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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-99

Date: May 29, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: 1991-1992 Social Services District JOBS Plan: Guidelines and Plan Document

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

The attachment to this Memorandum provides the social services district with the information and forms needed to prepare the 1991-92 local JOBS Plan.

In the interest of reducing district mandates, the simplified JOBS Plan has been retained and further streamlined:

- (1) half of the JOBS Plan pages have been formatted to require only your confirmation or check-off;
- (2) the Child Day Care Component has been significantly simplified. The lengthy and cumbersome narrative has been replaced by a question and answer format that requires only short sentence responses. It has been reorganized to provide specific information on each funding stream and can be completed individually by those responsible for each stream. Furthermore, it avoids duplication by becoming the child care section of the districts Consolidated Services Plans; and
- (3) district calculation of its participation rate has been eliminated.
- (4) while State legislation requires the submission of an annual JOBS plan, the Department intends to minimize the burden to districts by maintaining the same plan format for a two year period, requiring only page replacements where necessary in the second year.

A. Major Changes from 1990-1991

1. The local plan must be available for a 30 day public comment period prior to its submission to the Department. All public comments must be retained by the district for future reference. (However, there is no requirement that the FSET Plan component be submitted for public comment).
2. The "JOBS Activity Summary" has been reduced to reflect only those activities for which statistics are kept and to simplify its completion.
3. The "Dispute Resolution" section has been incorporated into the "Conciliation" section to reflect their unitary nature.
4. The Bureau of Child Care will be sending, under separate cover, data that will aid in completing Chart 1 in the Child Day Care Plan.
5. The "Supportive Services" section has been revised to reflect the four basic categories of supportive services and the specific services within these categories.
6. The "Assessment" section now includes the mandated testing for a participant's literacy level.
7. A new section for referral of participants to the NYS Job Service has been added and includes a description of that referral procedure.

B. Food Stamp Employment and Training Program (FSET) and Expanded FSET

There will no longer be a separate Expanded FSET Program. Districts which choose to commit or expend funds in excess of their 100% FSET allocation to serve additional NPA and HR food stamp recipients, or to enhance FSET services, may do so subject to USDA approval and by agreeing to contribute a 25% local share. Unlike Expanded FSET, there is no requirement for special targeting or programming. Districts may use these funds for continuation or expansion of their regular FSET program. There is no limit in the amount districts may plan for to support FSET activities. However, final approval by USDA is required.

Since the 100% allocation has not yet been determined, districts should expect no more than what they received last year. It is important to note that, unlike previous years, claims for the FSET Program that exceed the 100% allocation will not be honored unless districts had planned to exceed their allocation through this document and had received prior approval from the Department.

Districts should thus be aware that costs for programs, regardless of funding, that exceed 125% of the national mean per participant, may require justification. We have not received those figures from USDA for this year, however last year's figures were:

Job Search	\$118
Job Readiness	\$184
Job Skills Training	\$216
Education	\$233

C. Education for Gainful Employment (EDGE)

EDGE information concerning county and/or provider allocations is not available at this time. We anticipate that this information will be available during the JOBS planning process and we will release EDGE specific planning guidelines at that time. As with the current EDGE agreements, the 10/1/91-9/30/92 agreements will be made part of the JOBS Plan.

In the meantime, districts should review their current EDGE services and determine if any refinements are necessary to these arrangements or types of services and be prepared to negotiate for them for the period 10/1/91 - 9/30/92. Of singular importance is the establishment of a data exchange that supports the JOBS reporting requirements through the employment subsystem.

D. Department of Labor Agreement

The Department has entered into a statewide memorandum of understanding with the Department of Labor. Districts were provided the opportunity to negotiate a local agreement for the provision of employment services through the Job Service. Possible services included, but were not limited to: assessment, employability plans, job development and placement, case management, job readiness training, and referral to activities. In the attached plan, districts are asked to identify which services will be provided under the local agreement.

E. Economic Opportunity Center (EOC)

When developing local coordination agreements, districts are reminded that EOCs offer educational support services from which many JOBS participants could benefit. While State legislation does not mandate coordination with EOCs, districts may find it advantageous to enter into coordination agreements with these agencies.

