

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

January 01, 2026 - December 31, 2027

St. Lawrence

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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.)

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 Deputy Commissioner of Social Services is responsible for the direct supervision of the employment unit supervisor. The unit supervisor is responsible for the direct supervision of the unit staff and the day-to-day operation. Employment unit staff is responsible for the day to day services, to include: assessment, program activity development and referral, case management, support service delivery to DSS applicants and recipients, dispute resolution, maintenance of the data record and conciliation / sanctions in conjunction with designated TA staff. There are no outside operators.

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
IMA	1000	Local	FA SNA Family SNA Individual	Physical, Psychological, IQ exams and testing

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.

Provider	Funding Source(s)	Categories of Clients Served	Programs, Services or Activities Provided
State University of Canton	Others: State University of Canton	FA SNA Family SNA Individual SNAP TANF 200%	Career counseling, academic and funding resources provided

ACCESS-VR	Others: NYSED	FA SNA Family SNA Individual SNAP TANF 200%	Assessment, Career Planning, Continuing Educational Services, Job Search, Placement, Coaching, Vocational Training, Vocational Rehab, Support Services
Cornell University Cooperative Extension	Others: Cornell University	FA SNA Family SNA Individual SNAP TANF 200%	Working Families Workshop and National Job Readiness training to include money management, financial literacy, energy conversation, food management
American Job Center	Others: Workforce Innovation and Opportunity Act	FA SNA Family SNA Individual SNAP TANF 200%	Career Planning, Vocational Training, Career Counseling, Youth Programs to include Summer Youth Programs, DRC services, JRT, paid work experience, transitional job services, on the job training
JOBS	Others: OTDA	FA SNA Family SNA Individual SNAP TANF 200%	Applicant TA, SNAP and 200% Up Front Job Services, orientation, Job Search and Job Readiness for recipients, Job Referrals, job development
Literacy Volunteers	Others: New York State Education	FA SNA Family SNA Individual SNAP TANF 200%	Remedial reading and writing in English.
NYSDOL	Others: DOL	FA SNA Family SNA Individual SNAP TANF 200%	Job Listings, Job Referrals,, Resume Help, Job Fairs, JRT workshops, Virtual programming
SLL BOCES	Others: BOCES	FA SNA Family SNA Individual SNAP TANF 200%	Educational Training, Vocational Training, SNAP Venture program, JRT programming, job skills training
Seaway Valley Prevention	Others: New York State Office of Alcoholism and Substance Abuse Services	FA SNA Family SNA Individual SNAP TANF 200%	Provide programs for prevention, education and training services
Step by Step	Local	FA SNA Family SNA Individual SNAP TANF 200%	JRT programming, food distribution, assist homeless population, work experience, case management
Headstart	Others: NYS education	FA SNA Family SNA Individual SNAP TANF 200%	Home visiting program through early HeadStart programs, family support, education, connect to community resources.

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:

Employment Counselor gives the IMA referral to the Employment Coordinator/Supervisor/Senior Employment Counselor. The appointment is scheduled for the client with IMA through WTCMS referral letter and then is monitored for attendance. Medical evaluation is provided to the agency and is distributed for review. An invoice is received after services rendered. It is given to the Account Clerk to make payment.

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
X	Supervised Job Search
X	Job Readiness Training
X	Job Club
	Job Placement Services
	Grant Diversion
X	Job Development (employer outreach)
X	WOTC pre-certifications

Selected	Target Groups
X	Applicants
X	FA & SNA with children
X	SNA without children
X	SNAP
X	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).

WTCMS data entry and case conferencing with Counselors.

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.

The Temporary Assistance Employment Program is a mandated partner for the WIOA programs. The district Employment Unit Supervisor/or Senior Counselor attend monthly partner meetings. Partners are currently engaged in strategies and referral processes for the sharing of information and clients, such as Youth programs. Employment counselors will utilize the DOL customer registration forms to help determine services with the One Stop Career Center. DSS employment unit staff are collocated at the American Job Centers in Canton, and staff interacts together to provide relevant services for individuals. Staff meets with WIOA representatives monthly to discuss any updates between the two units. Meetings are scheduled to discuss updates as relevant.

