Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan

January 1, 2018 – December 31, 2019

New York City/ County

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Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan January 1, 2018 – December 31, 2019

Section 1- Assurances

As a condition of the receipt of federal and State funds the New York City/ County Department of Social Services submits this Temporary Assistance and Supplemental Nutrition Assistance Program Employment Plan (Plan) to the New York State Office of Temporary and Disability Assistance. The Plan outlines the administration of employment services for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) applicants and recipients for the period January 1, 2018 through December 31, 2019. As Commissioner of New York City/County Department of Social Services, I hereby affirm that employment services programs will be administered in accordance with all applicable federal and State policies, laws, regulations and provisions of this Plan.

Social Services Commissioner

Amendments to this Plan:

Date Approved OTDA	Section(s) Amended
	Section 3.10: Strategies/Procedures for Engaging Sanctioned
	Temporary Assistance Participants
	Section 5.1: Conciliation
	Section 5.2: Sanctions

(To be completed by OTDA)

Section 2 Administration

Section 2.1 Administrative Structure

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.

Following 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. The responsibilities of each office are described below.

See HRA Family Independence Administration (FIA), Office of Policy, Procedures, and Training (OPPT) and Customized Assistance Services (CAS) organization charts as Appendix A.

Section 2.2 TA and SNAP Employment & Training (SNAP E&T) Provider Agencies

Table 1 - Contracts Associated with TA and SNAP Employment Programs and Services

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

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

Provider	Total Contract Cost	Funding Source(s)	Categories of Clients	Programs, Services or
	(per year)	(Check all that apply)	Served	Activities Provided
			(Check all that apply)	
See Appendix B		☐ FFFS	□ FA	
See Appendix B		☐ SNAP E&T	☐ SNA Family	
		☐ Local	☐ SNA Individual	
		☐ Other	☐ SNAP	
			☐ TANF 200%	
		☐ FFFS	□ FA	
		☐ SNAP E&T	☐ SNA Family	
		☐ Local	☐ SNA Individual	
		☐ Other	☐ SNAP	
			☐ TANF 200%	
		☐ FFFS	☐ FA	
		☐ SNAP E&T	☐ SNA Family	
		☐ Local	☐ SNA Individual	
		☐ Other	☐ SNAP	
			☐ TANF 200%	
		☐ FFFS	☐ FA	
		☐ SNAP E&T	☐ SNA Family	
		☐ Local	☐ SNA Individual	
		☐ Other	☐ SNAP	
			☐ TANF 200%	

Provider	Total Contract Cost	Funding Source(s)	Categories of Clients	Programs, Services or
	(per year)	(Check all that apply)	Served	Activities Provided
			(Check all that apply)	
		☐ FFFS	□ FA	
		☐ SNAP E&T	☐ SNA Family	
		☐ Local	☐ SNA Individual	
		☐ Other	☐ SNAP	
			☐ TANF 200%	
		☐ FFFS	□ FA	
		☐ SNAP E&T	☐ SNA Family	
		☐ Local	☐ SNA Individual	
		☐ Other	☐ SNAP	
			☐ TANF 200%	
		☐ FFFS	□ FA	
		☐ SNAP E&T	☐ SNA Family	
		☐ Local	☐ SNA Individual	
		☐ Other	☐ SNAP	
			☐ TANF 200%	
		☐ FFFS	□ FA	
		☐ SNAP E&T	☐ SNA Family	
		☐ Local	☐ SNA Individual	
		☐ Other	☐ SNAP	
			☐ TANF 200%	
Total	\$0.00			

Table 2 – Other Service Providers

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) (if known)	Categories of Clients Served (Check all that apply)	Programs, Services or Activities Provided
See Appendix B		☐ FA ☐ SNA Family ☐ SNA Individual ☐ SNAP ☐ TANF 200%	
		☐ FA ☐ SNA Family ☐ SNA Individual ☐ SNAP ☐ TANF 200%	
		☐ FA ☐ SNA Family ☐ SNA Individual ☐ SNAP ☐ TANF 200%	
		☐ FA ☐ SNA Family ☐ SNA Individual ☐ SNAP ☐ TANF 200%	
		☐ FA ☐ SNA Family ☐ SNA Individual ☐ SNAP ☐ TANF 200%	

Section 2.3 OTDA Jobs Staff Agreement

OTDA Jobs Program Services – Target Groups

("X" signifies those that apply in this district)

	Services	Target Groups
Supervise Job Read Job Club Job Place Grant Div Job Deve	ement Services □	Applicants □ FA & SNA with children □ SNA without Children □ SNAP □ TANF 200% □
Other Ser	vices Requested	
	elow are additional services/duties whi case conferencing, job fairs)	ch will be requested of Jobs staff (e.g., WTWCMS
Section 2.4	Access to Services at Comprehensive C	areer Centers
	s State, TANF is a required WIOA partne hensive Career Centers.	r and must coordinate access to TANF services with
	a description of how the district providence. Check all that apply:	es access to its programs and services with Career
☐ The Car ☐ The Car ☐ The SNA	eer Center e district makes available copies of the ner: district coordinates access to services AP benefits online. HRA has begun offer ter contractors. The ACCESS HRA Provide	
		ications in all required languages by enabling the applications through HRA's online portal as needed.

HRA has also provided the Career Centers with an updated Job Center list so that in the event of an emergency situation, a client can be referred to the nearest Job Center to have their needs determined and addressed in an expedited manner.

b. Please provide a description of how the district coordinates with Career Center partners with providing services to the district's clients, including referral and information sharing mechanisms.

HRA works closely with Career Center partners to ensure clients have access to services. HRA coordinates access to job openings through HRA's Business Link. HRA also encourages its providers to coordinate access to Career Centers.

<u>Section 3 Engagement and Work Preparation</u>

Section 3.1 Federal "Engaged in Work" Requirement (Reference 18 NYCRR 385.2 (f))

For purposes of satisfying the federal requirement which states 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, 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 3.4. Also included is pursuit of other forms of income such as SSI and SSDI.

Include any additional information regarding the district's local "engaged in work" requirements:

Section 3.2 Orientation (Reference 18 NYCRR 385.5)

Check one of the following:

The district provides orientation in accordance with 18 NYCRR Section 385.5 and no additional
information is provided at orientation.