F. Home Relief (HR) Plan of Self-Support

Districts have the authority under Department Regulation 352.20(h) to offer HR plans of self-support to their HR recipients as an incentive to become employed. In the attached plan, districts are asked to identify whether or not they offer HR plans of self-support and, if they do, to provide a narrative of such as described in 89 ADM-33.

G. Criteria for Plan Review

Submitted JOBS Plans will be reviewed by the Department in accordance with the following criteria:

1. the feasibility of the means by which the district proposes to meet the 11% 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.

The 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, 1991 through September 30, 1992. It must 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).

H. Timetable for Submission, Review, Approval and Implementation

Districts should submit one copy of their plan, with original signatures, so that it is received by the Department no later than August 16, 1991.

I. 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 returns 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.

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.

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

LOCAL DISTRICT JOBS PLAN

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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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5.	Conciliation Procedure	13	(36)

The child day 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 E).

*Page numbers in parentheses refer to planning document pages.

A. Section 1 - Assurances

This section records the social services 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 contact person and 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 social services 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 must be included in the contract.
- b. The social services 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.

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

- i. public and private education institutions, especially those that are receiving EDGE funds, including 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 social services 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. 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.

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), number of hours client is scheduled for, number of hours client actually attended and satisfactory progress information.
- v. Information Concerning Satisfactory Progress - The social services 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 ADM-27.
- 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 social services 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.

Social services districts will not be required to submit the coordination agreements with the local JOBS Plan. These documents must be available for review by SDSS staff upon request.

c. Section 2.33 Cooperation with the Private Industry Council

Social services 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.

d. Section 2.34 - Employment Services Through the New York State Department of Labor (NYSDOL) - Job Service

The New York State Departments of Social Services and Labor have signed a statewide Memorandum of Understanding (MOU). This MOU provides for the provision of NYSDOL services through its regional Job Service Offices to those social services districts which opt for such provision.

Those districts that do opt for the provision of these employment related services must develop a local written agreement. This agreement must be available for review by SDSS staff.

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

1. Section 3.1 Target Population

In this section, the social services 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

Participation in JOBS activities must 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.

ADC and HR participants are treated 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 the date the application was registered on WMS; however
- o HR participants must receive an assessment and EP prior to an assignment to the second 60 day job search period of the HR Job Search.

Section 3.31 Assessment

As part of the emphasis on the importance of assessment and employability planning, districts are required to submit:

- o a statement of which assessment tool(s), such as standardized tests, the district will use;
- o a statement of which literacy 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; and
- 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 and follows the assessment section.

Each employability plan must include both short and long term provisions for activities except where the participant is ready, or nearly ready, to seek employment. 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.

The last part of Section 3.4 is a two-page table of activity enrollments and entries to employment estimated for the planning year.

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

Who is a JOBS Participant? (Federal Definition)

A JOBS participant, for the required federal participation rate, is an individual who is:

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

Scheduled hours include time spent in:

- any JOBS activity, except job development;
- any approved self-initiated education or training;
- 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"?

The "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 11% participation rate, if a district has 1,000 adult ADC recipients, but only 400 are "required to participate", the district must have 44 ADC individuals who meet the definition of JOBS participation.

Both non-exempt and exempt persons who participate in JOBS activities can count towards a district'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 ADC recipients. JOBS regulations allow for the exclusion of certain groups of ADC employables when calculating who is "required to participate". Specifically, "the required to participate" calculation will not count employables who:

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

Section 3.7 - Case Management

In this section the social services district affirms that it will offer to provide case management.

Section 3.8 - Referral to Job Service

In this section the social services district affirms that it has a procedure for referrals to the NYS Job Service and describes that procedure.

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 Employment Related Expenses

This section lists the supportive services each district must provide as one-time employment 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 Extended Supportive Services

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

Determination of which extended 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 extended 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.

Section 4.4 - Transitional Medical Assistance and Child Day Care

This section affirms that the social services districts will provide transitional MA and child day care.

E. Section 5 - Conciliation Procedure

In this section the social services district describes the conciliation procedure it has established for those JOBS participants who disagree with their activity assignment and for those persons the district believes have failed or refused to comply with JOBS requirements.