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:

Explanation and schedule of local DSS Applicant Job Search requirements. Completion of paperwork is discussed such as timesheets and transportation vouchers.

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:

Applicants and recipients are provided an Orientation within 30 days of application. The Orientation may be completed in a group setting, individually, on-line and by mail based on needs of District and individual. Exempt individuals are provided an Orientation within 60 days of application. If in person or in group, location is considered for the clients convenience.

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):

The employment assessment is an ongoing process. It starts at application and continues to the day of case closing. Employment assessments are completed every 6 months, or sooner, if client circumstances change, activity assignments that warrant reassessment, and when there is reason to believe that a person has a physical or mental impairment that is undocumented. Employment assessments are completed by the Employment Counselor and the information is entered directly into WTWCMS. The assessments are conducted primarily in-person but also conducted by phone as relevant.

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

The St. Lawrence County Department of Social Services 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)):

Employment Counselors have been trained in effective assessment techniques on how to administer the Employment assessment. They also meet the County Civil Service requirements for Employment Counselor.

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 or sooner, if client circumstances change, activity assignments that warrant reassessment, and when there is reason to believe that a person has a physical or mental impairment that is undocumented.

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 WTCMS.
- ☐ The district uses the LDSS-4978 (New York State Employment Plan) and later enters information into WTCMS.
- ☐ The district develops individual employment plans using a local equivalent tool and later enters information into WTCMS. 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:

The procedure follows the same as the Employment Assessment. The Employment Plan is completed at the time of the Assessment as the detailed Employment Assessment will be used to determine appropriate Plan details. It also is updated based on need due to an individual's circumstances.

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

The Employment Plan is updated at least 6 months or sooner. In addition, it could also be updated as needed based on changes in individual circumstances and activity assignments. A copy of the employment plan is offered to the participant after it is created or updated.

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:

Case Management is utilized as relevant to assist in successful "engagement in work" requirements.

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:

In St. Lawrence County there is occasion to serve non-English-speaking clients. Language Line posters are available in public areas so the client can point out their language. (I speak tool kit) Arrangements are made to link them with an interpreter. The individual may be also referred to Literacy of Northern New York, which provides remediation in English as a second language. WTCMS has an option to print letters in either Spanish or English.

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:

The Employment Unit staff work closely with clients to facilitate overcoming personal barriers impeding participation. Follow up phone calls may be utilized to discuss issues of noncompliance. Referral to other agencies for more specific intensive services is common. Supportive services are reviewed such as childcare, carpooling and bus travel including first mile, last mile are encouraged when practical. Once in an activity, (except for unsubsidized private/public sector employment and on the job training), we have implemented a weekly time sheet system which allows for monitoring of attendance and quick response to problems. The time sheets also provide the documentation to allow us to pay support services to the client in a timely manner. Clients are counseled on how to work with providers to "make up" lost time within a monthly timeframe. Therefore, when necessary and possible they are allowed to change their daily regularly scheduled hours to achieve attainment of their monthly scheduled hours. The reason for an absence is noted by the provider on the client's timesheet. The Employment Counselor makes final determination of allowing "absence for good cause," e.g. health appointments, legal appointments, and unanticipated illness. The Counselors counsel clients to schedule appointments of any type around their scheduled hours in a work activity. Regular Case Management is utilized with participants via in-person contact, phone and e-mail as relevant.

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:

The district staff contacts clients via mail primarily and phone if needed that are sanctioned until compliance and allow the client to come into compliance with the sanction. This is based on Counselor discretion via conversation with the client. Compliance may be completed by employment assessment and/or work activities such as Job Search, Job Readiness Training, Work Experience, or Treatment compliance. Once compliance has been demonstrated the information is sent to TA/SNAP and the SWE can add that person to the case. Compliance is defined as attendance and satisfactory participation for designated hours per activity for at least five business days, if applicable. Support services are made available during the effort to comply.