- ☐ In addition to the requirements outlined in 18 NYCRR Section 385.5 of the regulations, the district's orientation provides the following:
 - A statement of the benefits of working over receiving Temporary Assistance, the implications of TANF-funded Temporary Assistance time limits, an explanation of the ways in which the district accommodates applicants and recipients with mental or physical impairments;
 - Description of the assistance provided by the district on how to find employment, with a focus on an individualized approach to assisting clients with finding paid employment that matches their skills and needs as the ultimate goal;
 - Instructions on the individual's rights and responsibilities and the requirements for full participation;

- An exploration with the individual of any available alternatives to Temporary Assistance. If feasible, the district works cooperatively with the individual to develop a strategy that utilizes available programs, including Child Care In Lieu of Public Assistance, and community resources to avoid the need for ongoing Temporary Assistance benefits;
- Information about education and training opportunities;
- Information about social services programs, including transitional supportive services;
- Information about what to do in case of an emergency.

Described below is the manner in which the district completes the required orientation for all applicants and recipients of Temporary Assistance (e.g., in a group setting, individually, or a combination of both), including the orientation procedure for exempt individuals and non-exempt individuals, if different:

HRA completes the required orientation in a combination of individual and group settings. The responsibilities are divided among FIA workers, CAS, and contracted providers at different locations.

Section 3.3 Assessment and Employment Planning

Temporary Assistance Assessment

(Reference 18 NYCRR 385.6 and 385.7)

a.	<u>Check</u>	one	of the	foll	lowing:
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The district conducts assessments as required by 18 NYCRR 385.6(a) and 385.7(a): The district enters assessments directly into NYC Systems
☐ The district uses the LDSS 4980 (New York State Assessment) and later enters information into NYC Systems.
☐ The district conducts assessments using a local equivalent tool, and later enters information into NYC Systems. Attached is the local equivalent.
\square The local equivalent <u>does not</u> contain additional elements other than what is required.
oxtimes The local equivalent does contain additional elements beyond what is required, listed below:

HRA implements a 3-tier process for assessment. Tier 1 includes voluntary questions that will be answered at the PC Banks in the Job Centers. Tier I is under development and is scheduled to be implemented in late 2018. Tier 2 involves HRA Job Centers providing an initial assessment of clients, which includes ensuring that reasonable accommodations are captured and granted to clients with disabilities. Further, the Job Center assessment ensures that individuals are connected to appropriate services. Those with specific needs are referred to services offered through HRA, such as domestic violence services, substance use treatment services, HIV/AIDS services, those who are self-enrolled into training/education (who are referred to HRA's Education Services), and Wellness, Comprehensive Assessment

Rehabilitation and Employment (WeCARE) (which addresses medical, physical and/or mental health limitations to employment). Clients not referred to these activities/programs are referred to a program that will offer Tier 3 (in-depth) assessment in addition to other services:

- 1. **YouthPathways** provides assessment, employment, and education services for young clients between the ages of 18 through 24.
- 2. **CareerCompass** provides comprehensive employability assessments, individualized service plans, and service coordination to clients ages 25 and older.

Tier 3 assessment includes questions related to: work history and skills; military experience; education, credentials, and training history; career goals; readiness to work; work environment preferences; financial counseling; safety; housing stability; criminal history; Administration for Children Services (ACS) involvement; and community resources.

Additional assessment elements beyond what is required include:

- An initial screening and referral for assessment, when warranted, for barriers to employment, such as an alcohol/substance use problem, disability or domestic violence;
- Personal/family background (e.g., length of stay on public assistance);
- The client's preferences for employment activities, including education and training.
- In early 2018, HRA also plans to implement a voluntary disability screening as well as questions regarding potential reasonable accommodation needs in order to better serve clients with barriers to participation and/or employment.

This new disability screening will be in the Paperless Office System (POS). The disability screening is designed to identify individuals with barriers or limitations that will require a reasonable accommodation (RA) and provide it as early in the process as possible. The identified RA is then provided at all future interactions with the Agency and is geared to ensure that the client can proceed through the process.

This disability screening pilot is scheduled to roll-out in the second quarter of 2018 at select Job Centers locations with future centers slated to roll-out each quarter thereafter.

b. Describe the local district procedure for the completion of an employment assessment:

Employment Assessment / Employability Plan Process

The Employability Plan (EP) is the roadmap for the completion of the Employment Assessment (EA), which is updated periodically, at least annually for all adults, except exempt adults in households without dependent children. (See text sample of a computerized assessment/employability plan attached as Appendix C.) The EP is accessed through NYCWAY by JOS/Workers and through the WEB-based NYCWAY by out-stationed workers and Career Services program providers. The EP is initiated by the JOS/Worker (using Tier 2 assessment questions) and completed by the out-stationed workers

and the providers (using Tier 3 assessment questions at CareerCompass and YouthPathways). Providers also complete an Individual Service plan (ISP) with clients to lay out the services that will help them reach their goals. Completion of the EP and ISP must happen within certain timeframes in order for the providers to claim a milestone payment/credit. The EP is used to gather information on personal and family background, educational background and interests, job experience, job skills and job preferences, and to make further referrals.

There are other factors involved in the employment assessment process and in the selection of providers, work and training activities. Families with multiple barriers are given an assessment that is more comprehensive. In addressing the needs of families with multiple barriers, primary questionnaires are used to identify potential barriers to employment, such as special assessment issues, alcohol/drug issues, disability, medical/mental health issues, domestic violence issues, Limited English Proficiency (LEP), needed at home claimed, other personal issues, and felony convictions. If barriers or challenges are claimed, referrals are made to a specialized unit that assesses the impact of the alleged barrier and any implications it may have for the applicant/participant's ability to be engaged. Individuals who claim physical or mental health barriers to employment are referred to WeCARE and assessed for physical and mental health issues as described in Section 6. If a domestic violence issue exists, referral is made to the Domestic Violence Liaison. Finally, a language proficiency assessment is used to record the individual's self-described ability to read, write and speak in his/her primary and secondary languages, since the inability to read, write or speak a primary language may affect the client's ability to learn English.

