

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

**January 01, 2026 - December 31, 2027**

**Lewis**

## **1. Administration**

- 1.1 Administrative Structure
- 1.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies
- 1.3 OTDA Jobs Staff Agreement
- 1.4 Access to Services at New York State Career Centers

## **2. Orientation, Assessment and Employment Plan**

- 2.1 Orientation (Reference 18 NYCRR 385.5)
- 2.2 Temporary Assistance (TA) Employment Assessment
- 2.3 TA Employment Planning (Reference 18 NYCRR 385.6 and 385.7)

## **3. Engagement**

- 3.1 Federal "Engaged in Work" Requirement (Reference 18 NYCRR 385.2 (f))
- 3.2 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency
- 3.3 Strategies/Procedures for Increasing Program Attendance
- 3.4 Strategies/Procedures for Engaging Sanctioned TA Participants
- 3.5 Strategies for Reducing the Need for TA

## **4. Work Activities**

- 4.1 Allowable Work Activities
- 4.2 Job Development
- 4.3 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)
- 4.4 Post-Secondary Education Approval and Enrollment Policies

## **5. Work Requirements**

- 5.1 Meeting TA Work Requirements
- 5.2 Screening for Exemptions from SNAP Work Requirements
- 5.3 Informing SNAP Applicants and Recipients of SNAP Work Requirements and SNAP E&T
- 5.4 Screening for Referral to E&T
- 5.5 Referral to E&T
- 5.6 Supervised Job Search
- 5.7 Advising Households of Employment and Training Services
- 5.8 Provider Determinations

## **6. Quality Assurance/Work Verification**

- 6.1 Quality Assurance Process - Random Case Sampling
- 6.2 Use of Outside Providers/Vendors

## **7. Supportive Services**

- 7.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District
- 7.2 Post-Employment/Transitional Supportive Services
- 7.3 Extended Support Services

## **8. Conciliation, Sanction and Dispute Resolution Procedures**

- 8.1 Conciliation
- 8.2 Sanction
- 8.3 Dispute Resolution

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

- 9.1 Disability Determination Process and Tools
- 9.2 Mental Health Screening and Assessment
- 9.3 Requirements for Exempt TA Participants (Reference 18 NYCRR 385.2 (e))

## **10. District Certification**

- 10.1 Certification

# 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.)*

See attachment.

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 Unit is responsible for providing employment case management services to all TA non-exempt applicants/recipients including assigning & monitoring job search, WEP assignments, job referrals, referrals to appropriate community partners for additional supportive services, assessments and employment plan development. The Employment Unit also provides case management services to exempt TA applicants/recipients as well as job search assistance to any SNAP applicant/recipient who is looking for employment.

The Employment Unit receives new applicant referrals from the TA unit and together both units meet weekly to monitor the cases progression during the eligibility process as appropriate. The Employment Unit holds the primary responsibility of assigning employment codes for TA applicant/recipients.

The SNAP Units refer ABAWD applicant/recipients to the Employment Unit for job search assistance, job search assignment, WEP assignments and ABAWD orientations as appropriate. The SNAP units are responsible for assigning non-TA SNAP employment codes.

## 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
Thrive Wellness & Recovery	0	Others: Medicaid pays for the exams and ongoing treatment. Local share is used if the individual is not on Medicaid,	FA SNA Family SNA Individual	Substance Abuse and Mental Health treatment including medication management. Employability assessments are also provided for Substance Use and Mental Health clients. Case management services are provided.

Resolution Center of Jefferson and Lewis Counties	1000	Local	FA SNA Family SNA Individual	Mediation Services
Lewis County Health Systems	2500	Local	FA SNA Family SNA Individual	Functional Capacity Exams
IMA	5000	Local	FA SNA Family SNA Individual	Medical and Mental Health Assessments

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
Lewis County WorkPlace/Dept. of Labor	Others: Wagner-Peyser	FA SNA Family SNA Individual SNAP TANF 200%	Employment and Training opportunities such as OJT, CRT, Apprenticeships, Youth Out of School Funding Opportunities, job referrals, job placements, job search assistance, and resume assistance
Lewis County Opportunities	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Financial coaching to TANF recipients, Work Experience Partner agency, Food Pantry services, Thrift Store Services
ACCES-VR	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Vocational Assessment, Career Planning, Job development, Job Coaching Services, Vocational Training, and Supportive Services such job coaches.
Thrive Wellness and Recovery	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Substance and Mental Health Assessments and ongoing treatment services. Psychiatric Rehabilitative Residential Supports, Transitional Housing, Homeless Housing Assistance and Case Management Services
NRCIL	Others: Unknown	FA SNA Family SNA Individual SNAP	Disability Rights Advocacy, Job Coaching, Social Security Application Assistance and disability resource information
Lowville Food Pantry	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Food Pantry Services
Jefferson Lewis County BOCES	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	BOCES provides both GED assessment and classes, but they also serve as a vocational training location.
Jefferson Community College	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Local Community College providing micro credentials, certificate programs, associate degree and partnership with 4-year institutions for a bachelor's degree.

NCPPC- Home Visiting Services	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Home visiting services through Healthy Families NY and Perinatal and Infant Community Health Collaborative.
Snowbelt Housing	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Provide housing assistance, rental apartments and case management services to maintain housing.
Literacy Volunteers	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	"Literacy of Northern NY provides free, one-to-one tutoring for adults 16 and older who need help with reading, writing, math, and English as a second language. We also help people study for the GED."
Lewis County Head Start	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Head Start is a Federal program that promotes the school readiness of children from birth to age five, and is funded through the Department of Health and Human Services. Head Start provides early childhood development services to children and families, with special emphasis on promoting school readiness in the areas of language and cognitive development, early reading, science and mathematics, social skills and physical development.
Lewis County Office for the Aging	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Lewis County Office for the Aging (OFA) primarily serves individuals 60 years and older and their caregivers.
Bohlen Technical Center	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Vocational and Educational provider in Jefferson County.
Howard G. Sackett Educational Center	Others: Unknown	FA SNA Family SNA Individual SNAP TANF 200%	Vocational and Educational training service provider in Lewis County.