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

Clients completing a durational limit of a sanction are sent a letter to meet with the Employment Counselor and counseled on how they can show compliance. Clients whose sanction has expired are required to meet with their Employment Counselor on a regular basis until in compliance or their case closes due to failure to attend an ongoing eligibility appointment.

- ☐ 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:

Applicants/Recipients are provided an Orientation. Non-exempt applicants are placed in up front Applicant Job Search/JRT. An OTDA Specialist assists in providing these services. Support services are provided on a case-by-case basis. Referrals are made to appropriate agencies to assist with barriers to include physical, mental health, and chemical dependency. Referrals are made to DCAP to help with SSI/SSDI applications. Counseling is provided to address any needs of the client to increase their employability, such as training, referral to activities to strengthen Job Readiness, Job Fair information and/or referral. Employment Coordinator is providing job search services for job ready individuals who are homeless. Virtual training is being shared to assist with employment readiness such as resume development. Participants who are employed are receiving specific case management services to help them reduce their need for TA. Follow up and monitoring progress by the Employment Counselors are key to success and ensuring that clients' needs are met.

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
FA SNAFAM SNA SNAP	Unsubsidized Employment - 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	Work Experience - 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	Job Search - 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	Vocational Education - 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	Secondary School - 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	Job Skills Training - 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	Education Training - 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	Job Readiness Training (JRT) Activities - 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.
SNAP	Subsidized Private Sector Employment - 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	Subsidized Public Sector Employment - 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	Community Service - 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	Provision of Childcare for Individual Participating in Community Service - Providing unpaid childcare to enable another TA (TANF/SNA MOE funded) recipient to participate in a community service program.
SNAP	SNAP E&T Supervised Job Search - 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.
SNAP	On-the-Job-Training (OJT) - 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	Other - 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.

☒
There are 5 Employment Counselors, Employment Coordinator and the Senior Employment Counselor that are able to job develop. This may be done by referral to job fairs and specific employer outreach events. We also coordinate with local WIOA, OTDA Jobs Specialist, and NYSDOL partner staff to receive job listings and knowledge of referrals of mutual clients.

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.

☒
n/a

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):

St. Lawrence County has two service providers who offer Adult Basic Education, Test Assessing Secondary Completion (TASC) preparation, or English Language Instruction. Literacy Volunteers of St. Lawrence County provides English as a second language tutoring as well as basic skills instruction for low functioning clients. The St. Lawrence/ Lewis Board of Cooperative Educational Services provides Adult Basic Education instruction and Test Assessing Secondary Completion preparation and testing. Both providers are cooperative partners and accept referrals on a continuous basis

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 local district is a partner member in the St. Lawrence County American Job Center which maintains a list of New York State eligible providers of vocational and occupational training. Current information on programs including prerequisites and costs are available through the Center. Information regarding Job Skills Training programs that contact the Center or DSS Employment Unit is readily disseminated to staff for client assessment / goal consideration. Referral to DRC (Disability Resource Navigator) who is within the American Job Center is also used for those who are work limited/disabled.

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.

Employment Counselor observations as well as client self-attestation during the assessment process determines the need, desire and ability of clients to participate in educational opportunities. Referrals to the SLLBOCES for TASC or ABE, and Literacy Volunteers of Northern New York for basic literacy instruction or English as a second language tutoring are made as appropriate.

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:

Employment Counselor observations as well as client self-attestation during the assessment process determines the need, desire and ability of clients to participate in educational opportunities. Referrals to the SLLBOCES for TASC or ABE, and Literacy Volunteers of Northern New York for basic literacy instruction or English as a second language tutoring are made as appropriate. Denials would be based on provider determination feedback and reviewed with the participant.

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:

The Employment Counselors through the assessment process identify the vocational education activity and/or job skills training that will assist the client with meeting both the short and long term goals set forth in the individual's employment plan. The Employment Counselor makes a recommendation to the Employment Unit Supervisor for approval, enters the enrollment on WTW CMS and provides notification to the client.