Questions posed in the EA/EP process identify individuals who have not attained a high school diploma (or the equivalent) and inquire of their interest in participating in educational activities to improve literacy or prepare them to attain a high school diploma or equivalent. The training assessment questionnaire records all grades completed, all educational and training programs completed, diplomas and degrees attained, along with the identified educational/training interests/preferences and employment goals.

HRA has put in place a pop-up in the EA/EP that prompts Career Services program providers to discuss literacy options for clients when the system shows that the client response is that s/he does not have a HS diploma or equivalent. The pop-up includes a question that providers have to answer as to whether the client is interested in literacy options. The client's responses will be captured with a code that is posted in NYCWAY. Career Services providers are required to actively offer and encourage literacy services to undercare and applicant clients who have a TABE reading score below 9.0. For clients that score at or above 9.0 on the TABE reading portion, Career Services providers encourage enrollment into an HSE service track. This offering is made during the intake and assessment period.

Information on any children associated with the case is used to evaluate whether or not child care services are needed.

Information on personal circumstances, such as the individual's veteran status, employment history and licenses/certificates is also used in the assessment. The EP captures the individual's work experience and preferences, as well as his/her education/training history and interests to match engagement activities with the individual's skills levels, experience, interests, preferences and goals.

HRA helps to ensure that participants have the EP completed within 90 days of case opening by including it as part of the application process. Individuals who apply for cash assistance have an EP developed as part of their initial application interview. This process is completed for all adults, except for exempt adults in households without dependent children. Following completion of the EP, individuals are referred to appropriate employment/education/training activities or to activities designed to address barriers to participation which they have raised.

Clients who are vulnerable or have special needs, such as: survivors of Domestic Violence (DV), young adults, persons with disabilities or mental or physical barriers, immigrants, homeless individuals and households, persons with substance use disorder issues, people who are LEP, those lacking necessary literacy skills, individuals with criminal records, those age 50 through 59 facing challenges returning to the workforce such as mastering new technology skills, and lesbian, gay, bisexual, transgender and gender non-conforming New Yorkers are of central concern and focus.

c. The district administrative unit or contractor responsible for conducting assessments is:

FIA workers, CAS, and Career Compass and Youth Pathways Providers. The HRA Education Services Unit is responsible for reviewing most full-time training/education requests.

Also, see subsection "d" below.

d. The qualifications of the employees conducting the assessment are at minimum: [Refer to requirements listed in 18 NYCRR 385.6(c) and 385.7(c)]

Assessments are performed by FIA workers, CAS, and contracted providers with experience in career services, including the assessment process, and with medical expertise, if appropriate. FIA and CAS workers performing assessments have college degrees and/or appropriate qualifying experience. Contracted provider staff persons are qualified in accordance with HRA contractual requirements.

e.	. Applicants in households <u>with</u> depe assessments:	endent children are re ⊠ yes	quired to participate in completio □no	n of an
f.	Applicants in households without do assessments:	ependent children are ⊠ yes	e required to participate in comple □ no	etion of an
_	Exempt adults in households witho completion of an assessment:	<u>ut</u> dependent childrer □ yes	n are required to participate in the ⊠ no	е

Temporary Assistance Employment Plans

(Reference 18 NYCRR 385.6(b) and 385.7(b))

a. Cr	neck	one	ΟŤ	the	tol	lowi	ng	•
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The district develops individual employment plans as required by 18 NYCRR 385.6(a) and 385.7(a): \Box 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. □ The local equivalent does not contain additional elements other than what is required.
oxtimes The local equivalent does contain additional elements beyond what is required, listed below
See test sample of a computerized assessment/employability plan attached as Appendix C.

The Employability Plan takes into account recommendations made in the participant's assessment. To the extent possible, the EP reflects the preferences of the participant for a work activity, including training or education, in a manner that is consistent with the results of the assessment and the need of the social services district to meet federal and State work activity participation requirements, and, if such preferences cannot be accommodated, the EP specifies the reasons why they cannot be accommodated. The EP takes into account barriers to employment which have been identified by the assessment. HRA has a number of employment programs designed to target services to participants with high barriers to employment (e.g., work limitations, substance use disorders, disability). In addition, the EP is designed to meet the district's obligation to ensure that all TANF funded Family Assistance adult recipients who are able to do so will be engaged in work within 24 months of receiving federally funded assistance.

Clients access services through CareerCompass and YouthPathways and work with these providers to use the results from Tier 3 assessment to co-create an Individual Service Plan that includes the activities that will help the client reach their individual goals. Such activities could include:

- For youth (under age 25): further engagement with YouthPathways in financial counseling, job preparation assistance, job placement, education or training; referral to alternative engagement (education/training opportunities with other organizations); referral to borough-based or special population-based CareerAdvance (HRA-contracted providers who offer job placement, retention, and advancement; training / education); concurrent internship or community service; referral to Parks Opportunity Program; and,
- For adults (age 25 and older): referral to alternative engagement (education/training opportunities with other organizations); referral to borough-based or special population-based CareerAdvance (HRA-contracted providers who offer job placement, retention, and advancement; training / education); concurrent internship or community service; referral to Parks Opportunity Program.

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:

Section 3.4 Participation Rates and Work Activities (Reference 18 NYCRR 385.8 and 385.9)

a. Described below is how the district plans to meet federal and State Temporary Assistance participation rate requirements. Included is the weekly hours standard participation requirement 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 who status changed from exempt to nonexempt. Information regarding engaging exempt individuals is entered in Section 6:

Maximizing education, training, and career services opens job opportunities and creates the basis for building career pathways out of poverty. All activities are focused on moving individuals towards employment. For those who cannot work because of a disability lasting one year or more, and otherwise eligible for a federally-funded benefit, HRA assists them in receiving federal Supplemental Security Income (SSI) disability benefits. HRA utilizes a balanced approach that generally seeks ways to combine "core" work activities with education and training in an integrated program that provides the targeted services people need to achieve self-sufficiency.