### 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:

Lewis County does not contract with any outside agencies using TANF or SNAP E&T Funds.

### 1.3 OTDA Jobs Staff Agreement

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

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

<b>Selected</b>	<b>Target Groups</b>
	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. WTWCMS data entry, case conferencing, job fairs).

This does not apply to Lewis County.

#### **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:

Lewis County DSS Employment & Training Staff are responsible for managing the Career Center {also known as The Lewis County WorkPlace} for Lewis County. Services provided by the Career Center are made available to TANF & SNAP Applicant/Recipients at every visit as the offices for E&T Staff are located within the Career Center.

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.

Most of the E&T Specialists are cross trained in both DSS Employment & WIOA Services. Every effort is made to register TANF & SNAP Applicants/Recipients in the OSOS system during their initial visits to the employment unit. If a TANF/SNAP Applicant/Recipient is program eligible for WIOA services which include OJT, CRT or Youth Programming, a referral is made via WTWCMS to the Business Services Representative at the Lewis County Workplace. When possible, a face-to-face introduction is also made to the Business Services Representative. The E&T Specialist who functions as the Business Services Representative will engage the TANF/SNAP Applicant/Recipient in a separate series of appointments to determine their eligibility for WIOA programs and coordinate with their partner E&T Specialist on progress with employment, placement services, or classroom training.

## 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:

Home visitation referral information  
Information regarding medical exemptions/limitations and information about ACCES-VR;  
Resources and services available at the Lewis County WorkPlace {Career Center};  
Regulations pertaining to non-compliance.  
Information on transportation services in Lewis County;  
Time limit information;  
Availability of childcare in lieu of Temporary Assistance;  
Appearance and hygiene;  
Drug and/or Alcohol treatment as deemed necessary by a licensed OASAS provider for the client.

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 of Temporary Assistance both exempt and non-exempt are offered orientation either in person or over the phone. Orientation is not required for clients to attend but the district is required to provide an orientation where clients may be required to participate in TABE Testing. A signed copy of the client's rights and responsibilities and job search requirements are provided to all applicants and recipients during their initial face to face appointment with an E&T Specialist, and applicants and recipients are provided a signed copy of their Rights & Responsibilities if seen in person. Orientation is completed a group setting but if an applicant or recipient cannot attend the group setting, one on one orientations are completed in person or over the phone. Applicants and recipients are mailed orientation materials in advance if the orientation is completed over the phone. Group orientation is held every Wednesday at DSS. Information on the home visiting program is reviewed at orientation and referrals may be made by either TA unit or the Employment Unit. All clients attend orientation in person or over the phone.

### 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):

All TA applicants/recipients are required to complete an employment assessment with direct data entry into WTWCMS during the client's assessment appointment which may be completed in person or via phone. The assessment process is started while the client is still an applicant and the E&T Specialists will address barriers, strengths, weaknesses, as well as short term and long-term goals. The E&T Specialist will continuously monitor the client's activities and progression towards short- and long-term goals and update the assessment as progress or changes occur for the client. Assessment is typically completed in person.

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

The Lewis County Employment & Training 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)):

See job descriptions for E&T Specialist, Sr. E&T Specialist and Staff & Workforce Development Coordinator.

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?

Assessments are completed within 60 days of case opening, and updates to the assessment are made when the recipient has a change in circumstances, treatment, new barriers or resolution of a previous barrier, and other circumstances such as housing, transportation, childcare changes, and no less frequently than annually. Assessments are updated every 6 months if no changes to the case have occurred.

## 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:

Employment Plans are completed with all non-exempt recipients within 60 days of the case opening. Employment plans may be completed in person or via the phone. A copy of the employment plan is printed, the client may choose to sign the signed plan, and then a copy is sent to imaging. Clients who reside out of the district complete their employment plan via the telephone and copy is sent to the client for their records.

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

Employment plans are updated and changed any time that the client's circumstances change, or if the elements of the employment plan require an update or modification. Employment plans will be updated during the recertification period if no changes or modifications were made in the previous six months.

### 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:

Obtaining working papers when appropriate.

#### 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:

Translation and interpreter services are available via Liberty Translations and Interpreters, LLC.

#### 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:

If an individual is assigned to work activities and fails to participate, including absences with good cause, the E&T Specialist will immediately attempt to reach the individual by phone first. The E&T Specialist will attempt to solicit the circumstances behind the non-compliance and attempt to assist the individual to resolve the problem or circumstance that prevented the individual from complying. Often times it may be lack of childcare or a problem with transportation. The E&T Specialist will review which supportive services are available to resolve the problem. The family centered case manager may also be used to help the participant remain compliant and address barriers that the participant & family are experiencing.

Transportation barriers are being addressed by the offering of Birnie bus passes {public transportation}, gas cards or mileage reimbursement.

The district has adopted a stronger Group Orientation presentation that includes a detailed explanation of Work Requirements and Participation requirements; child care options including instructions to find alternate child care that will take their children if they are moderately sick so as not to miss time from work; benefits of Work Experience; non-compliance consequences; and Job Readiness activities including practice applications; resume preparation services; instructions to make appointments before and after their worksite duties just as if they were employed; and opportunities for mock interviewing practice.

E&T Specialists are responsible for the monitoring of worksite attendance and the E&T Specialist initiates the conciliation process reducing the time between non-compliance and conciliation.