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

The district utilizes documented effectiveness of the training either by obtaining a summary of classroom training records or demonstrated effectiveness through positive outcomes such as job placement, enhanced skills for the workplace, obtaining professional certification, or obtaining certificates for successful skills demonstration and completion. Providers are credentialed by New York State Department of Education.

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

Employment Counselors advise participants during assessments, follow up phone calls, and designated paperwork.

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

St Lawrence County utilizes WTWCMS enrollment paperwork.

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 individual students' attendance and satisfactory participation is verified through contact and/or documentation with the school guidance office.

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:

The Employment Counselor notifies the work site / program provider in writing of the client's work limitations. Verbal discussion with the work site/program may be utilized as needed and documented in notes on WTCMS. Client feedback and onsite visits by the Employment Counselor are used to monitor site adherence to accommodating the limitations.

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 two years of post-secondary education, that culminates with a certificate or degree, as a work activity

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).

The local district engages non-exempt clients in Job Search activities on the day of application. Assessment is on-going and leads to the development and periodic modification of the client's Employment Plan. In cooperation with their Employment Counselor, referrals to appropriate activities occur for non-exempt Family Assistance cases during the upfront Job Search / Job Readiness Training, and in coordination with an assessment and the initializing of an employment plan. Clients whose status change from exempt to non-exempt will be reassessed by Counselors within 30 days of the change in their status for Employment Plan modifications and subsequent engagement in work activities. Staff will continuously monitor the performance of clients engaged in activities and will reassess and revisit the employment plans as appropriate, amending or making additional referrals for clients as needed.

The local district will strive to fully engage each client in employment activities. The weekly hour participation standard requirement for Family Assistance cases is up to 40 hours per week. Safety Net Non-MOE will be up to 40 hours per week and work limited individuals will not exceed the hours recommended on their medical evaluation. The maximum assigned hours of countable activities per week will be up to 40 hours for all non-exempt cases. Engaging clients regularly in case management assists in identifying appropriate activities for participation requirements. This helps with resolving barriers resulting in increased success obtaining and maintaining employment and meeting participation rate requirements.

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

Households with Dependent Children Average Monthly	258
Households without Dependent Children Average Monthly	384

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:

The local district monitors performance by utilizing data available to all Employment Unit staff in WMS, WTCMS and Cognos at both the unit and worker levels as well as by specific providers. Reports are carefully screened for information on client engagement and participation levels and assist in providing a continuous quality review in the determination of the need for activity assessment or referral. Reports utilized include, but are not limited to: Safety Net Non-MOE and TANF and Safety Net MOE Worker Participation/ Engagement Summary Reports, run after the 18th of the month for the previous month report, to review the month's participation and engagement rates, which clients are in the count, who is nonexempt and not participating and in need of engagement.

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	5	10	TA recipients are required to participate in Job Search and are referred to Job Search activities such as Job Fairs, Job Clubs, Prep Club, Individual Job Search with the Employment Counselors or OTDA. Our association with the American Job Center, One Stop Career Center, and the partner agencies easily provides us with opportunities for this referral process. Participants are generally required to submit weekly job search logs. Senior counselor works more intensely with homeless applicants due to their unique circumstances to assist them to successfully participate in job search activities.
SNA Individuals	5	10	TA recipients are required to participate in Job Search and are referred to Job Search activities such as Job Fairs, Job Clubs, Prep Club, Individual Job Search with the Employment Counselors or OTDA. Our association with the American Job Center, One Stop Career Center and the partner agencies easily provides us with opportunities for this referral process. Participants are generally required to submit weekly job search logs. Senior counselor works more intensely with homeless applicants due to their unique circumstances to assist them to successfully participate in job search activities.

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	5	10	TA recipients are required to participate in Job Search and are referred to Job Search activities such as Job Fairs, Job Clubs, Prep Club, Individual Job Search with the Employment Counselors or OTDA. Our association with the American Job Center, One Stop Career Center, and the partner agencies easily provides us with opportunities for this referral process. Participants are generally required to submit weekly job search logs. Employment coordinator works more intensely with homeless applicants due to their unique circumstances to assist them to successfully participate in job search activities.