In general, all activities must have a "core" engagement component of at least 20 hours weekly, unless, for work experience, the Temporary Assistance grant plus SNAP benefits does not support this number of hours or the person is limited in the ability to do this many hours. This "core" component may include, to the extent permitted by federal and State law, full-time job search, subsidized or unsubsidized employment, paid or unpaid internships, community service, work study programs, approved vocational education/training, and certain rehabilitative activities. In furtherance of the goal of enabling recipients to achieve full-time employment and independence and to ensure the meeting of federal and State participation rate requirements, the district generally requires all non-exempt recipients to engage in work activities that comprise a simulated workweek.

Customize Hours of Requirement Engagement in Work-Related Activities to Each Individual

HRA has customized hours of required work-related activities so participants succeed and move off of the Cash Assistance caseload. A one-size-fits-all approach of 35 hours of required work activities for all employable Cash Assistance applicants and recipients did not recognize the different circumstances of each individual and family. While full-time employment remains the overarching goal, HRA recognizes that engagement policies should be tailored to each individual family. HRA has customized the number of hours of required engagement to provide more flexibility and eliminate the one-size-fits-all approach. Therefore, HRA maintains the engagement requirement at 35 hours per week for families with children, except in response to continuing challenges where the lower limit permitted by law will avoid unnecessary sanctions.

HRA allows an adjustment to 30 hours, as permitted by federal and state law, when families face necessary ongoing obligations, such as housing search for those in shelters, attending mandated Administration for Children's Services (ACS) parenting classes, caring for a child with disabilities attending school for whom after school care is difficult or impossible to find, or taking a parent who does not live with the family for regular dialysis or other continuing medical treatment. For those clients who self-enroll through HRA's educational services, whose combination of self-initiated work activities are at least 30 hours but not equal to 35 hours, additional hours of work activities will not be assigned.

Non-exempt applicants/participants with the youngest child in the household under age four (4) or under age five (5) and who is not otherwise eligible to being Universal Pre-K because of the timing of when the child turns 4, may be assigned to a 25 hour weekly engegement schedule. Childcare for very young children is often more difficult to find and more expensive. The reduced requirement, which with travel time can still amount to seven hours a day, will assist parents of young children, who have often unforeseen child-related demands on their time, to remain engaged and avoid unnecessary sanctions which affect the financial stability of the family. This enables more clients to satisfy their required work hours to prevent sanctions and provide them with more time for other family responsibilities. A parent with a child who meets the above criteria who can secure child care to work longer hours is encouraged to do so.

As to families with children aged four, who are currently attending a Unoversal Pre-K (UPK) program, they have access to full-day care in either a school setting or a not-for-profit that includes wraparound childcare after 3PM. These families still have the ability to use the lower 30-hour limit provided by federal and state law in special circumstances as provided above.

HRA maintains the typical participation expectation for non-exempt Safety Net singles and childless couples at 35 hours of weekly engagement.

HRA has hired staff to oversee agency strategies related to clients with special needs, including a Director of LGBTQI Affairs as well as a Director for Disability Affairs. For clients with special needs, HRA closely reviews each case, monitors each assessor and assessment, and identifies the best and most appropriate services for each and every client and family. HRA provides a core of services, including customized career services, designed to move clients with special needs towards greater self-sufficiency by providing adequate and appropriate support. This group includes chronic chemical users, who are referred to treatment centers suited to their needs; survivors of domestic violence, who are assisted in safety planning when unable to remain in their homes and communities due to threat of further violence; individuals with temporary and permanent mental and physical disabilities, who receive reasonable accommodations when necessary, appropriate medical care and rehabilitative services and are trained for work when appropriate; and criminal-justice involved clients. HRA's CareerAdvance special populations programs include services tailored for: criminal-justice involved clients, clients identifying as LGBQ, clients identifying as transgender and gender noncomforming, clients with LEP and immigrants, and older adults. Clients may opt to receive job placement, jobreadiness, training/education, and retention/advancement services with these providers. HRA partners with community-based organizations or providers to offer English language instruction to immigrants to overcome language barriers to employment. HRA seeks to ensure that transgender, transsexual and gender nonconforming individuals are provided special assistance to prevent the creation of a discriminatory or unwelcoming environment, and seeks to ensure

they are referred to employers who do not discriminate against this population and are welcoming and inclusive. HRA's vision is to meet clients where they are, in accordance with their needs.

HRA engages people as soon as they apply for Temporary Assistance. If barriers exist, those barriers are addressed as described above and, after they are addressed, the person is immediately referred.

The City utilizes contracted providers with particular expertise to implement comprehensive assessment and service coordination, career exploration, job-readiness services, job placement and retention, education/training, and career advancement services. HRA has implemented a new suite of programs to assist clients, including CareerCompass, CareerAdvance, and YouthPathways.

Increase Education, Training, and Career-Related Services

HRA has expanded access to education and training in order to improve the employment prospects of Cash Assistance recipients.

Allow Recipients under age 25 to Participate in Full-Time Basic Education

HRA encourages all 18- and 19-year old Cash Assistance recipients who can remain in full-time high school to do so. Youth under age 20 who do not have a high school diploma or its equivalent and who are enrolled full-time and regularly attend high school, a High School Equivalency (HSE) program, vocational or technical school, English as a Second Language (ESL), and basic or remedial education are excused from additional work activities.

For young adult Cash Assistance recipients aged 20 through 24 with no high school diploma or equivalent (HSE), HRA is allowing full-time high school enrollment, full-time preparation to obtain a high school equivalency credential, or full-time sector-based contextualized literacy training for those with low literacy levels (if in accordance with the client's Employment Assessment), or as long as they meet established goals and sufficient progress is made toward obtaining a credential. If sufficient progress in either an HSE, ESL or post-secondary program is not attained, HRA reevaluates the appropriateness of the client's training or educational program.

It is important to provide clients the education to start building a career as early as possible. HRA is also establishing a deeper partnership with the New York City Department of Education (DOE) to help clients access services and programs and established partnerships and referral mechanisms for external partners, including options with the career services providers, New York City Department of Youth and Community Development (DYCD) to leverage their programs. Additionally, HRA has identified additional external partners for HSE and increased HSE enrollment through the career services providers. This prepares these youth and young adult clients for work assignments or to move off of the caseload.