#### 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:

Sanctioned participants are encouraged to utilize resources at the Career Center ~ Lewis County WorkPlace that are available to the general population. Individuals are encouraged to look for work, meet with the E&T Specialists {Career Center Designated E&T Specialist} on staff, and attend any workshops that are available to assist individual's in obtaining and retaining employment. TA & ET Staff may suggest community non-profit providers that may be able to assist while the sanction is in place while educating the individual on why the sanction was enforced. TA & ET Staff will attempt to get the individual engaged so that the individual can be in compliance when eligible.

The district tries to engage the sanctioned participants prior to the sanction expiration. Even at conciliation, the benefits of participating and the effect it will have on their grant are explained. The participant is also informed of all the work-related benefits they may be eligible for if they became compliant including childcare and supportive services. The earned income disregard is discussed if the recipient has not utilized this benefit will be discussed along with the option to attend financial budgeting classes. The Work Pays publication PUB-5118 is also provided.

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

TA & ET Staff will make an Eligibility Review appointment for the sanctioned individual to come into the agency when the sanction is about to expire & every month that the participant remains sanctioned.

During the Eligibility Review meeting, the TA & ET Staff discuss the impact of the sanction on the case & household and inquire how the sanctioned recipient is making ends meet. The TA & ET Staff review the work-related benefits available should the sanctioned recipient choose to come into compliance. The Family Centered Case Manager may also be used to check in on the sanctioned individual and family during this time to see if any additional needs or barriers can be addressed prior to the sanction ending.

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

At the time of the initial sanction, the benefits are working and remaining in compliance are reviewed. During the sanction period, the services of the WorkPlace/Career Center are made known and utilization is encouraged. The services of the Family Centered Case Manager will likely be used to help engage the sanctioned individual, the family and work towards compliance with the TA & Employment Requirements.

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

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

TA Workers refer to E&T Specialists to provide front-end employment referrals and supportive services for Temporary Assistance applicants not currently employed. This includes a supervised job search component that provides direct linkages with employers and Lewis County WorkPlace Services.

Diversion is explored by the screening performed by TA worker(s) at the intake interview.

Supportive Services are provided based on documented employment or promise of employment.

## 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	<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	<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	<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	<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.
SNAP	<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 SNAFAM SNA SNAP	<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.
	<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.

## 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 staff contacts local employers to solicit jobs for TA and SNAP Participants. Both the WIOA Business Services Representative as well as DSS E&T Staff reach out to businesses on behalf of the clients we serve. Supervisory staff who have contact with businesses also discuss employment opportunities. All E&T Specialists, Sr. E&T Specialist and the Staff & Workforce Development Coordinator are responsible for job development activities. It is expected monthly, that contacts to develop worksites, possible internship situations and subsidized & unsubsidized job opportunities will be done. The local Career Center {Lewis County WorkPlace} is co-located at Lewis County DSS and maintains a current list of job openings to which TA applicants & recipients are referred. The total staff involved in seeking employment opportunities is 5.

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):

The only available providers in Lewis County are Jeff-Lewis BOCES Adult Education and Literacy Volunteers of Northern NY. Jeff-Lewis BOCES offers adult education that assists students in obtaining a high school equivalency diploma/GED. Referrals to adult education at Jeff-Lewis BOCES are made on going. TA applicants & recipients may complete the TABE Locator and TABE testing in Lewis or Jefferson Counties. GED services are offered in Lewis County and require attendance for at least 6 hours per week. Participants younger than 22, must complete GED services in Jefferson County. There are no GED services in Lewis County for students under 21 years of age. Referrals to Literacy Volunteers are made as needed.

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).

Vocational and Job Skills Training Providers are approved by the local Workforce Development Board {WBD} which is the Jefferson-Lewis County WDB. Approved providers include Jefferson County Community College, Bohlen Technical Center ~ Jefferson County and Howard G. Sackett Technical Center ~ Lewis County.

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.

The need for educational services is identified during the initial assessment. Any non-exempt recipient who does not have a High School Diploma or equivalency will be referred for educational services. A referral to Jeff-Lewis BOCES Adult Education or Literacy Volunteers will be made immediately after the need for literacy assistance is identified.

Clients may also be identified as in need of additional training in one or more of the following situations:

Intake appointment

At the Career Center

Job Readiness Training Classroom

Work Experience site

Students who are 16 and 17 not attending secondary school will be encouraged to return to school at every opportunity. The services of the family centered case manager may be utilized to assist with educational goal development. At this time, BOCES will not work with a student under the age of 18, not enrolled in secondary education, until their graduating class has graduated.

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:

As part of a non-exempt individuals Employment Plan, all individuals are referred to and required to participate in educational activities if they are not in possession of a high school diploma or high school equivalency. Individuals may be denied participation in educational activities if their TABE scores are well below the entrance level of the courses they are looking to take. They may also be denied if they are looking at taking a degree program that requires a license without first resolving a justice involved background.

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:

Appropriate education, skills and capabilities required for enrollment in the specific training.

Completion of Employment Plan.

History of compliance with prior activity participation.

District approval of training program resulting in sustainable employment.

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

Providers must be licensed by the State Department of Education or sponsored by a governmental agency such as WDB {Workforce Development Board} or DOL (Department of Labor).

Providers must develop courses where local demand occupations and job market conditions indicate the likelihood of placement in unsubsidized employment following completion of training/education.

Providers must have demonstrated effectiveness in the provision of the proposed training/education courses.

Providers must agree to provide attendance and progress reports as required by the local district.

Providers must provide the name and phone number of their program contact.

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

Information on approved training providers is available at the Lewis County WorkPlace, on-line at {BOCES and local community colleges} and provided in person to the client during assessment and employment plan updates if educational training is part of the employment plan short- & long-term goals. A referral via WTWCMS to the WorkPlace Business Services Representative would also be made for additional information and potential payment for educational training.

