

# **Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan**

**January 01, 2024 - December 31, 2025**

## **Chenango**

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# 1. Administration

## 1.1 Administrative Structure

a. This agency’s organizational chart is attached. It identifies the units and staff within the agency that are involved in the operation of the district’s employment program.  
(Attachments must be uploaded to the system through the “Documents” screen prior to submitting the plan. Use the textbox below to provide any additional information.)

Chenango DSS Organizational Chart for 2024-2025 has been attached.

b. Below is a description of the office(s) in and/or outside of the Department of Social Services that are involved in the operation of the district’s employment program and include the responsibilities of each office.

The Employment Services Unit (EMS) is administered through the Services Division of Chenango County Department of Social Services. This unit consists of one (1) Principal Social Welfare Examiner (1) Senior Social Welfare Examiner, two (2) Social Welfare Examiners. This unit has responsibility for the operation of the Temporary Assistance WTW Program. Employment Services provided include but are not limited to assessment, employability determinations, employment planning, assignment to work activity, monitoring of participation, developing and monitoring treatment plans for exempt individuals engaged in treatment or rehabilitation to restore self-sufficiency, coordination and provision of supportive services, and job placement and retention services. The Social Welfare Examiners are also responsible for conciliations. The Senior Social Welfare Examiner is responsible for sanctions. The Social Welfare Examiner is responsible for putting sanctions into the WMS System. The Temporary Assistance Unit (TA) is administered through the Income Maintenance Division of Chenango County Department of Social Services. This unit consists of one (1) Principal Social Welfare Examiner, one (1) Senior Social Welfare Examiner, and five (4) Social Welfare Examiners. Employment Services provided are orientation, employability determinations, and developing and monitoring treatment plans for exempt individuals engaged in treatment or rehabilitation to restore self-sufficiency. Chenango County DSS has an agreement with Industrial Medical Associates for the provision of employment services to TANF/SN applicant/recipients. They provide services for employability determinations and developing and monitoring treatment plans for exempt individuals engaged in treatment or rehabilitation to restore self-sufficiency.

## 1.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

a. Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and SNAP clients. These activities and services may include, but are not limited to: employability determinations; development of assessment and employment plans; conciliation and grievance activities; provision of work activities such as job readiness training; education and job skills training; monitoring and support for compliance with treatment plans for exempt individuals with the potential for restoration to self-sufficiency; job development; job placement and retention services; and other employment related activities.

Each contract listed in Table 1 contains an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis, and, if not a performance-based contract, a statement regarding use of a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, A-21 for educational institutions, or A-87 for State and local governments. Districts must maintain proper monitoring and oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Provider	Total Contract Cost/Year	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
Industrial Medicine Associates	75000	FFFS Local	FA SNA Family SNA Individual	ADAS Assessment and Monitoring
The Place	146216	Others: TANF block grant SYEP	FA SNA Family	Summer Youth Employment Program

b. Table 2 includes agencies/providers that offer services to participants and to which the district expects to refer participants, but which have no direct financial agreement with the district.

<b>Provider</b>	<b>Funding Source(s)</b>	<b>Categories of Clients Served</b>	<b>Programs, Services or Activities Provided</b>
Greater Opportunities for Chenango County	Others: NYSED United Way Private/Corp Donors	FA SNA Family SNA Individual SNAP TANF 200%	Adult Literacy
DCMO BOCES	Others: NYSED OTDA	FA SNA Family SNA Individual SNAP TANF 200%	Vocational Education
DCMO BOCES	Others: NYSED	FA SNA Family SNA Individual SNAP TANF 200%	ESL (English as Second Language) Adult Education
Afton Adult Education	Others: NYSED	FA SNA Family SNA Individual SNAP TANF 200%	HSE

c. Monitoring and Oversight of TANF and SNAP E&T Funded Contracts/Agreements

Described below is the process used to monitor district held contracts/agreements with providers that use TANF and SNAP E&T funds for employment services:

Table 1 lists the local contracts or agreements with agencies to provide employment services to TA and SNAP clients. These activities and services may include, but are not limited to: employability determinations; development of assessments and employment plans; conciliation and grievance activities; provision of work activities such as job readiness training; education and job skills training; monitoring and support for compliance with treatment plans for exempt individuals with the potential for restoration to self-sufficiency; job development; job placement and retention services; and other employment related activities.

Each contract listed in Table 1 contains an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis, and, if not a performance-based contract, a statement regarding use of a cost allocation methodology that satisfies Generally Accepted Accounting Principles, as well as the requirements of U.S. Office of Management and Budget Circulars A-122 for nonprofit organizations, A-21 for educational institutions, or A-87 for State and local governments. Districts must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.

**1.3 OTDA Jobs Staff Agreement**

a. OTDA Jobs Program Services - Target Groups. Check all services and target groups that apply:

Selected	Services
	Assessment/Employment Plan
	Supervised Job Search
	Job Readiness Training
	Job Club
	Job Placement Services
	Grant Diversion
	Job Development (employer outreach)
	WOTC pre-certifications

Selected	Target Groups
	Applicants
	FA & SNA with children
	SNA without children
	SNAP
	TANF 200%

b. Described below are the additional services/duties Jobs staff will be requested to perform (e.g. WTCMS data entry, case conferencing, job fairs).

**1.4 Access to Services at New York State Career Centers**

a. Described below is how the district provides access to its programs and services with Career Center partners (select all that apply):

- The district has employee(s) physically present at a Career Center
- The district has contract staff physically present at a Career Center
- The district makes available direct access to its program staff via phone or technology at a Career Center
- The district makes available copies of the LDSS-2921 (Common Application) at a Career Center
- Other:

b. Described below is how the district coordinates with Career Center partners to provide services to the district's clients, including referral and information sharing mechanisms, or other collaboration such as participation on the local WIOA Business Services Team, etc.

Referrals are made to the appropriate Career Center partners based on the client's needs by DSS staff. A request form completed by the Career Center partners along with the client's consent is used to share needed information. Career Center partners are able to verbally communicate with each other via phone or electronically.