SNA Individuals	5	10	TA recipients are required to participate in Job Search and are referred to Job Search activities such as Job Fairs, Job Clubs, Prep Club, Individual Job Search with the Employment Counselors or OTDA. Our association with the American Job Center, One Stop Career Center, and the partner agencies easily provides us with opportunities for this referral process. Participants are generally required to submit weekly job search logs. Employment coordinator works more intensely with homeless applicants due to their unique circumstances to assist them to successfully participate in job search activities.
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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.

Recipients that report self-employment to their Employment Counselor may have the time count towards their 40 hours per week of participation. The Employment Counselor will review the clients' budget and any documentation, including type of work, rate of pay, and hours per week. The client will need to present self-employment logs or a signed employers' statement. Countable hours will be based on the receipt of federal minimum wage for the occupation.

5.2 Screening for Exemptions from SNAP Work Requirements

Districts are required to establish procedures to screen each SNAP applicant and recipient for exemptions from SNAP work requirements at application, recertification, and if appropriate, when changes in the household's circumstances are reported. The information obtained through the screening process must be used to determine the employability status of each SNAP household member and evaluate their ABAWD status. An individual's SNAP employability status indicates if they are subject to the general SNAP work requirements. Individuals who do not meet an exemption must comply with the general SNAP work requirements. The process for screening individuals for exemptions from the SNAP work requirements must be documented in the case record.

a. Described below is the district's process for screening individuals for exemptions from the SNAP work requirements and documenting the screening process in the case record. Check all that apply:

- ☒ Eligibility staff use the LDSS-5062A SNAP Employability/ABAWD Status Screening and Code Assignment Desk Guide, and a copy is retained in the case record.
- ☐ Eligibility staff use a local equivalent screening tool approved by OTDA, and a copy of the completed tool is retained in the case record.
- ☐ Eligibility staff conduct the screening process using a series of questions in a district-owned system (the process is approved by OTDA), and the results of the screening process are maintained in the system case record.

5.3 Informing SNAP Applicants and Recipients of SNAP Work Requirements and SNAP E&T

The district informs SNAP households where at least one member is subject to a work requirement of the applicable work rules and of SNAP E&T at certification, recertification, and when a previously exempt household member or new household member becomes subject to work requirements. Notification is provided verbally and in writing.

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 and of SNAP E&T. Please attach a copy of the district's OTDA approved local equivalent.

b. Described below is the district's process for documenting the case record to show that SNAP applicants and recipients are informed in writing of the SNAP work requirements and of SNAP E&T. Check all that apply:

- ☒ The district retains copies of all LDSS-5193/LDSS-5193A in the case record.
- ☐ The district retains copies of district's OTDA approved local equivalent notices provided to the household in the case record.

c. Described below is how SNAP applicants and recipients are informed verbally of the SNAP work requirements and of SNAP E&T. Check all that apply:

- ☒ Eligibility staff complete the LDSS-4826C.
- ☐ Eligibility staff use a locally developed oral explanation tool.

d. Described below is the district's process for documenting the case record to show that SNAP applicants and recipients are informed verbally of the SNAP work requirements and of SNAP E&T. 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 use a locally developed oral explanation tool and complete the Oral Explanation section of the household assignment chart in the LDSS-5062A. A copy of the completed LDSS-5062A is retained in the case record.
- ☒ Eligibility staff document the case record through case notes/comments.

5.4 Screening for Referral to E&T

a. Described below are the screening criteria and processes eligibility staff use to evaluate whether SNAP applicants and recipients should or should not be referred for participation in E&T:

Social Welfare Examiners will review the 5062A with applicants and recipients at application, recertification and all points of contact to determine appropriate coding, ABAWD status and requirements.

b. Described below is how and when eligibility staff inform participants of the availability of supportive services and the district's responsibility to pay or reimburse participants for the necessary and reasonable costs associated with participation in SNAP E&T (e.g. transportation, childcare, personal safety items, and other reasonable required costs, such as tools, books, and uniforms).