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 continued operation of the Job Opportunities and
Basic Skills Training (JOBS) 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) a conciliation procedure which meets the requirements of federal and State regulations, and of which a written description, including identification of persons who will act as mediators must be prepared as part of this plan;

Page 1

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.

Contact Person (Name/Title/Telephone): _____

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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Modification [] Approval Date _____ Effective Date _____

_____ 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 Agency</u>	<u>Services</u>	<u>Effective Dates</u>	<u>Type of Contract</u>
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Modification [] Approval Date _____ Effective Date _____

_____ 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:

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

2.32 Coordination Agreements

The 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 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 2.3 - Interagency Coordination and Cooperation (continued)

2.34 Employment Services Through the New York State Department
of Labor (NYSDOL) - Job Service

The social services district has agreed to the provision
of employment services to its ADC employables by the
regional NYSDOL JOB Service Office under the Statewide
Memorandum of Understanding.

YES NO

If "YES", check which of the following services the
Job Service will provide:

<input type="checkbox"/> Assessment	<input type="checkbox"/> Case management
<input type="checkbox"/> Employability plans	<input type="checkbox"/> Job readiness training
<input type="checkbox"/> Job development	<input type="checkbox"/> Referral to activities
<input type="checkbox"/> Job placement	<input type="checkbox"/> Other (explain)

There is a written agreement between the social services
district and the regional NYSDOL Job Service Office.

YES NO

If "NO", the date of completion will be _____.

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Modification Approval Date _____ Effective Date _____

_____ 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.

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Modification [] Approval Date _____ Effective Date _____

_____ 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:

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

_____ through _____.

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 not to exceed one year following the date the application was registered on WMS.

3.31 Assessment

- (a) The assessment will review and document, at minimum, the client's:
- o literacy level;
 - o educational and basic skill level;
 - o 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 literacy test(s) selected by the district is/are:
- (e) The qualifications of the employees administering the assessment tool(s) are, at minimum:
- (f) The district administrative unit or contractor that will be responsible for conducting JOBS assessments is:

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

_____ through _____.

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):

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

_____ through _____.

Section 3.4 - Program Components and Service Levels

The social services district estimates it will enroll the following number of individuals during the plan year: _____.

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

- 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 supervised job search;
- o work experience;
- o work supplementation (ADC TEAP);
- o ADC on-the-job training;

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

- Job Opportunity (J/O)
- Home Relief on-the-job training
- HR TEAP

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

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Modification Approval Date _____ Effective Date _____

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

Section 3.4 - JOBS Program Enrollments (continued)

JOBS ACTIVITY SUMMARY

JOBS ACTIVITY	ADC TO BE ENROLLED	HR TO BE ENROLLED	ADC ENTRIES TO EMPLOYMENT	HR ENTRIES TO EMPLOYMENT
1. ASSESSMENT/EP				
2. EDUCATION				
3. POST-SECONDARY EDUCATION				
4. JOB SKILLS TRAINING				
5. JOB READINESS TRAINING				
6. JOB DEVELOPMENT PLACEMENT				
7. GROUP/INDIVIDUAL SUPERVISED JOB SEARCH				
8. WORK EXPERIENCE				
9. WORK SUPPLEMEN- TATION (ADC TEAP)				
10. ON-THE-JOB TRAIN- ING (ADC)				
11. SUB-TOTAL ENROLL- MENTS (Lines 2-10)				
12. SUBTOTAL ENTRIES TO EMPLOYMENT (Lines 1-10)				

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

_____ through _____.

JOBS ACTIVITY SUMMARY (continued)

JOBS ACTIVITY	ADC TO BE ENROLLED	HR TO BE ENROLLED	ADC ENTRIES TO EMPLOYMENT	HR ENTRIES TO EMPLOYMENT
13. JOB OPPORTUNITY				
14. ON-THE-JOB TRAINING (HR)				
15. HR TEAP				
16. SUBTOTAL ENROLLMENTS (Lines 13-15)				
17. SUBTOTAL ENTRIES TO EMPLOYMENT (Lines 13-15)				
18. TOTAL ENROLLMENTS (Lines 11 and 16)				
19. TOTAL ENTRIES TO EMPLOYMENT (Lines 12 and 17)				

Modification [] Approval Date _____ Effective Date _____

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

_____ through _____.

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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Modification Approval Date _____ Effective Date _____

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

_____ through _____.

Section 3.6 - Participation Rate

The social services district must meet the federally mandated participation rate of 11% for each quarter of Federal Fiscal Year 1992.