Engagement in vocationally-related post-secondary education and training

As part of HRA's strategy to ensure youth have access to education and opportunity, HRA is allowing full-time engagement in vocationally-related post-secondary education and training programs up to the current 12-month limit. Beyond the 12-month limit, HRA typically requires that such program be combined with 20 hours of participation, averaged weekly, in paid employment, other core work activities or community service when paid employment is not available.

Participation in 4-Year College

For recipients with a high school diploma or the equivalent, HRA allows full-time post-secondary training and/or education consistent with federal and State law, including attendance at four-year colleges, for up to the participant's 12-month lifetime limit, if applicable and if in accordance with the client's Employment Assessment. Students are allowed to have full-time education count towards work participation for 12 months. Moreover, based on State law, HRA counts a student's liberal arts degree programs toward work requirements as long as those educational programs are linked to employment. In accordance with State law, for this population beyond the 12-month lifetime limit, so long as the participant maintains satisfactory academic progress, meaning a cumulative C average, or its equivalent, as determined by the educational program to increase the chances of success, HRA developed work study programs and internships/community service to meet the 20 hours of core work requirement that are located at or near the college and that are, as much as possible, related to the course of study.

Increase Supports for Cash Assistance Recipients Enrolled in College

For Cash Assistance recipients enrolled in college, HRA has revamped and enhanced the former CUNY COPE program into what is now the CUNY EDGE program. CUNY EDGE (Educate. Develop. Graduate. Empower) is dedicated to helping CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment. The change signifies the fundamental shift in the program to focus on college retention, graduation and employment. The new program model includes program components to better assist, track, and serve HRA clients. CUNY EDGE expanded the scope of service to better meet the ever evolving needs of HRA clients by connecting them to additional services. CUNY EDGE serves as administrative oversight for HRA clients enrolled in training across 19 CUNY campuses to include clients enrolled in other CUNY support programs, Accelerated Study Associate Program (ASAP), Percy Ellis Sutton Search for Education Elevation and Knowledge (SEEK), and College Discovery (CD). CUNY EDGE manages the HRA Work Study program, provides academic advisement, personal and professional development, work opportunities, career development and work readiness. The paid work study, community service, and internships offered to Cash Assistance recipients enrolled in college are tailored to their field of study and satisfy their state and federal work requirements. Moreover, in accordance with federal and State law, for Cash Assistance recipients attending two- and four-year college programs, HRA includes, in addition to actual hours of participation (including supervised homework), up to one hour of unsupervised homework/study time for each hour of class time, provided that the total number of hours of homework/study time does not exceed the documented hours expected by the educational program. It is also important to note that HRA allows up to ten hours of online education in approved programs and training, which also includes up to one hour of

unsupervised homework/study time for each hour of class time, provided that the total number of hours of homework/study time does not exceed the documented online education and training hours expected by the educational program. HRA has established a partnership with CUNY to support those who are enrolled.

Create New Employment Strategy for Youth

HRA has implemented a new program specific to youth ages 18 through 24: YouthPathways. Using a youth development framework, YouthPathways supports successful transition to adulthood for youth in NYC, strongly emphasizing and increasing access to education and training. YouthPathways uses an approach to career services that is individualized, career pathways-informed, demand-driven, and sector-focused. Program offerings include:

- Thorough assessment provides a holistic understanding of the circumstances for each referred client their strengths, capabilities and knowledge so that any services to be provided and/or access to labor market opportunities are reasonably anchored in the client's shared vision for success.
- Through service planning, some individuals keep their primary engagement with YouthPathways. For other clients, in line with individual goals and abilities, YouthPathways providers leverage other existing, high-quality services.
- An array of wraparound services, including, but not limited to, service coordination (using primary person approach, as appropriate), work supports, and financial counseling. Providers offer opportunities for building social capital and interpersonal skills through programming that is geared specifically to youth and focuses on their assets and resilience.
- Bridge instruction, which pairs educational instruction with a workforce and career focus.
- Strong job placement and retention/advancement services (provided for up to one year after job placement). For all youth, HRA has hired a Youth and Young Adult Coordinator and created an Office of Youth Engagement to manage youth services and develop and maintain partnerships and relationships with community providers. HRA recognizes that young adults receiving Cash Assistance have certain strengths and face different challenges than their older counterparts. As such, a comprehensive approach to young adult programming is used.

Finally, for youth aging out of foster care, HRA collaborates closely with Administration for Children's Services to coordinate benefits access for these youth.

Customized Employment Strategy for Shelter Residents

HRA uses customized employment strategies for shelter residents. Since shelter residents include many client groups covered in other areas (youth, education/training, family engagement requirements, etc.), these strategies include the assurance that those options/provisions are appropriately implemented for these shelter residents. HRA has implemented specific CareerAdvance contracts to serve shelter residents engaged with Cash

Assistance. These services are appropriately tailored to the needs of shelter clients. HRA has also implemented a Job Training Program with Department of Sanitation that specifically serves shelter residents receiving Cash Assistance. JTP programs are comprehensive wage-subsidized employment program in which the participant's CA benefits are diverted to the DSNY employer for reimbursement for training costs. Trainees spend four days per week working and one day each week increasing their marketability through resume building, career and skills training, active job searching, and specialized education and training courses that provide an opportunity to earn a high school equivalency diploma or gain crucial computer skills. Finally, HRA has implemented the Shelter Exit Transitional Jobs (SET) program for clients who are in shelter and engaged with CA. SET is a subsidized wage program with several phases that are meant to lead to clients being able to move out of shelter.

Allow Recipients with Limited English Proficiency (LEP) to Participate in Full-Time English as a Second Language (ESL) Coursework

For Cash Assistance recipients with LEP, HRA allows them to participate in full-time English as a Second Language (ESL) coursework, and test them for literacy in their own language.

As part of HRA's strategy to more positively engage LEP clients and ensure their future success, Cash Assistance recipients in need of ESL classes are allowed full-time engagement in these activities. In addition, HRA will test LEP recipients to determine their literacy in their own language, since that may affect their ability to learn English, and find an appropriate ESL class for them. This testing will be done via the TABE for English, the SABE for Spanish, and the use of interpreters and interpreter services for any other required languages. HRA allows them the opportunity to participate in ESL coursework full-time (5 days a week), as long as sufficient progress is being made. HRA offers these options both through providers and through community partners in order to offer full-time options. One of HRA's special populations CareerAdvance programs is geared specifically toward providing ESL and specialized services to individuals with Limited English Proficiency and immigrants.