Social Welfare Examiners will review the LDSS-4826C with participants to inform them of the availability of supportive services and the district's responsibility to pay or reimburse participants for costs used at application, recertification, change in circumstances and all points of contact.

c. Described below is how eligibility staff screen individuals for referral to E&T under the reverse referral process. (Please note that all participants must be screened for referral to E&T by an eligibility worker before being referred to E&T.)

Employment Unit staff will notify Eligibility Staff there has been a change of circumstances. Eligibility staff will contact the individual and use the 5062A to screen for referral to E & T.

5.5 Referral to E&T

a. Described below is the district process for referral to E&T. Please provide an explanation of how eligibility staff refer individuals to E&T. During the referral process, individuals must be provided with information regarding: 1) next steps for accessing E&T services; 2) the availability of supportive services; and 3) the individual's right not to participate in E&T if their supportive services needs exceed what the district can provide.

Social Welfare Examiners complete an internal locally developed form to E&T staff at the time of client's application. This letter is given to client and sent to E&T program simultaneously and includes instructions on next steps with the employment unit. This, in conjunction with the review of the 4826C which outlines supportive services and the right not to participate if supportive services exceed what the district can provide.

5.6 Supervised Job Search

a. 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. Please also describe how case management services are provided. (Please note: At a minimum, districts are required to offer job search assistance to NPA SNAP applicants and recipients.):

Client will complete and submit official job search logs to the agency. Each weekly log requires at least 5 complete job contacts and will be reviewed by their assigned Employment Counselor for validity, completeness and reasonableness. If there is cause for concern, Employment Counselors can request verification. Employment Counselors will be available for questions, job leads, and overcoming barriers to include provision of supportive services as relevant or requested. SNAP applicants and recipients are provided the Local Employment and Training Services flyer with employment resources.

5.7 Advising Households of Employment and Training Services

At the time of recertification, non-exempt SNAP recipients who are members of certain PA/SNAP and NPA/SNAP households must be advised of the availability of employment and training services within the district and/or region. This requirement applies non-exempt recipients in households containing at least one adult, with no elderly or disabled individuals, and with no earned income at their last certification or required report.

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):

Information regarding employment and training services is provided via flier to include websites to assist participants with job search resources.

- ☐ Materials/information provided via email

5.8 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.

Individuals are assessed before referral to programming. SNAP E & T providers are verbally informed that they have 10-days to notify the district if a participant is not a good fit for the program. This can be verbally or in writing. The Employment Counselor discusses the reason with the provider to determine the appropriate next step. Districts will inform the participant within 10 days of receiving this information. The information is documented in the individual's file. The Employment Counselor will explain to the participant what the provider determination indicated, and the next steps needed. The individual is reassessed and physical, mental health and learning ability are reviewed as relevant.

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:

This is done verbally when a participant is referred. The employment counselor follows up with the participant and agency within the first week to assist with success and resolve barriers.

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:

The Employment Counselor follows up with the participant and agency within the first week to assist with success and resolve barriers. As issues are reported to the agency, investigation by staff will take place to determine appropriateness of placement.

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 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.

6

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.

6

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.

3

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.

3

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

X

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):

Support services may include, but are not limited to: transportation assistance, nonrecurring payments such as: car repair, clothing, tools and equipment; payments to obtain a permit or license; certification/licensing fees, educational fees, etc. The district will not pay fines to obtain drivers licenses. Funding will be provided to assist clients with obtaining and maintaining employment. These services are reviewed on a case by case basis with respect to need for activity participation and/or with the intent to allocate payments when another agency providing an activity is unable to do so.

There are life time maximum limits of \$1,500.00 on car repair and \$1,000.00 on car insurance. Clothing expenses may be paid up to \$200.00 per activity based on need. This benefit is only eligible to clients every two years outside of extenuating circumstances. Exceptions may be made at the discretion of the Employment Counselor with the Employment Supervisor's review and approval.