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Modification [] Approval Date _____ Effective Date _____

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

_____ through _____.

Section 3.7 - Case Management

The social services district must offer to provide case management services for pregnant adolescents, adolescent parents, and at-risk youth under the age of eighteen as required by the Teenage Services Act or TASA. To the extent that resources permit, case management must also be provided (in order of priority) to: persons identified in Department regulations as at-risk youths, persons in the JOBS target population as defined in statute, persons whose employability plans indicate a need for two or more concurrent JOBS activities and persons with limited English proficiency. Case management will be provided as a JOBS activity to JOBS participants and as an extended supportive service to persons meeting the requirements for such services.

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Modification [] Approval Date _____ Effective Date _____

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

_____ through _____.

Section 3.8 - Referral to Job Service

New York State Law requires that each social services district have a procedure for the referral of JOB participants, as appropriate, to the NYS Job Service for receipt of employment services.

Please describe this procedure in the space below:

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Modification [] Approval Date _____ Effective Date _____

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

_____ through _____.

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 day care:

- o tuition, books, fees and supplies (except for self-initiated training);
- o lunch;
- o transportation;
- o clothing;
- o license and other work related fees;
- o tools and equipment;
- o automobile repairs;
- o automobile insurance;
- o child day care registration fees;
- o day care for incapacitated adults;
- o vocationally related counseling for drug/alcohol abusing participants;
- o counseling;
- o services to children of JOBS participants:
 - counseling;
 - life skills;
 - medical examinations;
 - education-related activities
 - camp fees

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.

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

_____ through _____.

Section 4.2 - One Time Employment-Related Expenses

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

- o clothing;
- o license and other work related fees;
- o tools and equipment;
- o automobile repairs;
- o automobile insurance;
- o child day care registration fees;
- o liability insurance for family day care providers;
- o job related safety equipment;

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

_____ through _____.

Section 4.3 - Extended Supportive Services

1. The social services district will provide, on an "as needed" basis the following extended supportive services 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

- o case management;
- o day care for incapacitated adults;
- o clothing;
- o transportation;
- o license and other work related fees;
- o tools and equipment;
- o automobile repairs;
- o automobile insurance;
- o vocationally related counseling for drug/alcohol abusing participants;
- o counseling;
- o services to children of JOBS participants:
 - counseling;
 - life skills;
 - medical examinations;
 - education-related activities;
 - camp fees.

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

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

_____ through _____.

Section 4.4 - Transitional Medical Assistance and Child Day Care

The social services district will provide those JOBS participants meeting eligibility requirements with transitional medical assistance and child day care.

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

_____ through _____.

Section 5 - Conciliation Procedure

The following conciliation procedure has been provided for JOBS participants who disagree with one or more parts of their assigned JOBS activities and for persons whom the social services district believes have failed or refused to comply with one or more JOBS requirements:

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Modification [] Approval Date _____ Effective Date _____

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, 1991 - September 30, 1992. 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 those costs incurred which do not meet the above criteria. 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. Contract budgets must specify the 50% or 60% reimbursement rate.

NOTE: Definitions of the JOBS activities are those provided in 90 LCM-83 and further explanations can be found in 90 MB-5.

INSTRUCTIONS FOR COMPLETION

NOTE: There are two budget summary pages, one for the mandatory JOBS activities and the other for the optionals.

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 minimum).

Place subtotals on lines (14) and (19) and total on line (20).

COLUMN 2: Local District Administrative Costs - 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. Costs must be rounded to nearest dollar.

Place subtotals on lines (14) and (19) and total on line (20).

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

Place subtotals on lines (14) and (19) and total on line (20).

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

Place subtotals on line (14) and (19) and total on line (20).

COLUMN 5: Supportive Services Expenses - Report all participant training related expenses, one-time employment related expenses and extended supportive services expenses incurred and paid by the district. There should be a dollar amount for each activity in which the social services district expects enrollments. (Do not include child day care or non-DSS funded supportive services).