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

Notification of an enrollment in an activity is typically done in person but may be completed via the phone {a copy of individual employment plan is provided to the client}; via mail when an enrollment letter is sent advising the participant of the location/site address of the training/work activity, the site contact and number, the number of hours assigned, and the E&T Specialists contact number.

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 E&T Assistant and/or E&T Specialist will monitor all 16-18-year-olds, Non-head of household in school full time (ages 16 through 18), exempt. Enrollment and attendance will be verified quarterly by the student's school district with verification maintained in WTWCMS and IEDR.

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:

In the case of an individual who is Work Limited/Non-Exempt, the E&T Specialist will assign individuals to work activities consistent with the individual's treatment plan and limitations. The WEP site supervisor and instructor will be provided, in writing, a list of limitations and tasks the client is unable to perform, as well as any special accommodations necessary. The E&T Specialists will monitor compliance of WEP sites by unannounced visits and monitoring appointments with the client. The client is also informed at the time of assignment to WEP the importance of making sure the WEP site is aware of their limitations. The client has the right to dispute their WEP placement.

#### 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.)

Lewis County DSS will approve full-time enrollment in both 2-year and 4-year accredited college programs leading to occupations that are considered in demand in our region and whereas job market conditions indicate the likelihood of placement in unsubsidized employment following completion of education. Full time students will be required to provide proof of passing grades at the completion of each semester and locate employment during the time periods when the college semester is not in session {Summer months and Winter Break for example}. Should the recipient not acquire passing grades for one semester, the client will no longer be considered as participating in work activities as related to their educational enrollment at the 2 or 4 year accredited institution. Proof of part time student attendance will be required for any student not engaged in full time study. Part time/half time students {or less} will be required to engage in work activities and the determination of the number of weekly hours will be made on a case-by-case basis.

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 district plans to meet participation rates through a process of case-by-case reviews, weekly case conferencing with the Employment & TA units, and reviewing monthly participation reports.

Employment Staff begin working with clients at application and most non-exempt clients are assigned to a supervised applicant job search (AJS). The initial goal is to divert a TANF/SNA MOE & SNA case from opening by providing appropriate job referrals & leads during the initial client meetings. The E&T Specialists will meet weekly with non-exempt applicants to review their applicant Job Search logs and begin developing the employment plan goals.

Clients may engage in activities, other than work experience, immediately. The time period between case opening and work experience assignment is typically no more than 2 months.

When there is a status change from exempt to non-exempt, the client will be scheduled to meet with an E&T Specialist within 1 month to complete an updated employment assessment {typically the client is notified of this change in person but may be told via the phone}. Non-exempt recipients will be assigned a job search for the first four weeks after case opening. If the non-exempt recipient has not located employment by the end of the 4-week period, the E&T Specialist will meet with the client to review barrier's and address any mitigating circumstances that might lead to future employment. Job search will continue on going during the non-exempt client's involvement with the Employment Unit, with reassessment of job search methods continuing at 4-week intervals.

All non-exempt recipients will be engaged in work activities {Core and Non-Core} up to 35 hours per week. The E&T Specialist may assign recipients to less than 35 hours per week based on the client's barriers and individual employment plan goals.

Participation rate and engagement activities are monitored by time sheets submitted bi-weekly by work site & volunteer site supervisors, reviewed and data entered by the E&T Specialists into WTWCMS. Treatment progress & attendance reports will be submitted monthly, reviewed and data entered by the E&T Specialists into WTWCMS.

Management reports found in COGNOS are monitored on a monthly basis to ensure full engagement by adults in work or work preparation activities.

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

Households with Dependent Children Average  
Monthly

39

Households without Dependent Children Average  
Monthly

51

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 Employment Unit and TA Unit meet weekly to case conference both exempt and non-exempt cases {this includes TANF and Safety Net cases}. Case conferencing, WTWCMS and COGNOS reports including the Participation & Engagement Status Report, Employability Code Duration Report, and Earned Income/Employment Report are used to identify cases not meeting maximum participation. Each E&T Specialist has protected time with their supervisor at least 1 time a month to complete case reviews, check assessments, enrollments, employment plans and maximum participation in activities

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	0	Non-exempt applicants are assigned to Job Search at the time of the initial interview for eligibility and assigned to an E&T Specialist who will monitor and supervise the applicant Job Search weekly. It is expected that new applicants will complete & submit a minimum of 5 applications, resume submissions {in person and/or on-line}, or interviews for a job per week. The E&T Specialists will periodically verify the applicants Job Search log by contacting employers to confirm that applications were submitted. Electronic proof & submission of job searches are accepted by this agency. Electronic proof of job search may be submitted via mobile upload, email, and text message. When copies or pictures of an electronic job search submission cannot be printed, a case comment will be entered in WTWCMS and considered acceptable proof. The case comment must include the specific job search submission that was viewed.
SNA Individuals	5	0	Non-exempt applicants are assigned to Job Search at the time of the initial interview for eligibility and assigned to an E&T Specialist who will monitor and supervise the applicant Job Search weekly. It is expected that new applicants will complete & submit a minimum of 5 applications, resume submissions {in person and/or on-line}, or interviews for a job per week. The E&T Specialists will periodically verify the applicants Job Search log by contacting employers to confirm that applications were submitted. Electronic proof & submission of job searches are accepted by this agency. Electronic proof of job search may be submitted via mobile upload, email, and text message. When copies or pictures of an electronic job search submission cannot be printed, a case comment will be entered in WTWCMS and considered acceptable proof. The case comment must include the specific job search submission that was viewed.