Provide Better Support for Domestic Violence Survivors

Many DV survivors seek assistance but do not report their status and thus miss out on receiving assistance that could be vital in helping them rebuild their lives and be safe. For Domestic Violence (DV) survivors, HRA will continue to provide information, resources and support to effectively meet survivors' needs. During the eligibility determination process Domestic Violence Liaisons will assess clients who identify as domestic violence survivors as part of the Family Violence Option waiver process. All DV survivors determined to be at risk will receive a full waiver to help ensure safety and achieve stability. However, DV survivors who want to participate in career services programs are permitted to opt into work. HRA will also be offering survivors an opportunity to enroll in effective programs like the Sanctuary for Families Economic Empowerment Program (EEP) to develop the survivor's skills to work and earn a living wage_to promote self-sufficiency. HRA will identify these programs and offer survivors an opportunity to participate in them.

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

	Households with	Households without
	Dependent Children	Dependent Children
	Average Monthly	Average Monthly
Individuals	25,000	41,000

c. Described below is a description of 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:

Using the New York City monthly engagement report, participation rates are computed for the categories of TANF, Safety Net (other than Safety Net Converted) and Safety Net Converted cases. The TANF rate is only an estimate, as the formal rate is determined by a monthly sample of cases drawn by the State and completed by the City. The City uses these monthly reports to monitor activities, to ensure that all clients are participating in the number of hours required by their case type, and to target resources appropriately.

HRA also uses the CareerStat and JobStat meetings to improve client engagement. CareerStat is a performance management system that tracks each career services provider contract. CareerStat weekly meetings review the providers' performance on assessment completion, placement, and retention. Providers are ranked on each indicator, which creates clarity around each vendor's performance relative to the system and promotes competition for better performance among vendors. In addition, technical assistance is given when a provider is not performing in a specific area. If a provider is not meeting the Agency's goals, then a corrective action is requested and then monitored to ensure the performance improves.

JobStat is also a performance management system covering a comprehensive range of indicators for Job Centers, including engagement, employment, administration, and self-sufficiency. JobStat meetings afford the opportunity for in-depth discussions regarding each Job Center's performance and supports the exchange of ideas so that effective strategies that can be replicated among Job Centers.

d. Describe the extent to which the district requires Non-Temporary Assistance Supplemental Nutrition Assistance Program (NTA SNAP) applicants and recipients to participate in SNAP E&T work activities. If the district is not mandating SNAP E&T work activity assignments, please describe how NTA SNAP work registrants are informed of the services available, upon request, for assistance with job search activities. (Please note: At a minimum, districts are required to make available job search as a SNAP E&T activity to NTA SNAP applicants and recipients):

Currently we are not mandating NTA SNAP recipients to participate in SNAP E&T work activities. However, all NTA SNAP recipients are informed, through a notice and a directory, of the availability, upon request, of employment-focused education and training services, including job placement services, through the SNAP E&T Venture Program. HRA has also started providing

information to NTA SNAP recipients regarding job placement assistance services they can connect to at local Career Centers.

e. Please describe the local district procedure for Job Search, including the required number of job search contacts and hours per week assigned. Also include a description of how often individuals are generally required to report job search outcomes and if activities other than job search are routinely expected:

1.	The district assigns TA <u>applicants</u> to Job Search.	⊠ yes	□ no
	If yes, the process for engaging TA applicants is:		

The current process is as follows: HRA generally assigns TA applicants to Career Services providers prior to eligibility determination, during which time (approximately four to six weeks) the applicant is required to perform job search activities as determined by and assigned by the Career Services provider. Applicants are expected to participate fully for any hours to which they are assigned.

The job search includes such activities as workshops on resume writing, interviewing techniques and job search strategies. In addition, the provider may run short-term training programs designed to prepare the individual for employment in a specific field. Actual applicant assignments may vary due to work limitations or case circumstances.

All job search activities are supervised by contracted providers who maintain records of the specific activities and employer contacts. Providers are currently paid on a performance basis for the completion of the EPs and for job placement and job retention milestones. They are required to complete each assigned applicant's/participant's EP by reviewing his/her work history, his/her current work preferences, recording if that person has achieved any professional licenses or certificates, and asking other questions that result in a thorough and individualized client assessment.

Self-Directed Job Search for Job-Ready Cash Assistance Applicants/Recipients

HRA has implemented the option for Independent Job Search for applicants and recipients. In order to provide more options to meet the needs of CareerCompass and YouthPathways clients, Independent Job Search (IJS) is now an option for all eligible clients. This applies to those in Applicant as well as Undercare status. For clients that have recent work experience, can look for a job independently and do not request hands-on assistance, IJS may be a good fit. It allows self-starters the flexibility to further their career on their own schedule while still making available to them all of the resources of CareerCompass and YouthPathways programs. Providers still track client progress during weekly, in-person check-ins with the client, but there will no longer be the same requirement for the client to be on site and engaged in structured activities for 25-35 hours every week. At any time during client check-ins, providers may determine that client is no longer appropriate for IJS by canceling

the IJS assignment in the ISP. At the end of the four weeks, if client is not successful in finding a job on their own, the client must be given an appropriate concurrent assignment to meet the CareerCompass or YouthPathways assessment requirements.

In addition to job search, applicants are assessed for their job readiness, job preferences, job history and educational background, and their employability plans are updated accordingly.

Applicant Job Search	Number of Contacts	Number of Hours	Additional Information
TANF and SNA MOE		*	*Typically 35 hours weekly except HH with child under age 4 or under age 5 who is not otherwise eligible to begin Universal Pre-K because of the timing of when the child turns 4 - 25 hours
SNA Individuals		*	*Typically 35 hours weekly

District assigns TA <u>recipients</u> to Job Search.	oxtimes yes	□nc
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If yes, the process for engaging TA recipients is:

Once applicants have been determined to be TA eligible, they are generally assigned to a "core" activity for 20 hours a week. (If that "core" activity is community service, the number of hours is limited to their monthly SNAP and TA grants divided by the higher of the federal or State minimum wage) The balance of their weekly hours are job search activities performed at the Career Services provider. Recipients are expected to participate fully for any hours to which they are assigned.