## 2. Orientation, Assessment and Employment Plan

### 2.1 Orientation (Reference 18 NYCRR 385.5)

a. Check one of the following:

- The district provides orientation in accordance with 18 NYCRR 385.5 and no additional information is provided at orientation.
- In addition to the requirements outlined in 18 NYCRR 385.5 of the regulations, the district's orientation provides the following:

b. Described below is how the district completes the required orientation for all applicants and recipients of TA at application and recertification. Orientation can be held in-person or virtually over the phone. In-person and virtual orientation can be in a group setting individually, or a combination of both. Please include the orientation procedure for exempt individuals and non-exempt individuals, if different:

Orientation takes place at the time of application with a TA staff and the individual. It again takes place at time of recertification. Orientation issues are discussed by TA and Employment staff on a case by case basis any time the situation warrants. In addition, applicants and ongoing recipients sign and are provided with a copy of the orientation document. The orientation document and process is the same for both exempt and non-exempt individuals. The orientation covers activities and supportive services as provided under Section 385.5, Part A.

### 2.2 Temporary Assistance (TA) Employment Assessment

a. The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a). Check one of the following:

- The district enters assessments directly into WTWCMS
- The district uses the LDSS 4980 (New York State Assessment) and later enters information into WTWCMS.
- The district conducts assessments using a local equivalent tool, and later enters information into WTWCMS. Please attach the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:

b. Described below is the district procedure for the completion of an employment assessment (including when initial assessments are conducted and whether an assessment is conducted in-person, by phone or a combination of both):

When someone applies for TA, they complete a self-assessment (DSS 73). This provides preliminary information and helps the worker to determine if there are any reading or writing concerns. Once the case opens, an appointment is scheduled with an Employment Worker within 30 days of case opening. Assessments are conducted over the phone and by mail at application, in addition to a face to face interview and are updated every 6 months, or as the client's needs changed. Assessments are directly entered into WTW/CMS.

c. Which district administrative unit or contractor is responsible for conducting assessments?

Chenango County DSS Employment Unit.

d. Described below are the minimum qualifications of the employees conducting the assessment (refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)):

The Staff in the TA/Employment Unit who administer the assessments are Social Welfare Examiners and the Senior Social Welfare Examiner. All are required to attend ESTI provided by OTDA and/or ITAP.

e. Are applicants in households with dependent children required to participate in completion of an employment assessment?

Yes  No

f. Are applicants in households without dependent children required to participate in completion of an employment assessment?

Yes  No

g. Are exempt adults in households without dependent children required to participate in completion of an employment assessment?

Yes  No

h. How often and under what circumstances is the employment assessment updated?

Every 6 months except for the Advanced Aged population - these are done every 12 months. Assessments are updated when circumstances arise that warrant a new Assessment - some examples- change from an exempt employment code to a non-exempt employment code; change from a non-exempt employment code to an exempt employment code; change in employment code to work-limited.

### 2.3 TA Employment Planning (Reference 18 NYCRR 385.6 and 385.7)

a. The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a). Check one of the following:

The district enters employment plans directly into WTWCMS.

The district uses the LDSS-4978 (New York State Employment Plan) and later enters information into WTWCMS.

The district develops individual employment plans using a local equivalent tool and later enters information into WTWCMS. Attached is the local equivalent tool. If the local equivalent contains additional elements beyond what is required, list them below:

b. Check one of the following:

The same administrative unit or contractor that conducts employment assessments also develops employment plans.

A different district administrative unit or contractor develops employment plans, and their qualifications include:

c. Described below is the district procedure for the completion of an individual's employment plan:

When someone applies for TA, they complete a self-assessment (DSS 73). This provides preliminary information and helps the worker to determine if there are any reading or writing concerns. Once the case opens, an appointment is scheduled with an Employment Worker within 30 days of case opening. Assessments are conducted over the phone and by mail at application, in addition to a face to face interview and are updated every 6 months, or as the client's needs changed. Assessments are directly entered into WTW/CMS

d. How often and under what circumstances is the employment plan updated?

Every 6 months except for the Advanced Aged population - these are done every 12 months. Assessments are updated when circumstances arise that warrant a new Assessment - some examples- change from an exempt employment code to a non-exempt employment code; change from a non-exempt employment code to an exempt employment code; change in employment code to work-limited. A copy of the Employment Plan is provided to the individual when updates are made.



### 3. Engagement

#### 3.1 Federal “Engaged in Work” Requirement (Reference 18 NYCRR 385.2 (f))

a. Federal requirements state that parents or caretakers must be engaged in work as soon as the district determines they are ready, but no later than within 24 months of receiving federally funded assistance. The district’s definition of “Engaged in Work” is:

Compliance with assessment, employment planning, all activities included in the individual’s Employment/Self-Sufficiency plan, including any need to attend treatment/rehabilitation programs, or any of the work activities listed in Section 4.1. Also included is pursuit of other forms of income such as SSI and SSDI.

b. Described below is additional information regarding the district’s “Engaged in Work” requirements:

Compliance with assessment, employment planning, all activities included in the individual's Employment/Self-Sufficiency plan including any need to attend treatment/rehabilitation programs, or any of the work activities listed in Section 3.4. Also included is pursuit of other forms of income such as SSI and SSDI.

#### 3.2 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency

a. Described below is how the district accommodates non-English speaking participants' access to employment activities and services:

The district does have a written policy and procedures for LDSS staff on provision of language assistance to applicant/recipients. Policy outlines procedures for utilizing Language Line Services or Mami for immediate phone interpreter services.

#### 3.3 Strategies/Procedures for Increasing Program Attendance

a. Described below are the district policies and/or procedures used to reduce the number of times participants fail to participate in work activities. This includes absences with good cause:

Employment staff will advise clients of supportive services. In addition, they will counsel clients on issues such as daycare and back-up daycare, transportation and the balance of personal needs as well as the need for work. Agency staff will try to schedule client appointments around the client's work schedules.

#### 3.4 Strategies/Procedures for Engaging Sanctioned TA Participants

a. Select all that apply:

Described below are the strategies the district uses to attempt to engage sanctioned participants as soon as they are sanctioned:

Right after sanction implementation date, individuals are scheduled to meet with their Employment worker every month to complete an eligibility verification review. During this review the individual is counseled on the advantage of ending their sanction as well as how to end it. Future requirements are also discussed at this time. Individuals are also given available resources to pursue self-sufficiency.

Described below are the strategies the district uses to attempt to engage sanctioned participants when the durational period of the sanction is completed:

District attempts to engage the individual to meet with staff and continue to seek self-sufficiency. Employment staff refers the individual for appropriate activities and develop the employment plan which the individual signs. Individuals who are sanctioned frequently beyond duration, may be referred to the worker in either the Fraud or Employment Unit for an eligibility review to explore and monitor the individual's eligibility and use of resources. When the individual agrees to comply, they are immediately referred to the Employment Unit to schedule an immediate appointment for planning and engagement purposes.