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	0	10	<p>Recipients of TA are expected to engage in an on-going Job Search and job search related activities at all times. It is expected that recipients will complete a minimum of 10 hours of Job Search every other week which will include application and/or resume submissions {in person and/or on-line} and interviews for jobs. Additionally, credit will be given for resume preparation, interview preparation, and time spent traveling between prospective employers. Recipients will be required to meet every other week with the E&amp;T Specialist to review the on-going Job Search and job search activities. Although the Job Search is limited by regulation to apply towards the participation rate for no more than 12 weeks per year (no more than 4 weeks consecutively), E&amp;T Specialists will assign and review a recipient's Job Search and job search activities at each monitoring appointment. Electronic proof &amp; submission of job searches are accepted by this agency. Electronic proof of job search may be submitted via mobile upload, email, and text message. When copies or pictures of an electronic job search submission cannot be printed, a case comment will be entered in WTWCMS and considered acceptable proof. The case comment must include the specific job search submission that viewed.</p> <p>Job search activities will be assigned for 4 weeks at a time and at the end of the 4-week period, if the recipient has not located employment, the E&amp;T Specialist will meet with recipient to review barriers to employment and provide any additional supportive services that may be required. The E&amp;T Specialist will then assign another 4-week job search period and monitor the supportive services to determine if additional services may be required</p>
SNA Individuals	0	10	<p>Recipients of TA are expected to engage in an on-going Job Search and job search related activities at all times. It is expected that recipients will complete a minimum of 10 hours of Job Search every other week which will include application and/or resume submissions {in person and/or on-line} and interviews for jobs. Additionally, credit will be given for resume preparation, interview preparation, and time spent traveling between prospective employers. Recipients will be required to meet every other week with the E&amp;T Specialist to review the on-going Job Search and job search activities. Although the Job Search is limited by regulation to apply towards the participation rate for no more than 12 weeks per year (no more than 4 weeks consecutively), E&amp;T Specialists will assign and review a recipient's Job Search and job search activities at each monitoring appointment. Electronic proof &amp; submission of job searches are accepted by this agency. Electronic proof of job search may be submitted via mobile upload, email, and text message. When copies or pictures of an electronic job search submission cannot be printed, a case comment will be entered in WTWCMS and considered acceptable proof. The case comment must include the specific job search submission that viewed.</p> <p>Job search activities will be assigned for 4 weeks at a time and at the end of the 4-week period, if the recipient has not located employment, the E&amp;T Specialist will meet with recipient to review barriers to employment and provide any additional supportive services that may be required. The E&amp;T Specialist will then assign another 4-week job search period and monitor the supportive services to determine if additional services may be required</p>

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.

The district makes a determination on a case-by-case basis for self-employment as an approved work activity. Initially, the District will allow self-employment as a work activity and review at recertification (mail in or face to face) to determine if it is gainful employment. The district uses 30 hours at Federal minimum wage as a guideline for gainful employment. Self-employment net earnings must be equivalent to 30 hours of employment paid at federal minimum wage to be considered exempt from additional work activities. If the individual is working in a position that fails to meet the state minimum wage the individual would be required to pursue additional work activities to meet the minimum requirement. A recipient who provides unregistered or registered childcare is required to collect an amount equal to or more than the current Child Care Market Rates as determined by OCFS for each county. The agency will budget this childcare income as appropriate. An individual that is self-employed and who receives less than the Federal hourly minimum wage in payment will be required to participate in 35 hours of activity each week, not including the hours of provision of self-employment. The agency will allow two months to all self-employed individuals to increase their business income; additional time may be permitted as determined by the district based on case circumstance.

## 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:

Eligibility Staff screen all SNAP applicants and recipients for referral to SNAP E&T at certification, recertification and /or when a change occurs that may affect exempt status. During the interview process the eligibility staff utilizes a SNAP interview guide, local form #284. On page 6 of this interview guide it assists the eligibility worker in appropriate referrals for those who need to participate in E&T. For NTA-SNAP and TA-SNAP A/R, the worker then completes the LDSS-5062A (SNAP Employability/ABAWD status screening and code assignment desk guide). From this review for exemptions, the worker uses LDSS-4826C Employment Requirements for SNAP Applicant and Recipients- Script for Eligibility Workers to guide them in determination of applicable SNAP work requirements and referral to E&T and explanation to the client.

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).

The Eligibility Staff uses Section 4 of the 4826C to explain the availability of supportive services, things like transportation to participate in work activities, person safety items and equipment, and other costs such as tools, books, and uniforms. If client is interested, offers to refer them to the E&T Staff. The eligibility staff can offer the client a variety of ways for them to connect with the E&T Staff or the Career Center who are co-located. The Eligibility staff can offer to transfer the client (if on the phone) to the Career Center after speaking with them. If time doesn't allow for them to talk to the E&T Staff at that time, the client will be given the office location, hours and phone number for the client to make contact. If the client is meeting with the Eligibility Worker in person, they will be shown where to go as the Eligibility Staff's interview rooms are in the same hallway as the Career Center.

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.)

The E&T service provider is the initial point of contact; the E&T Staff will advise the potential clients to the SNAP agency for eligibility determination. This allows providers to reach a wider population and ensures that individuals who are not yet on SNAP are connected to services.

## 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.

The Eligibility Staff uses Section 4 of the 4826C to explain the availability of supportive services and if client is interested, offers to refer them to the E&T Staff. The eligibility staff can offer the client a variety of ways for them to connect with the E&T Staff. The Eligibility staff can offer to transfer the client (if on the phone) to the Career Center after speaking with them. If time doesn't allow for them to talk to the E&T Staff at that time, the client will be given the office location, hours and phone number for the client to contact them. If the client is meeting with the Eligibility Worker in person, they will be shown where to go as the Eligibility Staff's interview rooms are in the same hallway as the Career Center. The eligibility staff will also complete an Employment Unit Interface to correspond with the E&T Staff of cases that are mandatory PA participants and voluntary non-PA participants and clients are verbally informed of their right not to participate in E&T if supportive service needs cannot be accommodated. The Employment Unit Interface is used for those with Employment Codes 32A, 16A, 20A, 27A, 27N, and 28N.