Employment Counselors discuss the option of virtual programming with participants to ensure appropriateness and verify they have the equipment and the digital literacy skills to participate. This is documented in the case record.

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):

St. Lawrence County's base mileage reimbursement rate is to use 1/2 of the federal mileage reimbursement rate. We encourage carpooling and authorize the use of public transportation when possible. When necessary, the use of a taxi cab is authorized.

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:

The district does not allocate transportation support services for a participant if he/she resides within a two mile radius of the work activity site. Personal disabling circumstances, weather, and childcare provider location are cause for exceptions to this rule. Other types of exceptions are reviewed as they occur.

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 individuals the following support services to obtain and/or maintain employment-DMV associated allowable costs, transportation related expenses, and clothing expenses. Requests are reviewed on a case by case basis, with respect to need, availability of funds, and availability of services through other resources or community programs.

7.2 Post-Employment/Transitional Supportive Services

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

Employed active clients may have the full array of services available to them such as Case Management, as well as the employment related services of their Employment Counselor and Employment Coordinator as relevant, i.e. transportation assistance, car repair/insurance, clothing, tools, DMV costs. Documentation of attendance may be required.

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 may provide the full array of supportive services to post employment individuals as indicated above including Case Management. Childcare reimbursement is provided through the Daycare Unit in the DSS TA/SNAP unit. The mileage reimbursement rate is half of the federal IRS Business mileage reimbursement rate.

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.):

Youth and adults that are certified 200% TANF eligible and participating in Workforce Innovation and Opportunities Act programs may be considered for the full array of supportive services as mentioned above. Services will be reviewed on a case by case basis with respect to need for activity participation, and/or with the intent to allocate payments when another agency providing an activity is unable to do so.

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

1. The client does not satisfactorily participate in an assigned activity as recorded in their Employment Plan showing referral and supportive services as appropriate.
2. The Employment Counselor gathers together the documentation and records on the CMS the breach in plan, date of occurrence, and action requested.
3. The Employment Counselor refers the conciliation request to the Employment Unit Supervisor for review and approval.
4. Upon approval, a conciliation letter is generated by the Employment Counselor utilizing WTWCMS. The conciliation notice letter is then mailed to the client.
5. The letter indicates to the client the reason for the conciliation, who to contact and the timeframe to do so, 10 days for both a Safety Net and Family Assistance case.
6. Once contact is made by the client, the Conciliator reviews the conciliation and may ask for further information from the Employment Counselor or client.
7. The Conciliator makes a decision based on the case presented by the client and available documentation. If the client responds within the time allotted and can demonstrate that the action was not willful and was with good cause the case will not be sent for sanction. If the documentation and information presented indicate a willful cause for non-compliance or if no response is received from the client, the case is reviewed and sanction is recommended. The Conciliator will record on WTWCMS the outcome of the conciliation process. It is then sent to the Employment Unit Supervisor for review.
8. Upon the completion of a supervisory review, the referral for sanction is sent to the TA/SNAP Supervisor to be imposed.

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):

The Employment Coordinator, who does not have a caseload, has been designated as the Conciliator. All conciliation referrals are sent to the Conciliator first. All outcomes from the conciliation process are then sent to the Unit Supervisor for review and concurrence.

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

SNAP conciliation process is the same as the TA process. If a SNAP Job Search log is submitted at conciliation to avoid a SNAP sanction, a SNAP sanction referral may not be made. Conciliator will confirm that the 5193/5193-A is in the case record and has been reviewed with the client both verbally and in writing.

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):

The Employment Coordinator, who does not have a caseload, has been designated as the Conciliator. All conciliation referrals are sent to the Conciliator first. All outcomes from the conciliation process are then sent to the Unit Supervisor for review and concurrence.

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:

Compliance is demonstrated by the satisfactory completion of a Job Search log with at least five verifiable employer contacts. Job Search log is requested to be submitted for review by the due date indicated on the conciliation notice. Conciliator may allow additional time for submission on a case by case basis.