Described below are the strategies the district uses to attempt to engage sanctioned participants during different times in the sanction period:

**3.5 Strategies for Reducing the Need for TA**

a. Described below are the district's strategies for reducing the need for TA:

The applicants are given job leads and referrals to appropriate employment and job search services. Assistance with job search and resumes will be given.

## 4. Work Activities

### 4.1 Allowable Work Activities

a. Please select all the activities available to individuals receiving Family Assistance (FA), Safety Net Assistance for households with dependent children (SNA Fam), Safety Net Assistance for households without dependent children (SNA Ind), and Supplemental Nutrition Assistance Program (SNAP) benefits. In the chart below, the case type is listed next to each activity available to it in the district.

Case Type	Activity and Definition
SNAFAM SNA SNAP	<b>Unsubsidized Employment</b> - Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self-employment and/or paid internships.
FA SNAFAM SNA SNAP	<b>Work Experience</b> - Unpaid work performed at a public or not-for-profit organization to enable a participant who has not obtained unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire training, knowledge, work habits, and work references necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provided training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.
FA SNAFAM SNA SNAP	<b>Job Search</b> - The act of seeking or obtaining employment or preparing to seek or obtain employment and will include: looking for suitable job openings in a group or individual setting; making contact with potential employers; learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing; preparing and applying for, and/or interviewing for jobs and related activities.
FA SNAFAM SNA SNAP	<b>Vocational Education</b> - Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training up to a four-year degree. Vocational education does not generally include basic or remedial education or English as a Second Language (ESL) but may include work focused general education and language instruction that is a regular or integral part of a vocational education program. Social services districts are responsible for ensuring that any such remedial education or ESL is a regular part of the program for participants with similar skill sets as the TANF/SNA MOE client, is determined necessary by the program provider, and is limited in hours to less than one half of program participation. Vocational education programs include the completion of activities that provide individuals the knowledge and skills to perform a specific trade, occupation or vocation. Vocational education must be provided by an education or training organization.
FA SNAFAM SNA SNAP	<b>Secondary School</b> - Regular attendance in accordance with the requirements of the secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalence (HSE) diploma, in the case of a recipient who has not completed secondary school or received a certificate of general equivalence. Secondary school participation may include general adult basic education or ESL if it is linked to attending secondary school or leading to a HSE diploma as determined necessary by the educational institution. Secondary School or HSE programs that routinely include ESL, career training, alternative school, tutoring, dropout prevention, teen pregnancy or parenting programs as a requirement of program participation as determined by the educational institution will also be permitted.
FA SNAFAM SNA SNAP	<b>Job Skills Training</b> - Training or education in job skills to improve a participant's employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or to advance or adapt to the changing demands of the workplace. Where identified as needed, such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills. Job skills training may include customized or technical training designed to provide participants with additional workplace skills, post-secondary education courses leading to a bachelor's or other advanced degree, or other training included under the definition of vocational education training. Job skills training may include literacy instruction, English language instruction, or other basic education for an individual who has already obtained a high school diploma or equivalency when determined from a client's assessment that such instruction is needed to improve the participant's employability

FA SNAFAM SNA SNAP	<b>Education Training</b> - Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant's employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, ESL instruction and education leading to a high school equivalency diploma as determined as necessary to improve the participant's job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills.
FA SNAFAM SNA SNAP	<b>Job Readiness Training (JRT) Activities</b> - Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual's employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.
FA SNAFAM SNA SNAP	<b>Subsidized Private Sector Employment</b> - Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-f. Subsidized private sector employment will include positions subsidized through grant diversion/Transitional Employment Advancement Program (TEAP), supported employment programs, and paid college work study programs at private institutions. Individuals participating in subsidized private sector employment are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.
FA SNAFAM SNA SNAP	<b>Subsidized Public Sector Employment</b> - Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York State Social Services Law 336-e. Subsidized public sector employment will include positions subsidized through grant diversion/TEAP, supported employment programs, and paid college work study programs at public institutions. Individuals participating in subsidized public sector employment, and work study unless otherwise permitted under a federal work study program, are paid wages and receive the same benefits as unsubsidized employees who perform similar work. An employment situation will be subsidized for up to the full amount of wages/benefits provided to the program participant and will be subsidized for the length of time as determined appropriate by the State or social services district.
FA SNAFAM SNA SNAP	<b>Community Service</b> - A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, public recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment. Participation in community service may include training that is directly required for the participant to complete the community service assignment. For example, an individual who is expected to provide clerical support to a food pantry may be provided training to develop or refine filing and data entry skills.
FA SNAFAM SNA	<b>Provision of Childcare for Individual Participating in Community Service</b> - Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.
	<b>SNAP E&amp;T Supervised Job Search</b> - The act of seeking or obtaining employment through a job search that is directly supervised and may include: case management services, career exploration, interview preparation, job application assistance, learning appropriate workplace expectations and behaviors in preparation for submitting job applications and interviewing, job leads, and direct job referrals.
FA	<b>On-the-Job-Training (OJT)</b> - Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance of the job.

FA SNAFAM SNA SNAP	<b>Other</b> - Any work activity that does not meet the criteria of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.
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#### 4.2 Job Development

a. Does the district conduct or access job development services to expand job opportunities for TA and SNAP participants?

Yes  No

If Yes, select how the district participates in job development activities.

District staff contacts employers to solicit jobs for TA and SNAP Participants. Describe below how this is done, including number of staff, frequency of contacts, etc.

District contracts or has an agreement with another agency to contact employers and solicit jobs for TA and/or SNAP participants. Describe below how this is done, including number of staff, frequency of contacts, etc.

#### 4.3 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)

a. Described below is how the district identifies appropriate education program providers for services of Adult Basic Education (ABE), High School Equivalency (HSE) diploma preparation, and English Language Instruction that are available to clients whose assessment indicates such services would be an appropriate work activity assignment. (Please ensure to include providers the districts partners with for the provision of ABE, HSE, and English Language Instruction in Table 1 or Table 2 under Section 1.2 of this plan):

DSS utilizes the services of Afton Adult Education and DCMO BOCES for Adult Basic Education, HSE prep and ESL services and Opportunities For Chenango for Literacy Volunteers of Chenango County. All Programs are recognized by the New York State Department of Education.

b. Described below is how the district identifies appropriate program providers of Vocational Education and Job Skills Training programs that are available to clients whose assessment indicates such services would be an appropriate work activity assignment. (Please ensure to include the current providers the district partners with for the provision of Vocational Education and Job Skills Training in Table 1 or Table 2 under Section 1.2 of this plan).