## 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.):

If a client needs assistance with a job search, the Eligibility Staff will offer the client a variety of ways for them to connect with the E&T Staff. The Eligibility staff can offer to transfer the client (if on the phone) to the Career Center after speaking with them. If time doesn't allow for them to talk to the E&T Staff at that time, the client will be given the office location, hours and phone number for the client to contact them. If the client is meeting with the Eligibility Worker in person, they will be shown where to go as the Eligibility Staff's interview rooms are in the same hallway as the Career Center. However, the district does work with TA/SNAP recipients, and supervised job search is offered to that population. TA/SNAP recipients who are non-exempt will meet every other week in person to review their job search efforts. In addition, TA/SNAP recipients may also be assigned to WEP and GED activities if appropriate. The E&T Specialist will track all activities in WTWCMS. Case management services are provided for TA/SNAP recipients at each meeting as barriers to success are always being addressed.

## 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):

## 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 matched to potential providers and training based on the client's limitations, if any, need for a high school diploma/GED, and geographic training location. Providers are initially contacted via the phone regarding a client and notified to reach out to the district if the client is not a good fit or unable to perform the job duties within 10 days of a provider's determination of fitness. Worksites are notified in writing utilizing a WTWCMS referral letter of a client's expectations and/or limitations. The attendance record used by the district requests a rating of attendance, performance, attitude & cooperation, and quality of work. If any area is marked needs improvement, the agency will follow up with the provider for more information, and this information will be recorded in the WTWCMS case record as well as the feedback section of the WTWCMS referral. Should a client be unable to continue with a provider, the reason for the termination/change is explained to the client in detail within 10 days of the agency being notified. The district will listen to the client's concerns and take those concerns into consideration when working with future providers. Every interaction with a client or provider is documented in the WTWCMS case record.

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:

Lewis County providers complete an RFP if they are interested in becoming a provider. Once a provider is confirmed as appropriate, the provider is notified of our DSS processes which include a biweekly attendance record with performance information. Providers are informed that they may use the attendance record to inform the district of problems/issues with a client or they can contact the district directly to voice any concerns or problems.

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:

If a provider determines that a client is not a good fit, the district will follow up with the provider and client for more information. Any concerns or complaints by the client will be addressed with the provider and notes retained in the case record to prevent future work with the provider. Due to the limited number of providers that Lewis County has to work with, the district has visited every provider in person and the provider's determinations, concerns or complaints are immediately followed up on. If the district felt a client was being treated unfairly or the provider location was unsafe, the district would immediately remove the client from the provider location. Both client and provider complaints are looked into.

## 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.

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.

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       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):

Clothing up to \$150.00 per activity or employment as determined by the Department.

Job Related Safety Equipment - \$400.00 maximum per job.

License and Other Work Related Fees, the amount set by the State of New York for vocational or driver's licenses, and or registrations. Any other license would be up to \$100.00. In no event will the department pay any fines to obtain said licenses.

Work related fees necessary for participation in unsubsidized employment {fingerprinting and testing for employment opportunities}.

Tools and Equipment up to \$500.00.

Automobile repairs- up to \$500.00 yearly for a vehicle that is owned by the participant or the participant's spouse who resides in the same household, and allowing that the value of the vehicle exceeds the amount of the repairs.

Tires may be purchased if the safety {documented in file} of the vehicle is being impacted up to \$400.00 out of the yearly \$500.00 automobile repair limit.

Automobile Insurance, up to 3 months or \$300.00 whichever is less. The length authorized at the discretion of the Department Head.

Driver's Education

Fees involved in obtaining permit/drivers licenses.

Relocation expenses {limited to no more than \$250.00 and only one time per year} to a populated area in the County that will allow a client to participate in employment activities.

Transportation, Clients who are enrolled in employment programs that require reimbursement for transportation will be compensated for their expenses in the following way:

If the client utilizes public transportation, the Agency will provide them with a monthly bus pass. Gas cards {Limited to no more than \$50 without Directors Approval} are provided only to those clients who have obtained employment or require a gas card to attend a job interview. If a client has their own vehicle or utilizes someone to drive them to appointments, they will be reimbursed mileage at the IRS rate for Medical and moving rate per mile.

The Department may also provide transportation to work related activities by utilizing Volunteer Transportation Services paid directly through LCDSS if no other transportation option is available.

At the discretion of the Department, if funding is available, the Department may on a case- by- case basis exceed the aforementioned amounts and services if needed to maintain employment. Each situation would have to be approved by the agency's Commissioner

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:

The district policy mirrors the state limitation of no more than 2 miles. Client's will not be asked to walk 2 miles during periods of inclement weather which may include snowstorms {lack of sidewalks due to snowbanks}, cold or excessive heat {guidance or issuance of hazardous outdoor working conditions}. If a client is required to walk to the district, the district will ensure that the client has appropriate clothing for the weather conditions {hat, gloves, jacket, boots, etc.}.

If the client utilizes public transportation, the Agency will provide them with a monthly bus pass. Gas cards {Limited to no more than \$50 without Directors Approval} are provided only to those clients who have obtained employment or require a gas card to attend a job interview. If a client has their own vehicle or utilizes someone to drive them to appointments, they will be reimbursed mileage at the IRS rate for Medical and moving rate per mile.

The Department may also provide transportation to work related activities by utilizing Volunteer Transportation Services paid directly through LCDSS if no other transportation option is available.