Job search is generally a required component for non-exempt recipients assigned to work activities. Job search activities are provided by a contracted provider who works with the recipient to find a job. In some cases the individual may be involved in full time job search. In others, the provider may be working with individuals who are engaged in other activities, either with that provider or with another, to find a job. Examples of these additional activities include training or education, unsubsidized or subsidized employment, internship, and community service. The hours of job search will vary depending on the individual's progress in meeting his/her assessment and training goals.

Self-Directed Job Search for Job-Ready Cash Assistance Applicants and Recipients

HRA implements the option for Independent Job Search for applicants and recipients. In order to provide more options to meet the needs of CareerCompass and YouthPathways clients, Independent Job Search (IJS) is now an option for all eligible clients. This applies to those in Applicant as well as Undercare status. For clients that have recent work experience, can look for a job independently and do not request hands-on assistance, IJS may be a good

fit. It allows self-starters the flexibility to further their career on their own schedule while still making available to them all of the resources of CareerCompass and YouthPathways programs. Providers should still track client progress during weekly, in-person check-ins with the client, but there will no longer be the same requirement for the client to be on site and engaged in structured activities for 25-35 hours every week. At any time during client check-ins, providers may determine that client is no longer appropriate for IJS by canceling the IJS assignment in the ISP. At the end of the four weeks, if the client is not successful in finding a job on their own, the client must be given an appropriate concurrent assignment to meet the CareerCompass or YouthPathways assessment requirements.

All non-self-directed job search activities are supervised by contracted providers who maintain records of the specific activities and employer contacts.

Providers receive payment/credit on a performance basis for:

- Employment 30-day placement and retention milestones paid per job seeker;
- Aggregate assessment and service plan rates; and,
- Aggregate performance milestones.
- f. Describe the district's process and policy, including the guidelines workers follow, when determining whether participation in self-employment is approved as part of an individual's required work activities. If the district always approves self-employment as part of an individual's required work activities, please note this policy below.
 - HRA generally approves self-employment as a work activity, but the Agency reserves the right to deny self-employment as an activity if it determines that it will not lead to self-sufficiency within a reasonable amount of time.
- g. The allowable work activities that are available in the social services district are listed and defined in the table on the next two pages. An "X" in the appropriate check box indicates the activity is available for individuals receiving Family Assistance (FA), Safety Net Assistance for households with children (SNA Fam), Safety Net Assistance for households without children (SNA IND), and/or Supplemental Nutrition Assistance Program (SNAP) benefits. A blank check box indicates the activity is not available for that case type.

Indicate any changes that may need to be made to the existing chart.

	Activity and Definition
区 FA 区 SNA Fam 区 SNA Ind 区 SNAP	Unsubsidized Employment - Full time or part time employment in the public or private sector that is not subsidized by TANF or any other public program (excluding employer tax credits). Unsubsidized employment includes self-employment and/or internships.
⊠ FA ⊠SNA Fam ⊠SNA Ind ⊠SNAP	Subsidized Private Sector Employment - Employment in the private sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York 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 for the length of time as determined appropriate by the State or social services district.
⊠ FA ⊠SNA Fam ⊠SNA Ind ⊠SNAP	Subsidized Public Sector Employment - Employment in the public sector for which the employer receives a subsidy from TANF or other public funds (excluding tax credits) to offset some or all of the wages and costs of employing and training a recipient in accordance with New York Social Services Law 336-e. 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 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 ⊠SNA Fam ⊠SNA Ind ⊠SNAP	Work Experience - Unpaid work performed at a public or not-for-profit organization to enable a participant who has not obtained unsubsidized employment to improve his or her employability. Work experience provides participants with an opportunity to acquire training, knowledge, work habits, and work references necessary to obtain and retain employment. Participation in work experience includes training required for the participant to complete the work experience assignment. For example, an individual who is expected to provide clerical support in a government agency may be provides training to develop or refine filing and data entry skills as needed to perform the tasks required as part of the work activity assignment.
	In addition to those components noted above, work experience will include unpaid internships that are part of any non-graduate student's curriculum. (Note: Paid internships are to be reported as employment.)
	On-the-Job-Training (OJT) – Training in a public or private sector employment setting during which the participant receives work-essential paid training while he or she is engaged in productive work that provides the knowledge and skills essential to attain full and adequate performance on the job.
⊠SNAP	OJT will be unsubsidized (for which the employer does not receive a subsidy) or subsidized using TANF funds or other funds to offset the cost of the training provided to the participant. A subsidized OJT will be subsidized for up to the full cost of providing such training and wages/benefits provided to the program participant. Positions will be subsidized for the length of time determined appropriate by the State or social services district. OJT is distinct from subsidized employment since the individual must participate in workplace training to attain full and adequate job performance and the subsidy provided is intended to offset the cost of such training.
⊠ FA ⊠SNA Fam ⊠SNA Ind ⊠SNAP	Community Service - A structured program in which participants perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural development, 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.
	Community service assignments will primarily be voluntary in nature including participation in VISTA, Americorps, and unpaid volunteer activities at a school, Head Start programs, religious or faith-based institutions, community organizations or nonprofit or public agency but will also include such mandated participation when court ordered. Participation in activities to support these organizations is deemed to provide a service to the community. In those instances where the participation could meet the federal definition of work experience or community service and the district or program provider would like to have another recipient provide childcare for the community service individual, such hours of work may be reported as participation in community service.
⊠ FA ⊠SNA Fam ⊠SNA Ind ⊠SNAP	Job Search – The act of seeking or obtaining employment or preparing to seek or obtain employment and will include: looking for suitable job opening 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.