The district uses education program providers who offer programs that are certified and approved by the state of New York Department of Education.

c. Described below are the process and guidelines workers follow to ensure that individuals who have not attained a basic literacy level and/or have not attained a high school diploma are offered the opportunity to participate in an educational activity. This includes individuals who are 18 and older and individuals aged 16 or 17 who are not attending secondary school or its equivalent.

Non-exempt, recipients who have not obtained a high school diploma or HSE are referred to HSE/Literacy programs offered by applicable providers in the county.

d. Described below are the district's process and policy, including the guidelines workers follow, when determining whether participation in educational activities is approved for individuals who have not attained a high school diploma who are interested in participating in an educational activity. Include in this section instances when the district would deny participation in educational activities:

LDSS encourages all individuals without a high school diploma to participate in educational activities when warranted by assessment, including those who have not attained basic literacy.

Upon completion of assessment, the local DSS refers all appropriate individuals to TABE (Test of Adult Basic Education) and reviews the completed TABE reports. Those scoring below an 8.9 grade level are then referred to Adult Basic and Adult Secondary Education. Those scoring above a ninth-grade level are referred to HSE classes offered through contracted and other service providers such as: Greater Opportunities for Chenango County, DCMO BOCES and Afton Adult Education.

e. Described below is the district's process and policy for determining whether a participant is approved/assigned to participate in job skills or vocational education activities:

During the initial assessment and subsequent employment counseling, as recipients are meeting with their worker, it is determined who is appropriate. The worker considers any past work/employment history, prior follow through (compliance) and the appropriateness of the education/training activity based on the assessment completed pursuant to 18 NCYRR 385.6 or 385.7. As appropriate, recipients are referred to service providers such as: IMA, The Place, Greater Opportunities for Chenango County, DCMO BOCES, OTDA Jobs Program and Afton Adult Education, for job skills or vocational education activities.

f. Described below are the standards by which education and training providers are evaluated:

The district uses education program providers who offer programs that are certified and approved by the state of New York Department of Education.

g. Described below is the district's procedure for advising participants of approved training:

Training providers utilized are discussed during orientation and subsequent meetings with individuals. Training with a provider will be made part of the individual's employment plan, which the individual signs.

h. Described below is the district's procedure for notifying participants they are approved for training or enrollment in a work activity:

When a work activity has been arranged the individual is given a copy of their employment plan, which has been reviewed with each individual and states what activities are expected of them with contact phone numbers, if applicable. The activity is arranged while the individual is in the office and documentation is provided to the individual verifying the information needed to start activity, including start date and times. If the activity cannot be arranged in the office, the client is notified in writing on where to be and when. The paperwork will also state, if applicable, the number of hours which participant is responsible for working. The timeframe for in person appointments and mailings are ten days prior to the appointment or activity.

a. In the case of a worksite, the referral is reviewed by both the worksite supervisor and individual during the worksite interview and returned to DSS Employment Unit by the worksite.

b. Letter regarding physical examination is only given to individuals who are referred to a worksite that requires a physical.

i. Described below is how the district will monitor the high school attendance for 16-18 year-olds in order for them to retain their TA exempt status:

The agency requires documentation from the school that the youth is attending to be submitted at case opening and every recertification thereafter. This may include written correspondence or a copy of report card.

j. Described below is the district's procedure for ensuring that an individual's health related limitations are accommodated when assigning the individual to a work activity:

A letter is sent to the work experience supervisor listing the client's specific limitations and accommodations needed. If the supervisor has further questions, they can contact the worker for clarification.

#### **4.4 Post-Secondary Education Approval and Enrollment Policies**

a. Described below is the highest level of post-secondary level education that the district will approve as a work activity, up to a four-year college program. Include in this section. (Please ensure to include the current providers the districts partners with for the provision of post-secondary education programs in Table 1 or Table 2 under Section 1.2 of this plan.)

The district will approve up to 1 year in a four-year training program.

b. In accordance with 18 NYCRR 385.9(b), regardless of whether the college program is approved for the participant as an employment work activity, the district will approve as a work activity a work-study, internship, externship or other work placement that is part of a non-graduate student's curriculum unless one or more of the following conditions applies as checked below (Select all that apply):

- It has been determined that the student voluntarily quit their job or reduced earnings to qualify for initial or increased TA.
- A job or on-the-job training position that is comparable to the work-study, internship, externship or other work placement cannot reasonably be expected to exist in the private, public or not-for-profit sector.
- The student is not maintaining a cumulative C average (or the equivalent). The district may disregard this provision if the student documents an undue hardship.
- The institution or student fails to monitor and report information regarding the student's attendance and performance as required.
- The student fails to progress toward the completion of a course of study without good cause, as determined by the district.
- The student has previously enrolled in work-study, internship, or other work placement and failed to complete the work placement without good cause as determined by the district.
- Additional reasons as stated below:

## 5. Work Requirements

### 5.1 Meeting TA Work Requirements

a. Described below is how the district plans to meet federal and State TA participation rate requirements. Include in this description the weekly hours standard participation requirements for individuals in the different case and household types, along with the typical time period it takes for nonexempt individuals to be engaged in activities for both newly opened cases and individuals whose status changed from exempt to nonexempt. (Information regarding engaging exempt individuals is entered in Section 9).

Temporary Assistance recipients are referred within one week to the Employment Unit by TA Unit upon case opening or a status change. Individuals are immediately scheduled for an office visit to be assessed and complete the employment plan. At this time non-exempt individuals are referred to work activities and given the necessary paperwork with all the pertinent information, including place, location, dates, times, etc. This placement should occur within 30 days typically. Should a medical status change be reported, the individual will be given a medical form to be returned in 10 calendar days. Most individuals are required to participate up to 40 hours of work activities per week. However, this may vary depending on different case types and each individual's circumstances. For example, a single mother with children under the age of 6 may only be required to participate in 20 hours of work activity per week. A person coded as work limited may only be required to participate in work activities within limitations and for the number of hours indicated on medical documentation. Individuals are scheduled for work experience according to the number of hours available as determined by their cash assistance and food stamp grants. Individuals are given timesheets to be completed and submitted at least monthly, by the fifth of the following month. Timesheets are to be signed by the supervisor or treatment provider and comments are encouraged. Agency maintains frequent contact by phone, mail and meetings with providers.

b. Estimate the number of individuals expected to receive employment services for:

Households with Dependent Children Average Monthly 32

Households without Dependent Children Average Monthly 95

c. Described below is how the district uses work participation management reports available through COGNOS or other reports and activities to monitor district progress toward meeting work participation requirements and ensuring full engagement by adults in work or work preparation activities:

Cognos reports are generally run twice per month and shared with workers to increase participation.

d. Does the district assign TA applicants to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Use the "Additional Information" column in the chart below to describe how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

The district assigns TA applicants to Job Search.