Place subtotals on lines (14) and (19) and total on line (20).

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

Place subtotals on lines (14) and (19) and total on line (20).

_____ Plan for JOBS and Supportive Services for the period _____
 district name

JOBS PROGRAM BUDGET SUMMARY

ACTIVITY	1**	2*	3*	4*	5*	6*	
	LOCAL			TOTAL			
	DSS	CON-	DISTRICT	CONTRACT	ADMINISTRATIVE	SUPPORTIVE	TOTAL
	TRACTS	ADMINISTRATIVE	ADMINISTRATIVE	COSTS	EXPENSES	COLUMN 4+5	GRAM C
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 (PWP, CWEP);							
10) Work Supplementation - TEAP (ADC)							
11) OJT (ADC)							
12) Referral to Job Service							
13) Self-Initiated Training							
14) SUBTOTAL (lines 1-13)							

[] Modification

Approval Date _____

Effect

_____ Plan for JOBS and Supportive Services for the period _____
 district name

JOBS PROGRAM BUDGET SUMMARY

	1**	2*	3*	4*	5*	6*	
	STAFF COUNT			TOTAL			
ACTIVITY	DSS	CON-TRACTS	DISTRICT ADMINISTRATIVE COSTS	CONTRACT ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS	SUPPORTIVE SERVICES	TOTAL PROGRAM COSTS
15) Case Management							
16) OJT (HR)							
17) TEAP (HR)							
18) Job Opportunity (HR)							
19) SUBTOTAL (Lines 15-18)							
20) TOTAL (Lines 14 and 19)							

*Expenditures must be rounded to the nearest dollar.
 **Staff count must be in a minimum of 1/10 (.1)

[] Modification Approval Date _____ Effective _____

D. FOOD STAMP EMPLOYMENT AND TRAINING PLAN (FSET)

October 1991 - September 1992

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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, 1991 to September 30, 1992. 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. plan serves 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.

Place total on line 6.

- ii. ENTRIES TO EMPLOYMENT: For each FSET activity, enter the number of HR/FS and NPA/FS recipients who are expected to enter employment.

Place total on line 7.

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, 1991 - September 30, 1992.

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 minimum).

Place total on line (6).

COLUMN 2: Local District Administrative Costs - 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 (6).

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

Place total on line (6).

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

Place total on line (6).

COLUMN 5: Training Related Expenses - Report all participant TREs incurred and paid by the district, for example, lunch, transportation and child care costs. There should be a dollar amount for each activity in which the social services district expects enrollments. (DO NOT INCLUDE NON-DSS FUNDED TRAINING RELATED EXPENSES).

Place total on line (6).

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

Place total on line (6).

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

FSET ACTIVITY	NPA TO BE ENROLLED	HR TO BE ENROLLED	NPA ENTRIES TO EMPLOYMENT	HR ENTRIES TO EMPLOYMENT
1. ASSESSMENT/EP				
2. EDUCATION				
3. JOB SKILLS TRAINING				
4. JOB READINESS TRAINING				
5. GROUP/INDIVIDUAL JOB SEARCH				
6. TOTAL ENROLLMENTS (Lines 2 - 5)				
7. TOTAL ENTRIES TO EMPLOYMENT (Lines 1 - 5)				

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.

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.

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)

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
 _____.

FSET PROGRAM BUDGET SUMMARY

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

*Expenditures must be rounded to the nearest dollar.
 **Staff count must be in a minimum of 1/10th (.1).

[] Modification Approval Date _____ Effective _____

E. Child Day Care Component

CHILD DAY CARE (Requirements for JOBS Plan and Consolidated Services Plan)

The Child Day Care component of the JOBS Plan and the Consolidated Services Plan (CSP) will present a comprehensive overview of the district's efforts to provide day care services. This overview will provide the Department with information relative to the provision of day care services and the identified unmet needs in your county. In addition it will provide you with an opportunity to evaluate factors relative to your district's organization in the area of day care and to share this information with the general public.