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:

Individuals who are non-compliance for the first time or whose durations have expired will be mailed a letter by the Employment Counselor requiring them to attend an appointment to determine willingness to comply. If the client indicates they are willing to comply they will be referred for activity enrollment/assessment appointment in an effort to resolve the sanction. The sanction will only be removed upon satisfactory completion. This depends on the reason for sanction and Employment Counselors discussion with client on what constitutes compliance. In the case of Work Experience, compliance shall be defined as reporting to a required assignment and participating for the full amount of hours required by the case for a full week before the sanction will be lifted. This work activity can be replaced with a suitable alternative if compliance with work experience is determined by the employment counselor to no longer be appropriate. Temporary Assistance benefits are restored on the date the individual complied. This cannot be earlier than the expiration of the minimum duration period.

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:

SNAP applicants and recipients whose sanction has expired will be mailed a Job Search log to record 5 employer contacts. In order to end a SNAP employment sanction the client responds with a minimum of five completed verifiable employer contacts on the log so that they will be deemed as in compliance. SNAP benefits are restored at that time. This cannot be earlier than the expiration date of the minimum duration period.

An individual may be eligible for SNAP benefits before the end of the durational period if the individual documents that they are exempt from SNAP work requirements and is otherwise eligible for SNAP benefits.

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

Referrals to IMA are made for medical, psychological and intellectual evaluations when required or warranted.

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.

Individuals are mailed the LDSS 4005 to inform them if their code goes to exempt status or if the code remains exempt. The LDSS 4005(a) is mailed to inform them when they go from exempt status to non-exempt status. Clients are informed of their exempt/non-exempt status within 30-days of a determination.

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

At eligibility the SWE will provide client with a medical if client states they have limitations or are contesting their employability status. A recipient may also contest employability or state limitations and a medical will be provided to the client to have their provider complete on their behalf. Once medical is submitted the Medical Review team determines if they are exempt, nonexempt, or work limited. If client has trouble with a provider completing the medical evaluation, a referral to IMA may be made by the Employment Counselor/Employment Coordinator. An Employment Counselor will also assist client with the process of submitting medical evaluation if requested by the client.

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.).

The Medical Review team consists of the Employment Supervisor and Senior Employment Counselor. If necessary an Employment Counselor will participate. The Medical Review team makes a determination based on medical documentation provided by medical specialists or primary health care providers. Additional input from service agencies, Employment Counselors, Social Welfare Examiners, may be considered when finalizing the determination. Based on all available information individuals are referred to appropriate treatment. If determined that the treatment will not lead to employability the individual is referred to the Disabled Client Assistance Program (DCAP).

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

When all available information is gathered, the Employment Counselor meets with the individual to complete an Employment Assessment and Employment Plan. The Employment Counselor counsels the individual as to what the treatment plan entails and what will be required when they are enrolled. The Employment Counselor will then make a referral(s) to the appropriate agency for rehabilitative services.

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 Employment Unit has developed a standard attendance form(attached) to monitor the participation of the individual in substance abuse treatment and rehabilitation programs. Client attendance and participation at all treatment programs(mental health, physical impairments, substance use disorder) are mandatory and written into the client's Employment Plan as Treatment. The Employment Counselors, Employment Coordinator, Supervisor as relevant monitor and track compliance on a monthly basis through the use of enrollment on WTWCMS and time sheets. The agency has devised a process with treatment agencies to submit attendance verification to a designated contact Counselor. Clients are counseled that it is their responsibility to ensure time sheets are submitted on a timely basis. If time sheets are not submitted timely the Employment Counselor will attempt to contact the client to check their circumstances. If unable to do so, the client may be referred for conciliation or a case closing. Employment Counselors will make contact with clients on a regular basis as a follow up to the referral and engagement of services.

10. District Certification

10.1 Certification

As a condition of the receipt of federal and State funds the Local District Commissioner of St. Lawrence 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, 2026 through December 31, 2027. 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.

11/12/2025 12:43:13 PM

Joseph Seeber

Commissioner