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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-38

Date: March 8, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Assessment and Case Management Project

ATTACHMENTS: Attachment A - Letter from New York Employment and
Training Institute - not available on-line
Attachment B - Application Form - not available on-line
Attachment C - Questionnaire (Section II: Institutional
Working Arrangements) - not available
on-line

The New York Employment and Training Institute is undertaking an Assessment and Case Management Project to assist practitioners from a variety of organizations and disciplines to work together as they promote self-sufficiency among at-risk youth and adults. The Project will provide a combination of cross-community training and localized technical assistance to employment and training, social services, and education professionals throughout New York State.

The Assessment and Case Management Project will assist counties in strengthening partnerships among employment and training providers. This training is particularly timely, as it supports the move toward universal client assessment among practitioners and the increased emphasis on case management. Improved program coordination among various systems is essential to developing and maintaining a highly skilled workforce.

All counties in New York State are invited to participate in the project. Local teams should be formed, consisting of five individuals representing employment and training, education, social services, Community Service Center, and one other agency in the community. These individuals should have an understanding of local district policies and procedures to enable them to develop strategies for local implementation. Local districts interested in the first training cycle should work quickly to form a local team.

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Attachment A is a letter from Gail Breen, the Director of the Employment and Training Institute, inviting you to participate in the training program. Attachments B and C include the application form and questionnaire to be submitted by local districts. Each participating agency should complete Section 1: Team Member Relationships. TO BE CONSIDERED FOR THE FIRST ROUND OF TRAINING, APPLICATIONS MUST BE SUBMITTED BY MARCH 14, 1991.

If you have any questions, please call Roseanne Mirabella, Bureau of Employment Programs, 1-800-342-4100, extension 3-3468 or call the Institute directly.

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