Review of the 1990-91 plan submissions revealed that there is much variation statewide in how day care services are provided. In a number of counties a portion of the day care services are provided through Employment or Income Maintenance and other day care programs are administered through the Services unit. Therefore, to simplify the planning process and to facilitate review of your submissions, the plan format has been changed significantly. It is organized to provide specific information on each funding stream through which day care services may be provided. The question and answer format is designed to reduce the amount of narrative response preparation required of districts.

The completed plan must represent the coordinated planning of the district relative to the provision of all child day care programs. One plan for the provision of day care programs must be developed and submitted for both JOBS Plan and CSP purposes.

Note: We are not requesting information relative to the provision of Child Care and Development Block Grant Child Care at this time. When districts are given information regarding implementation of this program, separate pages will be provided and will become a part of this plan upon submission.

County _____

Contact Person for Child Day Care Component

Name

Title and Work Unit

(____) _____
Phone Number

DESCRIPTION OF PROGRAM

For each of the day care programs listed describe how the district is organized to provide the service by answering each of the following questions.

Title XX Income Eligible Child Care

1. Does your county offer Title XX Income Eligible Child Care services?
_____Yes _____No

If you answered yes to question #1, respond to each of the following items.

2. Title XX Income Eligible Child Care can be provided as a necessary part of a plan of self-support for parents or caretaker relatives who meet one of the following requirements. Check the categories which apply in your district.

_____	employment	_____	illness
_____	education	_____	incapacity
_____	training	_____	seeking employment (for up to six months)

3. Who is eligible to receive Title XX Income Eligible Child Care?

Note: Even if the local eligibility standards are set at the maximum state standards please complete this section.

Maximum State Standards*:	Local Standards:
275% Family of 2	_____% Family of 2
255% Family of 3	_____% Family of 3
225% Family of 4 or more	_____% Family of 4 or more

4. Who (by title and work unit) is responsible for eligibility determination and authorization of Title XX Income Eligible Child Care? If more than one unit is responsible please specify the tasks of each.

5. Who (by title and work unit) is responsible for providing parents with information about the types of providers who may be reimbursed and assisting them in locating child care? If your organization involves referral of clients from one unit or outside agency to another for any portion of the process, describe each unit's or agency's roles and responsibilities and the interface between groups.

6. Does the district offer Title XX Income Eligible clients a choice of child care providers? If yes, are there any limitations on this choice?

7. Does the district provide Title XX Income Eligible Child Care clients with information and referral services? If yes, please describe and indicate who (by title and work unit) is responsible.

8. Does the district authorize payments for the actual cost of care up to the local market rates for Title XX Income Eligible Child Care? If no, what are the district's limits for child care payments in this category?

9. Do you have a waiting list or have you turned away families for Title XX Income Eligible Child Care due to lack of funds? If yes, indicate how many children could not be served.

Low Income Day Care

1. Does your county offer Low Income Day Care services?
_____yes _____no

If you answered yes to question #1, respond to each of the following items.

2. Low Income Day Care can be provided as a necessary part of a plan of self-support for parents or caretakers relatives who meet one of the following requirements. Check the categories which apply in your district.

_____ employment _____ training
_____ education _____ seeking employment
(for up to six months)

3. Who is eligible to receive Low Income Day Care?
Note: Even if the local eligibility standard is set at the maximum state standard please complete this section.

Maximum State Standard*: District Limitations:
200% All Family Sizes _____% All Family Sizes

4. Who (by title and work unit) is responsible for eligibility determination and authorization of Low Income Day Care? If more than one unit is responsible please specify the tasks of each.

5. Who (by title and work unit) is responsible for providing parents with information about the types of providers who can be reimbursed and assisting them in locating child care? If your organization involves referral of clients from one unit or outside agency to another for any portion of the process, describe each unit's or agency's roles and responsibilities and the interface between the groups.

At Risk Low Income Child Care

1. Does your county offer At Risk Low Income Child Care services?
 Yes No

If you answered yes to question #1, respond to each of the following items.

2. For what purposes is At Risk Low Income Child Care provided?

At Risk Low Income Child Care is provided to low income families who are not in receipt of public assistance, need child care in order to accept or maintain employment and would otherwise be at risk of becoming eligible for ADC or ADC-U.

3. Who is eligible to receive At Risk Low Income Child Care?

200% All Family Sizes

4. Who (by title and work unit) is responsible for eligibility determination and authorization of At Risk Low Income Child Care? If more than one unit is responsible please specify the tasks of each.