Yes  No

Applicant Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE	10		TA applicants are required to complete (10) job searches. The ten job searches are to be completed in ten calendar days and returned to the DSS Agency for verification. The applicant is required to fill out a job search form that lists the ten places that applications were filed. During scheduled appointments, applicants are counseled on available supportive services, resolution of barriers and any additional assistance needed on a case-to-case basis to assist them.



SNA Individuals	10	TA applicants are required to complete (10) job searches. The ten job searches are to be completed in ten calendar days and returned to the DSS Agency for verification. The applicant is required to fill out a job search form that lists the ten places that applications were filed. During scheduled appointments, applicants are counseled on available supportive services, resolution of barriers and any additional assistance needed on a case-to-case basis to assist them.
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e. Does the district assign TA recipients to Job Search? If yes, describe the district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Use the “Additional Information” column in the chart below to describe how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

The district assigns TA recipients to Job Search.

Yes  No

Recipient Job Search	Min. Contacts	Min. Hours	Additional Information
TANF and SNA MOE			During scheduled appointments, recipients are counseled on available supportive services, resolution of barriers and any additional assistance needed on a case-to-case basis to assist them. After an initial assessment a recipient may be assigned to complete (10) job search contacts. The recipient is required to keep a job search log to track the time spent on each job search contact. This includes time spent submitting applications, interviewing for a job and travel time between potential employers. Recipients are required to meet weekly or bi-weekly with agency staff to review their handbook, contacts and time spent job searching, as well as to get job leads.
SNA Individuals			During scheduled appointments, recipients are counseled on available supportive services, resolution of barriers and any additional assistance needed on a case to case basis to assist them. After an initial assessment a recipient may be assigned to complete (10) job search contacts. The recipient is required to keep a job search log to track the time spent on each job search contact. This includes time spent submitting applications, interviewing for a job and travel time between potential employers. Recipients are required to meet weekly or bi-weekly with agency staff to review their handbook, contacts and time spent job searching, as well as to get job leads.

f. Described below is the district’s process and policy used for determining whether participation in self-employment is approved as part of an individual's required work activities, including the guidelines workers follow. If the district always approves self-employment as part of an individual’s required work activities, please note this policy below.

Documentation of the hours of employment for self-employed individuals, we document the number of hours of work for a self-employed individual by dividing the individual's net income after subtracting certain allowable (as described in 95-INF-33) business expenses (this is the amount counted as temporary assistance gross income before earned disregards in the ABEL budget) by federal minimum wage.

## 5.2 Informing SNAP Applicants and Recipients of Work Requirements

a. Written information is provided as follows. Please select one of the following:

Eligibility staff use the LDSS-5193 *Important Information about SNAP Work Rules (General, Mandatory E&T, and ABAWD)* and the LDSS-5193A *Important Information about SNAP Work Rules (General and Mandatory E&T)* as appropriate.

Eligibility staff use a local equivalent consolidated work requirements notice to inform SNAP applicant and recipient households of their work requirements. Please attach a copy of the district's OTDA approved local equivalent.

b. Described below is the process eligibility staff follow to provide a comprehensive oral explanation to SNAP households of work requirements (General SNAP Work Rules, Mandatory SNAP E&T, and ABAWD Rules) pertaining to individuals in the household

The appropriate written notice, LDSS-5193 or LDSS-5193A will aid in the comprehensive oral explanation that will be provided to the household at certification, recertification and when a previously exempt household member or new household member becomes subject to work requirements. The explanation will include which household members are subject to each different category of work requirements; Exemptions and how to request an exemption from the work requirement; Right and responsibilities related to each applicable work requirement and what is required to maintain eligibility; Pertinent dates by which an individual must take any actions to remain in compliance; Consequences for failure to comply; An explanation of good cause including examples of good cause reasons and how to request good cause; The district's responsibility to pay or reimburse participants, including volunteers for the necessary and reasonable costs associated with participation in SNAP E&T activity (i.e., transportation , childcare, personal safety items, other); and USDA contact information and instructions for filing a program discrimination complaint.

c. Described below is the district's process for documenting the provision of written information about work requirements (General SNAP Work Rules, Mandatory SNAP E&T, and ABAWD Rules) to SNAP households. Check one of the following:

- The district retains copies of all LDSS-5193/LDSS-5193A in the case record.
- The district retains copies of local equivalent notices provided to the household in the case record.

d. Described below is the district's process for documenting the provision of an oral explanation of work requirements (General SNAP Work Rules, Mandatory SNAP E&T, and ABAWD Rules) to SNAP households. Check all that apply:

- Eligibility staff complete the LDSS-4826C and retain a copy in the case record.
- Eligibility staff use a locally developed oral explanation tool and retains a copy in the case record.
- Eligibility staff document the case record through case notes/comments.

### 5.3 Meeting SNAP Work Requirements

a. Described below is the extent to which the district requires NTA SNAP recipients to participate in SNAP E&T work activities. (Please note: Case management services must be provided to all participants enrolled in SNAP E&T activity):

The district does not mandate NTA/SNAP work registrants to SNAP E&T activities.

b. If the district is offering Supervised Job Search as an E&T activity component, describe below how the job search activity will be supervised and tracked, including the frequency of monitoring the participant's job search efforts.

The district does not mandate NTA/SNAP work registrants to SNAP E&T activities.

c. If the district is not mandating SNAP E&T work activity assignments, please describe below how NTA SNAP work registrants are informed of the services available, upon request, for assistance with job search activities. (Please note: At a minimum, districts are required to offer job search assistance to NTA SNAP applicants and recipients):

Clients are advised of job search assistance at the time of application, recertification and as requested. NTA SNAP applicants or recipients are referred to the Employment Unit and CDO Workforce. A list of Chenango County Jobs, Online Job Search Websites and Computer and Internet access are some of the resources that may be offered to assist in this process.

