR<br>TO BE<br>ENROLLED | NPA<br>ENTRIES TO<br>EMPLOYMENT | HR<br>ENTRIES TO<br>EMPLOYMENT |
|--------------------------------|--------------------------|-------------------------|---------------------------------|--------------------------------|
| ASSESSMENT/EP                  |                          |                         |                                 |                                |
| EDUCATION                      |                          |                         |                                 |                                |
| JOB SKILLS TRAINING            |                          |                         |                                 |                                |
| JOB READINESS TRAINING         |                          |                         |                                 |                                |
| GROUP/INDIVIDUAL<br>JOB SEARCH |                          |                         |                                 |                                |
| TOTALS                         |                          |                         |                                 |                                |

Modification [ ] Approval Date \_\_\_\_\_ Effective Date \_\_\_\_\_

\_\_\_\_\_ Plan for Food Stamp Employment and Training Program  
(district name) for the period \_\_\_\_\_ through  
\_\_\_\_\_.

b. FSET ACTIVITY NARRATIVE

Local districts will be required to advise the Department of the justification(s) for any variation(s) from the basic FSET activities guidelines stated below.

1. Food Stamp Job Search - If other than 24 contacts within a maximum eight (8) week period, with 2 follow-up interviews requested of the enrollee, justification is to be provided below.

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2. Job Readiness Training - If less than a 1 to 2 week, 12 hour program is to be conducted, justification is to be provided below.

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Modification [ ] Approval Date \_\_\_\_\_ Effective Date \_\_\_\_\_

\_\_\_\_\_ Plan for Food Stamp Employment and Training Program  
(district name) for the period \_\_\_\_\_ through  
\_\_\_\_\_.

c. PARTICIPANT REIMBURSEMENT

Local districts must reimburse each food stamp recipient for certain expenses, lunch and transportation (up to \$25 per month per enrollee) incurred as a result of FSET activities, either by:

1.  Documented actual expenses

or

2.  Average cost

(check which applies)

Justification for #2. (Also explain any combination of #1 and #2)

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These expenses are provided as:

a.  An Advance

or

b.  A Reimbursement

Local districts must reimburse, purchase or provide dependent care which is necessary for a food stamp recipient to participate in a FSET component, either by,

1.  Reimbursement of documented expense

or

2.  Direct purchase of care.

Modification  Approval Date \_\_\_\_\_ Effective Date \_\_\_\_\_

\_\_\_\_\_ Plan for Food Stamp Employment and Training Program  
(district name) for the period \_\_\_\_\_ through  
\_\_\_\_\_.

d. FSET Contracts and Agreements

The following is a list of agencies which will be contracted to provide FSET Program services. For each such contract, the provider agency, specific service(s) to be provided, effective dates, dollar amount and type of contract are shown below. [The type of contract may be abbreviated as follows: FF (Fixed Fee); PB (Performance Based); CB (Cost Based); O (Other-Specify).]

NOTE: Each contract must contain a certification from the provider that the services being contracted are not otherwise available from that provider on a non-reimbursable basis.

| <u>Provider Agency</u> | <u>Services</u> | <u>Effective Dates</u> | <u>Type of Contract</u> |
|------------------------|-----------------|------------------------|-------------------------|
|------------------------|-----------------|------------------------|-------------------------|

Modification [ ] Approval Date \_\_\_\_\_ Effective Date \_\_\_\_\_

\_\_\_\_\_ Plan for Food Stamp Employment and Training Program  
 (district name) for the period \_\_\_\_\_ through \_\_\_\_\_.