5. Who (by title and work unit) is responsible for providing parents with information about the types of providers who can be reimbursed and assisting them in locating child care? If your organization involves referral of clients from one unit or outside agency to another for any portion of the process describe each unit's or agency's roles and responsibilities and the interface between groups.

Transitional Child Care

1. For what purposes is Transitional Child Care provided?

Former PA recipients who meet the criteria listed below are entitled to Transitional Child Care for a period of up to 12 consecutive months beginning from the first month of ineligibility for ADC, HR, or VA so long as the child care is needed to accept or retain employment.

2. Who is eligible to receive Transitional Child Care?

Former public assistance recipients who become ineligible for ADC, HR or VA benefits due to earned income reasons and who received PA in three of the last six months immediately preceding the first month of ineligibility.

200% All Family Sizes

3. How, when and by whom (title and work unit) are recipients and former recipients provided with information regarding their potential eligibility for Transitional Child Care benefits?

4. Who (by title and work unit) is responsible for eligibility determination and authorization of Transitional Child Care? If more than one unit is responsible please specify the tasks of each.

JOB Child Care

1. For what purposes is JOB Child Care provided?

JOB Child Care is guaranteed to PA recipients who are participating in approved JOB activities including orientation and assessment. In addition JOB Child Care may be provided for a period of no more than four weeks prior to, between and during breaks from JOB activities when the child care arrangements would otherwise be lost.

2. Who is eligible to receive JOB Child Care?

PA recipients who volunteer or are mandated to participate in the JOB program.

3. Who (by title and work unit) is responsible for eligibility determination and authorization of JOB Child Care? If more than one unit is responsible please specify the tasks of each.

4. Who (by title and work unit) is responsible for providing potential JOB participants with the full range of child care providers who are eligible for reimbursement for JOB Child Care?

5. When a potential JOB participant requests assistance in locating and arranging child care, the district is required to provide the client with a choice of at least two regulated providers. Who (by title and work unit) is responsible for providing a choice of providers to clients requesting assistance?

Employment-Related Child Care

1. For what purposes is Employment-Related Child Care provided?

Public assistance recipients are guaranteed child care as necessary in order for them to begin or maintain employment. When the actual cost of care exceeds the child care disregard, a supplemental payment based upon the actual cost of care up to the local market rate is issued.

2. Who is eligible to receive Employment-Related Child Care?

Caretaker relatives who use legal child care providers are entitled to child care supplementation.

3. Who (by title and work unit) is responsible for eligibility determination and authorization of Employment-Related Child Care? If more than one unit is responsible please specify the tasks of each.

4. Who (by title and work unit) is responsible for providing employed PA recipients with the full range of child care providers who are eligible for reimbursement under Employment-Related Child Care?

5. Who (by title and work unit) is responsible for assisting parents locate child care? If your organization involves referral of clients from one unit or outside agency to another for any portion of the process, describe each unit's or agency's roles and responsibilities and the interface between groups.

Parent Fees

Regulations require that parent fees be assessed for Low Income, Title XX, Transitional, At Risk and Block Grant Child Care. Parent fees must be calculated using the following formula:

$$\frac{\text{Annual Gross Income} - 100\% \text{ Income Standard (by family size)}}{52} \times \text{(district option \%)} = \text{Weekly Fee}$$

Districts must select a fee level to be applied to the difference between family gross income and the poverty level. The fee level may range from 10% to 35%. Districts may establish only one percentage to be applied to all family sizes and all child day care programs. A minimum fee of \$1.00 per week must be assessed for all income eligible child care programs.

Fee percentage: _____%

COUNTY _____

The chart below provides information about the number of regulated providers and their full time capacity in your county. Complete the chart by inserting the necessary information wherever a blank appears in the chart.

CHART 1
AVAILABILITY OF CHILD CARE

	Number of Providers	Full Time Capacity	Number of Providers with Part Time Slots
DAY CARE CENTERS			
FAMILY DAY CARE HOMES			
GROUP FAMILY DAY CARE HOMES			
SCHOOL AGE CHILD CARE PROGRAMS			
HEAD START			
PRE-KINDERGARTEN (in public schools)			

Definitions:

Day Care Center refers to day care centers licensed by the State Department of Social Services.