#### 5.4 Advising Households of Employment and Training Services

a. The district provides information about employment and training services to:

The required population only

Other groups (please describe below)

b. Described below is the method the district uses to advise SNAP recipients of available employment and training services at recertification (select all that apply and describe the procedure below):

Materials/information provided in printed form

Materials/information provided on a website (describe below how individuals are made aware the information is available on a website):

Materials/information provided via email

#### 5.5 Provider Determinations

a. Not every activity assignment/referral to training might be the right fit for every participant. As such, districts are required per federal regulations at 7 CFR 273.7(c)(18) to have procedures in place for when a provider/contractor determines an individual is not a good fit for a particular activity or program they are referred or assigned to. This is called the provider determination process. Please describe the district process below. Include in the description the district process for screening individuals prior to referral to a provider, the procedures providers follow to communicate information related to provider determinations with the district, the procedures workers follow to communicate information related to provider determinations with the client, and the procedures for documenting provider determinations.

Once the Employment Assessment has been completed with a participant and any and all limitations to working (if any) has been addressed, the Employment Worker will then reach out to a provider/contractor that could best accommodate this participant in a particular activity or program. A letter will be sent to the provider/contractor informing them that the participant has work limitations and will need to be accommodated. A list of those limitations will be provided in the letter.

b. Described below is the district process for informing providers of their authority and responsibility to determine if an individual is not a good fit for a particular activity or program:

DSS must contact the client within 10 days of being notified by the provider, that the client is not a good fit for a particular activity or program. The client will be contacted by phone or email and then be reassessed for an alternate activity assignment. This will then be documented in WTCMS client notes as well as in IEDR case comments. Any written provider documentation will be scanned into the client's case file in IEDR.

c. Described below is the district process for provider oversight to ensure that provider determinations are not unfair or used to discriminate against protected classes:

This process includes frequent contact by phone or email, in order to monitor any unfair or discriminatory acts against the participant.

## 6. Quality Assurance/Work Verification

### 6.1 Quality Assurance Process - Random Case Sampling

Consistent with New York State’s approved Work Verification Plan (WVP), and in accordance with the requirements established by the United States Department of Health and Human Services, districts must develop a quality assurance plan to ensure that the data reported, from which their work participation rates are derived, are accurate. The plan must include the district’s procedure for monitoring reported scheduled and actual attendance in paid employment and unpaid work activities and the controls in place to ensure that reported exemption statuses resulting in federal exclusions from the work participation rate calculation are accurately made, work eligible individuals are correctly identified, hours of attendance reported are accurate and documented, data entry is accurate and that the district and its providers adhere to the approved work activity definitions and the determination of countable excused absences and holiday reporting within federal limits. Each district must maintain the documentation to verify what is being reported to NYS OTDA.

Each district must describe how it will conduct periodic self audits to determine that system entries are consistent with documentation in case files. The district must also explain how it will choose the sample size, select sample cases and establish the review period (no less frequently than semi-annually). The plan must indicate the district will maintain documentation on all pertinent findings produced through its self audit process and that case records for all reviewed cases will be available for State and other auditors in their review of the local work verification system for the standard 6 year period associated with such reviews.

The district will sample cases from each month within the (6 month) semi-annual period. The October to March review will be due by May 20th. The April to September review will be due by November 20th. The results of these audits will enable the district to identify policies, processes or cases that may need corrective action.

After each self audit is completed, the district must submit a summary of findings to OTDA A&QI at [AQI.WV.SelfAudits@otda.ny.gov](mailto:AQI.WV.SelfAudits@otda.ny.gov) for State review including specific information on each of the errors identified. In addition, when monitoring reveals substantial problems, the district must describe the corrective action it will take.

The Quality Assurance (QA) plan must include the following elements:

- Ensure that documentation of wages and actual hours of employment is verified and accurately projected/reported and present in the case file, is actual and is projected correctly;
- Ensure that the documentation for actual hours, supervision/attendance, excused absences, and holidays in other activities is present in the case file;
- Assess whether participation in the work activities reported for work eligible individuals meets the approved federal definition for the activity;
- Assess that the data entered into either WTWCMS, NYCWAY or other automated systems used for reporting work activities is accurate, including actual hours, excused absences and holidays; and is based on documentation in the case record; and
- Ensure that documentation necessary to determine an individual to be exempt due to being the parent caretaker of a disabled household member (Employability Code 38 or 48), and/or parent or caretaker relative of a child in the household under 12 months of age, (Employability code 31), is present in the case file and that individuals meet the exempt status based on the required documentation.

a. Below is the number of random sample cases of participation in paid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

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b. Below is the number of random sample cases of participation in unpaid work activities the district will review semi-annually. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

c. Below is the number of random sample cases in which a case member is reported as an TA employability code 38 – “Parent needed in the home full time to care for an incapacitated/disabled household member” or TA employability code 48 – “Needed in the home to care for an incapacitated child full time – time limit exemption”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

d. Below is the number of random sample cases in which a case member is reported as an employability code 31 – “Parent or caretaker relative of a child under 12 months of age”. Refer to the Instruction Guide for the minimum number of cases per district and guidance regarding review requirements.

The district will review district worker or approved provider/vendor collected documentation and data entry of the above listed elements. The district will assess and verify that participation in the reported work activities listed above meet the State approved definition for the activity.

### 6.2 Use of Outside Providers/Vendors

a. Does the district utilize outside providers/vendors to collect documentation and enter data directly into WTWCMS?

Yes

No

b. If Yes, does the district’s provider/vendor documentation collection, data entry and management of WTWCMS follow the same process that would be used by the district worker?

Yes

No

c. If No, describe below the process used:

## 7. Supportive Services

### 7.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District

a. The district must provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide the following expenses, which the district deems necessary for the individual to participate in orientation, assessment, employment planning, approved work activities and activities to restore self-sufficiency. (This includes both in-person and virtual activities):

The district may provide bus passes and tokens, gas vouchers, mileage reimbursement, clothing and tools. A Social Welfare Examiner in Employment Services or a Community Services worker may provide transportation on a case-by-case basis. Any transportation related expenses (ie Repairs (\$200), insurance (\$125), licensing fees (\$38.50) and gas vouchers are subject to a \$650 limit. In addition to transportation related services, the district will also provide computer and internet access to enable the individual to participate in job search or virtual/remote activity assignments. These computers are accessible and located at the CDO Workforce. All supportive services such as clothing and tools are reviewed and determined on a case-by-case basis, which is subject to the approval of the Commissioner or Administration

b. Indicated below are the services the district will use to assist those participants who need transportation to and from an approved work activity site, including any applicable mileage reimbursement rate, and the method used by the district to arrive at that reimbursement rate. OTDA policy establishes a mileage reimbursement rate of no less than the IRS established rate for medical/moving purposes. In all instances, should the actual cost of transportation needed to participate in an assigned work activity exceed the reimbursement rate determined by the district, the district will reimburse for the actual costs based on reasonable documentation submitted by the work activity participant. (Select all that apply)