At the discretion of the Department, if funding is available, the Department may on a case- by- case basis exceed the aforementioned amounts. Each situation would have to be approved by the agency's Commissioner.

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:

Clothing, up to \$150.00 per activity or employment as determined by the Department.

Job Related Safety Equipment - \$400.00 maximum per job.

License and Other Work Related Fees, The amount set by the State of New York for vocational or driver's licenses. Any other license would be up to \$100.00. In no event will the department pay any fines to obtain said licenses.

Work related fees necessary for participation in unsubsidized employment {fingerprinting and testing for employment opportunities}

Tools and Equipment. Up to \$500.00.

## 7.2 Post-Employment/Transitional Supportive Services

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

Clothing, up to \$150.00 per activity or employment as determined by the Department.

Job Related Safety Equipment - \$400.00 maximum per job.

License and Other Work Related Fees, the amount set by the State of New York for vocational or driver's licenses, and or registrations. Any other license would be up to \$100.00. In no event will the department pay any fines to obtain said licenses. Work related fees necessary for participation in unsubsidized employment {fingerprinting and testing for employment opportunities}

Tools and Equipment, up to \$500.00.

Automobile repairs- up to \$500.00 yearly for a vehicle that is owned by the participant or the participants spouse who resides in the same household and allowing that the value of the vehicle exceeds the amount of the repairs.

Tires may be purchased if the safety {documented in file} of the vehicle is being impacted up to \$400.00 out of the yearly \$500.00 automobile repair limit.

Automobile Insurance, up to 3 months or \$300.00 whichever is less. The length authorized at the discretion of the Department. Relocation expenses {limited to no more than \$250.00 and only one time per year} to a populated area in the County that will allow a client to participate in employment activities.

At the discretion of the Department, if funding is available, the Department may on a case- by- case basis exceed the aforementioned amounts. Each situation would have to be approved by the agency's Commissioner.

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:

Car repairs

Auto Insurance

Auto Registration

Tires

Uniforms/work clothing

### **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.):

Car repairs

Auto Insurance

Auto Registration

Tires

Uniforms/work clothing

Case Management/Post Employment Services

Other emergency support services deemed necessary to assist in job retention and prevent an individual from returning to assistance on a case-by-case basis.

The district maximum for the above-mentioned services is not to exceed \$500.00.

## 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

A conciliation notice is mailed or given out in person. Individuals are informed of the non-compliance issue and informed of their right to provide good cause. The individual is also informed as to whom they should contact, the time frame in which they need to respond by, and the telephone number and extension of the Staff & Workforce Development Coordinator. The recipient must respond within 10 calendar days. The individual is also informed of the potential consequences if no response is received. If the district, determines that the client was willful and without good cause, a sanction would be imposed. The E&T Specialist will notify the TA and/or SNAP Worker via an Employment Unit Interface of the request for a sanction. The TA and/or SNAP Worker will issue a timely and adequate notice of denial, closure or reduction of benefits (whichever is appropriate).

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

Lewis County will allow all SNAP recipients, who fail to comply with a SNAP employment requirement the opportunity to document good cause or demonstrate compliance to avoid the SNAP sanction. The procedure will be the same as the conciliation procedure for TANF and Safety Net individuals as far as notification. Individuals are informed of the non-compliance issue and informed of their right to provide good cause. They will have 10 calendar days to respond. The individual may also document an exemption from participation. The individual will also be offered the opportunity to avoid a SNAP sanction by demonstrating compliance with SNAP work requirements, as assigned by the district. If the district, determines that the client was willful and without good cause, and the client does not demonstrate compliance to avoid the SNAP sanction, a sanction would be imposed.

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:

SNAP recipients will be assigned to a supervised Job Search monitored by the Sr. E&T Specialist or employment assessment when the action of noncompliance is employment assessment. It is expected that recipients will complete a minimum of 3 submitted applications or resumes during the Job Search which will include application and/or resume submissions {in person and/or on-line} and interviews for jobs. Recipients will have 10 calendar days from assignment of the supervised Job Search to return the search log with proof to the agency. Electronic submission of job search will mirror what is offered to TA Applicants & Recipients. After the E&T Specialist has verified the job search activities, an Employment Unit Interface will be sent to the SNAP unit confirming compliance or non-compliance for the SNAP Supervised Job Search. Information on Job Search assistance, WorkPlace services and major employers in the area will be provided to all SNAP recipients regardless of compliance with the Employment Unit.

## 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:

Only Individuals in sanction status on an active TA case will be notified when they are nearing the end of their sanction period. They are set up with an Eligibility Review appointment to speak with a TA & E&T workers. At this contact, the TA & E&T workers will ask the sanctioned person if they are willing to comply with employment activities in order to be added back into the case. If they are willing to comply, the individual will have their assessment and employment plan completed with the E&T Specialist. Once the client has satisfactorily complied with 7 calendar days (one week) of the required employment activities the sanction will be ended. Upon demonstrating compliance, individuals will have their sanction removed and benefits restored retroactive to the date that the individual indicated & signed their willingness to comply (but no earlier than the expiration of the minimum duration period). The E&T Specialist will notify the TA Worker via the Employment Interface when compliance is achieved.

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 district's procedure for determining compliance for SNAP recipients who wish to end their employment sanction matches the district's procedure described under Section 8.2 (a) for TA recipients. Only individuals in sanction status on an active SNAP case will be notified when they are nearing the end of their sanction period. At this contact, the SNAP Worker will ask the sanctioned person if they are willing to comply with employment activities in order to be added back into the case. If they are willing to comply, the individual will be required to document an exemption from SNAP work requirements or demonstrate compliance with SNAP work activities by engaging in a SNAP supervised job search as assigned for 7 calendar days. Once the client has satisfactorily complied with supervised job search or documented an exemption, the sanction will end. Upon demonstrating compliance, SNAP benefits are restored effective the first of the month following the month of compliance but no earlier than the expiration of the minimum duration period. An individual who was previously sanctioned for noncompliance with SNAP employment requirements may resume participation in the SNAP program before the end of the durational sanction period, if they document that they have become exempt from SNAP employment requirements and are otherwise eligible. The E&T Specialist will notify the SNAP Worker via the Employment Interface when compliance is achieved.