Family Day Care Homes refers to providers licensed by the State or certified by the county.

Group Family Day Care Homes refers to providers licensed by the State.

School Age Child Care Programs refers to providers licensed or register by the State. School aged child care programs that provide care for 15 or fewer hours per week are currently exempt from regulation and are not reflected in this count.

Head Start refers to programs funded by the Department of Health and Human Services.

Pre-Kindergarten refers to programs funded by the State Department of Education and operated by public school districts.

6. Indicate how many providers of each type contract with the district to provide care to children who are subsidized by the county.

_____ day care centers
_____ family day care providers
_____ group family day care providers
_____ school aged child care providers
_____ preschool programs operated by the public school district

Methods of Payment

Districts may elect to make payment for child care services by a purchase of services contract, by letter of intent, by advance cash payments to the parent or provider, by cash reimbursements to the parent or provider, and by vouchers. List all the methods used by your district to make payment to each of the following categories of providers.

1. Regulated providers who have a contract with the district
2. Regulated providers who do not have a contract with the district
3. Informal providers

Impact of Informal Providers

1. Describe the impact of informal providers on the provision of Transitional, JOBS, and Employment-Related Child Care. Based on this past year's experience, indicate how many or what percentage of clients in receipt of one of these types of child care are anticipated to select informal child care providers.

Client Estimate and Projected Expenditures

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

- o Transitional Child Care (this includes transition from ADC, HR or VA. HR and VA cases are federally non-participating, FNP);
- o JOBS Child Care;
- o Employment-Related Child Care (supplementation of employed recipients);
- o Title XX Income Eligible Child Care;
- o Low Income Day Care;
- o At Risk Child Care; and
- o Children at-risk of placement (Protective/Preventive).

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

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

Note: Chart 2 incorporates all of the required information and is the format in which the information must be submitted.

COUNTY _____

CHART 2
Client Estimate and Projected Expenditures

	ADULTS	CHILDREN	PROJECTED EXPENDITURES
Transitional (from ADC, HR and VA)	_____	_____	_____
JOBS Child Care	_____	_____	_____
Employment-Related (PA) (child care supplements)	_____	_____	_____
Low Income Day Care	_____	_____	_____
Title XX Income Eligible	_____	_____	_____
Low Income - At Risk Child Care	_____	_____	_____
CC&D Block Grant Child Care	__**__	__**__	__**__
Preventive/Preventive Child Care	_____	_____	_____
TOTAL	_____	_____	_____

**We are not requesting this information at this time. When districts are given information regarding the implementation of this program, this data will be requested.

Status of Child Care Priority

If the district identified a priority in child care in the 1990-93 CSP, discuss the current status of the county's progress towards accomplishing the desired outcome. Be specific regarding what activities have occurred and the results of the county's efforts.

1. Discuss briefly the status of the priority and the activities undertaken to support the priority.

2. Indicate what activities the district will conduct to attain or maintain the priority?

Activities Related to the Priority (Must be completed if a priority is established)

This section will identify the tasks required to be completed to address the priorities listed in the previous section. The activities in this section must clearly relate to the identified priorities. Districts are encouraged to identify tasks as specifically as possible.

1. What tasks must be completed to accomplish the priority or priorities the district has identified?

2. Who (by title and work unit) will monitor the completion of the activities and the achievement of the priorities?

Unmet Needs and Activities to Address Unmet Needs

Describe the unmet child care needs identified through the planning process. This section should describe shortages of specific types of care, services that are unavailable or insufficient to meet identified need, 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.

For each unmet need identified, describe how the district plans to address the need. Indicate other organizations that will be involved in the process, and include any recommendations for changes in state policy or funding to address these needs.

1. Describe unmet needs.

2. Identify any factors which may present obstacles or barriers to your efforts to address the identified needs.

F. HR PLAN OF SELF-SUPPORT

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

F. Home Relief (HR) Plan of Self-Support |

1. The district elects to use HR plans of self-support.
[] YES [] NO

2. If yes, provide a narrative that meets the criteria of
89 ADM-33:

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 _____

_____ 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 _____