e. FSET PROGRAM BUDGET SUMMARY

|                           | 1           | 2                               | 3                                    | 4  | 5                    | 6                                 |                     |
|---------------------------|-------------|---------------------------------|--------------------------------------|--|----------------------|-----------------------------------|---------------------|
|                           | STAFF COUNT |                                 |                                      |  |                      |                                   |                     |
|                           | LOCAL       |                                 | TOTAL                                |  |                      |                                   |                     |
| ACTIVITY                  | DSS TRACTS  | CON-ADMINISTRATIVE EXPENDITURES | DISTRICT ADMINISTRATIVE EXPENDITURES | CONTRACT COSTS ADMINISTRATIVE EXPENDITURES | ADMINISTRATIVE COSTS | TRAINING-RELATED PROGRAM EXPENSES | TOTAL PROGRAM COSTS |
| 1) Assessment/EP          |             |                                 |                                      |  |                      |                                   |                     |
| 2) Education              |             |                                 |                                      |  |                      |                                   |                     |
| 3) Job Skills Training    |             |                                 |                                      |  |                      |                                   |                     |
| 4) Job Readiness Training |             |                                 |                                      |  |                      |                                   |                     |
| 5) Job Search             |             |                                 |                                      |  |                      |                                   |                     |
| 6) TOTAL                  |             |                                 |                                      |  |                      |                                   |                     |

[ ] Modification

Approval Date \_\_\_\_\_

Effectiv



JOB EMPLOYABLE CASELOAD  
MARCH 1990

|              | ADC<br>Employable<br>Individuals | ADC<br>Caretakers<br>W/Children 3-5 | Totals |
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| Washington    | 141                              | 88                                  | 229    |
| Wayne         | 221                              | 176                                 | 397    |
| Westchester   | 2,840                            | 1,605                               | 4,445  |
| Wyoming       | 35                               | 48                                  | 83     |
| Yates         | 50                               | 40                                  | 90     |
| New York City | 53,002                           | 41,754                              | 94,756 |

G. Child Day Care (Requirements for JOBS Plan and CSP)

The Child Day Care section of this plan meets the requirements for both the JOBS Plan and the Consolidated Services Plan (CSP). In general the child day care section is a stand-alone section. However, you will notice that reference is made to other sections of the Consolidated Services Plan Guidelines. Please refer to the CSP guidelines which you may have already have received.

In order to meet the timeframes for your JOBS Plan you must submit the Child Day Care section with the rest of your JOBS Plan by September 1. The section may then be copied for inclusion in your Consolidated Services Plan (due October 31).

Informational sessions will be held starting July 31 to answer questions regarding the CSP. Bureau of Child Care Staff will provide information to assist districts in completion of the Child Day Care Section. Income Maintenance staff will be available to answer questions related to the JOBS Plan information. The dates and locations of these sessions are being sent to you under separate cover.

1. **Description of Program**

There is variation Statewide in how child day care services are developed, administered and provided. This section must include the following information:

- o a summary of the purpose of the service and what is provided as part of the service;
- o a statement of how the department is organized to provide the service, what is the appropriate access to the service and who is eligible. Include a general description of the intra-agency coordination for the various child day care services available to all of the eligible populations (JOBS, Title XX, Low Income, Federal Transitional). Please include day care specifically on the organization chart (Appendix A) or as a separate chart indicating where responsibility for administration and provision of child care services lies;
- o how recruitment and training of child day care providers is performed;
- o how information and referral to families, including all available child day care options, is provided; how families are assisted in locating and selecting appropriate child day care;
- o a brief description of how the district will ensure that the parent has the final decision as to provider for JOBS participants and recipients of transitional child day care;
- o how certification and monitoring of providers is performed;

- o what community agencies, including Child Care Resource and Referral Centers (CCR&Rs) are involved in the provision of the service either through purchase of service agreements or otherwise and what service or components of service they are providing; and
- o how the district provides coordination among the various providers and organizations to meet client specific needs.

**Note:** Your discussion related to involvement of community agencies and coordination of providers and organizations must include how the district involves and coordinates with Child Care Resource and Referral centers, Headstart and Pre-K programs and with other involved providers or advocates;

- o a brief discussion of the role of informal caregivers and their impact on child day care services delivery; and
- o a list of the methods of payment.

## 2. Client Estimate and Projected Expenditures

The provision of child day care services can be categorized generally in the following manner:

- o federal transitional day care (this includes transition from ADC public assistance and transition from HR public assistance. HR cases are federally non-participating, FNP);
- o participation in education or training;
- o employment; and
- o children at risk of placement.