## 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

To determine an individual's disability and/or medical limitations, the district accepts a completed LDSS-4526 MEDICAL EXAMINATION FOR EMPLOYABILITY ASSESSMENT, DISABILITY SCREENING, AND ALCOHOLISM/DRUG ADDICTION DETERMINATION and/or other medical documentation as long as it contains a specific diagnosis, prognosis, and a list of the individual's resulting work activity limitation. Such documentation is required at application, recertification or at intervals determined by the circumstances. The DSS medical or mental evaluation is completed and submitted to the department within 10 days; once received, it is reviewed to determine the applicant/recipient's initial ability to engage in work activities or address work limitations. Once all documentation to be reviewed is obtained and a determination is made, the individual will be notified of such, and the right to a fair hearing. The district will inform work site providers of any individual's limitations: to ensure the worksite is responding to the respective limitations of each participant. The E&T Specialist contacts the site supervisor regularly, making adjustments in work assignment/location when necessary, or as warranted upon receipt of updated medical statements. The district will inform providers of any limitations in writing.

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.

An employment code will be assigned by supervisory staff and then the E&T Specialist will create/issue the LDSS-4005 or LDSS-4005A {effective date and notice date must match} within 5 business days. The E&T Specialist will have the entire documentation packet scanned and date stamped and then provide a copy to the SNAP Worker and send the originals to the TA Worker. Individuals will be notified of the employment code change and responsibilities by the E&T Worker assigned to their case, and a new employment assessment appointment will be scheduled. At the employment assessment appointment, the individual will sign a new rights and responsibilities while updating their employment plan goals.

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

The Staff & Workforce Development Coordinator and/or the Sr. E&T Specialist will review the LDSS-4526 {including any additional medical information provided by the client} to make the final determination of exempt, non-exempt, or work limited status.

Additional documentation may be required of the individual's health care practitioner to evaluate an individual's ongoing claim of a mental or physical impairment, if such individual has been found not to be exempt from work activities by the local district. Such individuals remain non-exempt until a different determination is made by the local district.

If, an individual has demonstrated an inability to successfully participate in work activities or employment and the local district has reason to believe this is due to a disability or work limitation, the local district shall require the individual to participate in a disability related screening and/or evaluation. Additionally, if an individual has demonstrated an inability to successfully function in a work setting and is determined through an evaluation or assessment to need treatment, the individual shall be required to participate in any necessary treatment as a condition of eligibility for public assistance.

## 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 district relies on doctors, PAs, NPs, CASACs, MSWs and other practitioners to determine if an individual has the ability to improve their employability. The district relies on the LDSS-4526, doctors notes, Final Recommendations and monthly progress reports to monitor and manage a client's participation and progress in treatment. If an individual claims to have a disability and/or medical limitations, the individual is allowed to provide medical documentation other than the form LDSS-4526 MEDICAL EXAMINATION FOR EMPLOYABILITY ASSESSMENT, DISABILITY SCREENING, AND ALCOHOLISM/DRUG ADDICTION DETERMINATION as long as such documentation contains a specific diagnosis, prognosis, and a list of the individual's resulting work activity limitations. The LDSS-4526 forms are given to all physicians, CASAC's, and/or Mental Health treatment providers by the applicants/recipients and are expected to be returned to the agency within 10 calendar days. The physician(s)/ CASAC/Mental Health provider completes the appropriate sections and returns the forms to the E&T Specialist. The E&T Specialist relies on the physician's/CASAC/Mental Health provider's evaluation, diagnosis, and recommendations in regard to appropriate work activities and whether the individual has limitations or has a need for special accommodations. The physician (s)/CASAC/Mental Health Provider is also asked on this form if rehabilitation services are being considered. The E&T Specialist will follow up on rehabilitation services if they were recommended by the client's physician. The E&T Specialist in conjunction with Supervisory staff will reassess the individual's disability status at least quarterly, unless the initial medical documentation stated the illness/incapacity to be of a longer duration and may also refer the individual for a second opinion, if further clarification is needed. The Staff & Workforce Development Coordinator and/or Sr. E&T Specialist will review the LDSS-4526(s) and make an employability determination and assign the appropriate employment code.

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

The physician(s)/CASAC/Mental Health providers will make a recommendation as to the abilities of the individual to participate in employment and/or work activities. If the medical verification indicates a treatment plan is necessary, the E&T Specialist will refer the individual to the appropriate provider if the medical provider has not already made the referral. The E&T Specialist will make sure the employment code is accurate, document the findings in WTWCMS, and follow-up with the individual to make sure they are following through with the treatment plan. Monthly attendance and progress reports will be collected by the agency and entered into WTWCMS.

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 E&T Specialist will call exempt applicants/recipients every other month to verify that no changes in treatment have occurred since last contact. The E&T Specialist will review health issues, current treatment plans, and upcoming appointments. If medical documentation shows that an individual may return to work the E&T Specialist will review any/all limitations that may impact the applicants/recipient's ability to engage in work activities. Updated medical documentation will be obtained when changes to the A/R treatment are noted on progress/attendance reports, when the E&T Specialist is notified of health changes, and/or at Recertification.

## 10. District Certification

### 10.1 Certification

As a condition of the receipt of federal and State funds the Local District Commissioner of Lewis 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.

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1/5/2026 11:39:50 AM

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Jennifer Jones

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Commissioner

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