- Bus pass/token
- Gas card/voucher
- Mileage reimbursement at IRS Business rate (effective 1/1/2023 is 65.5 cents/mi)
- Mileage reimbursement at IRS Medical/Moving rate (effective 1/1/2023 is 22 cents/mi)
- Other mileage rate (please explain methodology used to establish reimbursement rate):

c. OTDA policy establishes a distance not to exceed two miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public transportation. Describe below the distance an individual may be required to walk, each way, to a work activity or to access public transportation:

In the event that an individual resides in an area where public transportation is not available, efforts will be made to attempt to locate work assignments within close proximity or pay for deviated bus route expenses. Individuals will not be expected to walk over 2 miles, each way.

d. Described below are the services the district will provide to assist individuals at risk of needing TA to improve their opportunities for employment or to maintain their employment:

The district may provide supportive services in the form of, employment counseling, employment referrals, transportation assistance, uniforms, other documented and/or approved agency items and childcare to those that are eligible. All supportive services are reviewed and determined on a case The district may provide supportive services in the form of, employment counseling, employment referrals, transportation assistance, uniforms, other documented and/or approved agency items and childcare to those that are eligible. All supportive services are reviewed and determined on a case-by-case basis, which is subject to the approval of the Commissioner or Administration.

## 7.2 Post-Employment/Transitional Supportive Services

a. Described below are the supports and strategies the district will provide to support job retention:

The district may provide supportive services in the form of, employment counseling, employment referrals, transportation assistance, uniforms, other documented and/or approved agency items and childcare. All supportive services are reviewed and determined on a case-to-case basis, which is subject to the approval of the Commissioner of Administration.

b. Described below are the support services (for up to 90 days after case closing) the district will provide to individuals whose TA cases have closed due to employment:

The district will provide the following support services, for up to 90 days after case closing, to individuals whose TA cases have closed due to employment: Bus pass/token, Gas card/voucher, Mileage reimbursement at the IRS Business rate and IRS Medical/Moving rate as listed in 7.1 (b)

## 7.3 Extended Support Services

a. Described below are the support services the district will provide for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines. These services can be provided as long as funding is available (FFFS, etc.):

There will be no supportive services offered for individuals who are eligible under the TANF Services 200%

## 8. Conciliation, Sanction and Dispute Resolution Procedures

### 8.1 Conciliation

a. The district's conciliation process for TA applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(a). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below).

In person

By phone

By mail

The client is mailed a conciliation notice pertaining to the conciliation procedure when they have failed to comply. Recipients must respond within ten (10) days. They are able to respond in person, by phone or by mail. The client responds to the supervisor listed on their letter to answer the conciliation.

b. Who makes the TA good cause/willfulness determination? (Select all that apply)

The client's employment worker

A supervisor in the district

A separate entity (describe below):

c. The district's conciliation process for SNAP applicants and recipients must be conducted in accordance with 18 NYCRR 385.11(d). Indicate below how conciliations are conducted. (Select all that apply and describe the procedure below)

In person

By phone

By mail

The client is mailed a conciliation notice and Job search handbook when they have failed to comply. Recipients must respond within ten (10) days. They are able to respond in person, by phone or by mail. The client responds to the supervisor listed on their letter to answer the conciliation.

d. Who makes the SNAP E&T good cause/willfulness determination? (Select all that apply)

The client's employment worker

A supervisor in the district

A separate entity (describe below):

e. Described below is the district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction:



Once the client contacts the supervisor the conciliation is discussed. The client explains the circumstances for non-compliance. The supervisor then makes a decision within ten days to determine if the client's non-compliance was willful and without good cause. The supervisor also advises the client of the steps needed for a positive resolution. The district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction is:  
The employment unit will meet with recipients that wish to demonstrate compliance to avoid a SNAP E&T related sanction. The client is required to complete ten (10) job searches in the Job Search handbook and return it to the agency in ten (10) days.

## 8.2 Sanction

a. Described below is the district's procedure for determining compliance for those TA recipients who wish to end their employment sanction (18 NYCRR 385.12, 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

The supervisor determines if the client's non-compliance was willful and without good cause. The supervisor also advises the client of the steps needed for a positive resolution. The district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction is:  
The employment unit will meet with recipients that wish to demonstrate compliance to avoid a SNAP E&T related sanction. The client is required to complete ten (10) job searches in the Job Search handbook and return it to the agency in ten (10) days.

b. Describe below the district's procedure for determining compliance for those SNAP recipients who wish to end their employment sanction (18 NYCRR 385.12, 18 NYCRR 385.13), including the time period established for demonstrating compliance to the satisfaction of the district:

The employment unit will meet with recipients that wish to demonstrate compliance and lift their SNAP sanction before the end of the durational sanction period if an exemption is documented. The client is required to complete ten (10) job searches in the Job Search handbook and return it to the agency in ten (10) days. Proof of other compliance could be providing paystubs and or a documented exemption within the 10-day time frame. Once the individual has demonstrated compliance consistent with the requirements, SNAP benefits are restored retroactive to the date the individual indicated a willingness to comply (but not earlier than the expiration of the minimum duration period).

## 8.3 Dispute Resolution

a. The district's procedure for individuals who wish to dispute their work activity assignments, including individuals who dispute the district's response to their request for health-related accommodations must be conducted in accordance with 18 NYCRR 385.11(c). Indicate below who mediates the grievance.