For each of these four areas the following information is required:

- o projected number of adults;
- o projected number of children; and
- o projected expenditures.

Excluding informal caregivers, the various types of child day care are day care centers, family day care homes, group family day care, and school age child care, Headstart, and pre-K.

For each of these types of child day care, the following information is required:

- o the number of providers;
- o the number of full-time slots; and
- o the number of part-time slots.

Note: Appendix G incorporates all of the required information and is the format in which the information must be submitted.

3. **Priority**

Districts opting to develop a priority must do so in accordance with the requirements of Part III C.

4. **Activities**

Districts opting to develop a priority must develop activities to support it in accordance with the requirements of Part III D.

5. **Unmet Needs**

Describe the unmet needs identified through the planning process. This should include but is not limited to the following:

- o shortage of specific types of care (for example, care of school age children during the summer months, care for children with special needs, evening care, etc.). Estimate the number of slots that are needed for each type;
- o services that are unavailable or insufficient to meet identified need. This could include services for children with special needs, CCR&Rs, training for providers, etc.

This section should also describe problems encountered in development or recruitment of new providers, retention of existing providers and other problems identified in the delivery of child day care services.

6. **Plan to Address Unmet Needs**

For each unmet need described in the previous section, describe how the district plans to address the need, indicate other organizations that will be involved in this process, and include any recommendations for changes in State policy or funding to address these needs.

7. **Day Care Community Public Participation**

This section must describe how the district involves or participates with all other appropriate organizations in the planning and development of child day care services and identification of unmet needs. Included should be the methods by which the district involves or provides forums for the participation of these other organizations. This section must include a list of these organizations (such as CCR&Rs, family day care and day care associations, countywide planning organizations, Head Start associations, day care start-up administrative agencies, economic development groups, pre-K programs, school districts, etc.).

Note: While a separate public hearing is not required for child day care, please refer to the JOBS Plan guidelines for public comment requirements. Please be aware that the JOBS Plan is to be received by the Department on or before September 1, 1990.

DAY CARE

! PAGE 70 !

! COUNTY NAME: \_\_\_\_\_ !

! COUNTY CODE: \_\_\_\_\_ !

CHART 1  
Client Estimate and Projected Expenditures

|  | Adults | Children | Projected Expenditures |
|--|--------|----------|------------------------|
| Federal Transitional<br>(from ADC and from<br>HR (FNP))      | _____  | _____    | _____                  |
| Education and Training<br>PA                                 | _____  | _____    | _____                  |
| Non-PA   | _____  | _____    | _____                  |
| Employment<br>PA   | _____  | _____    | _____                  |
| Non-PA   | _____  | _____    | _____                  |
| Children At-Risk of<br>Placement (Protective/<br>Preventive) | _____  | _____    | _____                  |

CHART 2  
Child Care Types

|                  | Number of<br>Providers | Number of Full<br>Time Slots | Number of Part<br>Time Slots |
|------------------|------------------------|------------------------------|------------------------------|
| DAY CARE CENTERS | _____                  | _____                        | _____                        |
| FAM. DC HOMES    | _____                  | _____                        | _____                        |
| GROUP FAM. DC    | _____                  | _____                        | _____                        |
| SCHOOL-AGE CC    | _____                  | _____                        | _____                        |
| HEADSTART        | _____                  | _____                        | _____                        |
| PRE-K            | _____                  | _____                        | _____                        |

\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)

\_\_\_\_\_ through \_\_\_\_\_.

A large rectangular area enclosed by a dashed border, intended for the main content of the plan.

Modification [ ] Approval Date \_\_\_\_\_ Effective Date \_\_\_\_\_

\_\_\_\_\_ Plan for JOBS and Supportive Services for the period  
(district name)

\_\_\_\_\_ through \_\_\_\_\_.

A large rectangular area enclosed by a dashed border, intended for the main content of the plan.

Modification [ ] Approval Date \_\_\_\_\_ Effective Date \_\_\_\_\_