- An independent entity which has an agreement with the district
- Supervisory staff who are trained in mediation and who have no direct responsibility for the individual's case
- Designated supervisory staff who have no direct responsibility for the individual's case and who are not trained in mediation

## 9. Disability Determinations, Documentation and Requirements of Exempt Individuals

### 9.1 Disability Determination Process and Tools

a. The district's process for determining an individual's disabilities and/or work limitations must be in accordance with 18 NYCRR 385.2(d). Indicate below what the district's process is for determining an individual's disabilities and/or work limitations. (Select all that apply, and describe the process)

- District participates in the OTDA managed contract for independent medical evaluations.
- District contracts directly with a physician to provide independent medical evaluations.
- District accepts physician's statement provided by participant.
- District accepts physician's statement provided by participant but refers for an independent evaluation when deemed necessary
- Other process

All medical documentation for applicant/recipients of TA is reviewed by the Senior Social Welfare Examiner or Social Welfare Examiner in the Employment Unit. The medical information is reviewed, in addition to other information available. Other information may include; duration on assistance, medical/mental health limitations from case file, any known employment barriers and compliance history or previous SSI/SSD denial. The determination will be made as to whether there is sufficient supporting documentation to determine if the individual is exempt, nonexempt, or work limited. The Senior Social Welfare Examiner may require the individual to undergo an independent medical evaluation with IMA (Industrial Medicine Associates) in Binghamton, NY to identify limitations and/or potential for restoring employability or recommendations for treatment needs. Transportation assistance is offered to the individual to assure individuals compliance with scheduled evaluation. Upon receipt of the completed IMA evaluation report, the Senior Social Welfare Examiner reviews the medical report and determines the appropriate employment code. The Social Welfare Examiner in the Employment Unit, will input the information into WTWCMS and update and complete the employment plan with the individual.

b. Described below is the district's procedure for notifying an individual of their exempt/non-exempt determination whenever an individual alleges to be unable to participate, or the individual otherwise participates in the employability disability review, including when an individual is notified that their status changes from exempt to non-exempt.

Once the LDSS-4526 has been returned from the individual's medical/mental health provider, it is then given the appropriate employability code. The Social Welfare Examiner then goes into TeMAG and creates a notice in the client subsystem menu. This notice is then released to be mailed to the client. The notice informs the client of their exempt or nonexempt status. The notice can be retrieved from COLD at any time. A new LDSS-4526 is updated based on their employability code and at that time, a new notice will also be sent to the client to keep them informed of their exempt/nonexempt status.

c. Described below is how the district notifies an individual of their exempt/nonexempt determination. Check one of the following:

- The district sends the LDSS-4005/LDSS-4005(a) and retains a copy in the case record.
- The district sends a local equivalent and retains a copy in the case record.

d. Indicated below is the process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited and describe the process by which the determination is made. (Select all that apply)

- District directs the contracted physician or individual's physician to determine status.
- District review team reviews and determines status (described below).
- Specialized disability/medical staff or unit reviews and determines status (described below).
- Other

If the individual is determined to be exempt due to a disability expected to last more than twelve months, the Social Welfare Examiner will engage the individual in DCAP (Disabled Client Assistance Program) and will provide referral and application assistance to the individual to access additional government entitlements or program/support services available such as SSI/SSD, VA benefits, etc.

The district will notify an individual of exempt/nonexempt status whenever an individual alleges to be unable to participate, or the individual otherwise participates in the employability disability review described in 18 NYCRR 385.2. The LDSS-4005 will be used to notify individuals determined to be exempt and the LDSS-4005(a) will be used to notify individuals determined to be nonexempt, including work limited.

**9.2 Mental Health Screening and Assessment**

a. In addition to screening for a disability as part of the application or disability determination process, does the district administer a screening tool for TA participants to help determine whether a referral for a mental health evaluation is warranted?

- Yes       No

b. Describe the district's policy for determining when a program participant is offered a mental health screen:

c. What screening tools does the district use? (Select all that apply)

- LDSS 5009 - Mental Health Screening Tool
- The computer assisted version of the Modified Mini Screening tool (MMS)
- Other Screening tool (describe below)

d. If using the MMS, indicate below the district's cutoff score (7, 8 or 9) for referral to a mental health evaluation.

e. Describe below the procedure the district uses if the screening tool warrants a mental health evaluation referral

**9.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))**

a. An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist them in recovering from a mental or physical impairment, accept referral to and enrollment in a program of vocational rehabilitation, training, and/or other essential rehabilitation, and provide requested evidence that the individual is participating in the assigned program.

Described below is the district's procedure for determining if an individual, who is unable to work due to mental or physical impairment, has the potential through treatment or other rehabilitative activities to improve the ability to work. This determination is different from the determination of the individual's disability exemption as covered in Section 9.1 of this plan. Indicate who makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities (e.g., medical practitioner, employment worker, TA worker, local review team, etc.). Also indicate the source and type of information used to make the determination (e.g., information from individual's medical practitioner, district contracted provider, specialist evaluation obtained as result of district referral, etc.).

All medical documentation for applicant/recipients of TA is reviewed by the Senior Social Welfare Examiner or Social Welfare Examiner in the Employment Unit. The medical information is reviewed, in addition to other information available. Other information may include; duration on assistance, medical/mental health limitations from case file, any known employment barriers and compliance history or previous SSI/SSD denial. A determination will be made as to whether there is sufficient supporting documentation to determine if the individual is exempt, nonexempt, or work limited. The Senior Social Welfare Examiner may require the individual to undergo an independent medical evaluation with IMA (Industrial Medicine Associates) in Binghamton, NY to identify limitations and/or potential for restoring employability or recommendations for treatment needs. Transportation assistance is offered to the individual to assure individuals compliance with scheduled evaluation.

Upon receipt of the completed IMA evaluation report, the Senior Social Welfare Examiner reviews the medical report and determines the appropriate employment code. The Social Welfare Examiner in the Employment Unit, will input the information into WTWCMS and update and complete the employment plan with the individual.

If an individual is considered to be work limited after the Social Welfare Examiner reviews all medical documentation, then the individual will be placed in a work activity appropriate to their limitations.

b. Described below is the district's procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc.

During the initial employment assessment, or anytime there is a change in circumstances the Social Welfare Examiner and the recipient will come up with a plan to restore the client to self-sufficiency. The recipient is responsible to provide time sheets with all medical appointments they have attended to their worker by the fifth (5th) of the following month. The district follows the recommendations set forth by the doctor on the medical form.

c. Described below is the district's procedure for tracking the participant's compliance with their treatment plan, including who in the district is responsible for monitoring compliance. Include elements such as monthly confirmation of attendance at rehabilitation or other factors to judge participation and progress, along with how often the treatment plan is updated.

The Social Welfare Examiner responsible for monitoring the exempt population enters the monthly time sheets into WTWCMS. They also send out a request for new medicals as the need arises.

**10. District Certification**

**10.1 Certification**

As a condition of the receipt of federal and State funds the Local District Commissioner of Chenango Department of Social Services submits this Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for TA and SNAP applicants and recipients for the period January 01, 2024 through December 31, 2025. Submission of this Plan certifies that the district has read and accepts the terms of this certification and hereby affirms that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan.

10/23/2023 9:30:54 AM

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Daniel Auwarter

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Commissioner

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