	Activity and Definition
区 FA 区SNA Fam 区SNA Ind 区SNAP	Job Readiness Training (JRT) Activities – Participation in programs that include seeking and preparing for work. JRT includes two types of activities: (1) traditional activities of resume preparation, training in interviewing skills, and instruction in workplace expectations, training in effective job seeking, including life skills training; and (2) activities that improve an individual's employability, such as substance abuse treatment, mental health treatment, or rehabilitation activities in which a qualified medical or mental health professional has certified that such treatment is necessary.
	Traditional JRT activities will include; resume preparation, training in interview skills, instruction in workplace expectations, training in effective job seeking, life skills essential to workplace success, time management, goal setting, budgeting, basic math and literacy skills, household management, interpersonal skills, decision making skills, anger management, parenting skills when it has been determined that such training could help reduce unplanned work leave or apprehension toward entering employment.
	For TANF and SNA MOE funded families, JRT also includes substance abuse and other treatment and rehabilitative services that are required for individuals who are unable to work or individuals whose employability and employment retention requires such services. Such services, which should be reported on NYC systems as such, will be deemed within WRTS participation rate logic to be JRT for recipients of TANF and SNA MOE funding but will be deemed to be Community Service for recipients of SNA non-MOE, include:
	 Physical health treatment and rehabilitation services including attending necessary physical therapy, and doctor appointments. Such treatment will include medical, behavioral and other treatment necessary for individuals suffering from substance abuse (current and former users) with such required treatment ranging from detoxification services to after care/abstinence maintenance. Mental health services including therapy, counseling, and other services to address mental or emotional disorders that can interfere with an individual's daily life functions, ability to work, looking for work or the ability to retain employment.
⊠ FA ⊠SNA Fam ⊠SNA Ind ⊠SNAP	Vocational Education - Vocational education is defined as an organized educational program that directly relates to the preparation of individuals for current or emerging occupations that require training up to a four-year degree. Vocational education does not generally include basic or remedial education in 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 ⊠SNA Fam ⊠SNA Ind ⊠SNAP	Job Skills Training - Training or education in job skills to improve a participant's employability, to ensure clients have the basic skills competencies required by employers to support job entry and/or advance or adapt to the changing demand 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 technical 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 client's employability.
区 FA 区 SNA Fam 区 SNA Ind 区 SNAP	Educational Training — Education directly related to employment for a recipient who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant's employability to support job entry, retention or advancement. Education directly related to employment may include courses designed to provide the knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, ESL instruction and education leading to a high school equivalency diploma as determined as necessary to improve the participant's job opportunities in potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision making skills.
⊠ FA ⊠SNA Fam ⊠SNA Ind ⊠SNAP	Secondary School – Regular attendance in accordance with the requirements of secondary school or a course of study at a secondary school or other State accredited institution leading to a high school equivalency (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.
区 FA 区SNA Fam 区SNA Ind 区SNAP	Provision of Childcare for Individuals Participating in Community Service – Providing unpaid childcare to enable another Temporary Assistance (TANF/SNA MOE funded) recipient to participate in a community service program.
区 FA 区SNA Fam 区SNA Ind 区SNAP	Other – Any work activity that does not meet the criterial of any of the above countable activities constitutes participation that is not countable toward federal and State participation rates.

Section 3.5 Job Development

The district conducts or accesses job development services to expand job opportunities for TA and SNAP				
clients.	⊠ yes	□ no		
If yes, the district participates in job development activities in the following manner:				
☐ District staff contacts employers to solicit jobs for Temporary Assistance participants.				
Below is the	description of how thi	s is done, including number of staff, frequency of cont	acts, etc.:	

Business Link is HRA's in-house employment service for public assistance recipients and other clients.

HRA's Business Link Job and Account Developers develop job opportunities by building relationships with NYC employers through cold calling, street canvassing and networking (e.g., attending job fairs and industry events). Business Link develops positions in a variety of industries that have highgrowth potential.

For job candidates, NYC Business Link provides free job placement to TA and SNAP recipients, as well as those with housing needs and others who receive financial assistance in New York City. When a job opportunity is identified, Business Link recruits qualified candidates by mail, email and phone by advertising positions in various industries that candidates can select. Business Link also invites candidates to come to the Business Link office to review current job opportunities, which is a voluntary process. Candidates can then attend pre-screening orientation sessions. Qualified candidates are screened for the position and referred to the employer for an interview. Interviews can occur at the employer's place of business or at HRA facilities.

For employers, Business Link offers wage-subsidy reimbursement to all employers interested in hiring TA recipients. Business Link provides a full complement of services to businesses, including on-site opportunities with employers in facilitating pre-screening, interviewing, customized recruitment and testing.

HRA conducts job fairs throughout the year to connect qualified candidates to available positions throughout the five boroughs of New York City. HRA staff and providers play a major role in recruiting employers with available positions and screening applicants prior to the event. HRA has focused Job Fairs that are sector specific, for example, health care, security and retail.

☑ District contracts or has an agreement with another agency to contact employers and solicit jobs for Temporary Assistance and/or SNAP participants. Below is the description of how this is done, including number of staff, frequency of contacts.

HRA contracts with several specialized employment and training organizations that serve Temporary Assistance participants at over 50 training sites across the City. These organizations offer participants a variety of services; however, their primary responsibility is to contact employers and solicit jobs for Temporary Assistance participants. The utilization of contract providers to solicit jobs from employers and assist Temporary Assistance participants with job placements has been a central part of HRA's existing employment plan and engagement process. In addition to matching participants with job openings, the providers conduct skills assessments, prepare employment

plans, engage participants between 14-35 hours per week, as appropriate, and provide a variety of post-employment services.

☐ OTDA Jobs Program staff are charged with job development as indicated in section 2.3. Additional information, if any, is described below:

Section 3.6 Training Approval and Activity Enrollment Policies (Reference 18 NYCRR 385.9)

a. Describe how the district identifies appropriate education program providers for services of Adult Basic Education, 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:

HRA/Education Services must approve an education and training provider. When a client self-enrolls in an education or training program and then informs the Job Center or other current engagement of his/her enrollment in such program, the client is given a referral to Education Services. The education or training provider must complete a W700-D form (FIA School Training and Enrollment Letter) and, once submitted, the provider is evaluated by the Attendance Verification Unit.

The Attendance Verification Unit evaluates education or training providers using the following criteria:

- NY State Department of Education approval;
- Current license;
- Contract:
- Accreditation and/or operating certificate; and
- Ensuring there are no cautions against the organization.

The Career Services providers currently provide services for Cash Assistance participants with low literacy or who lack a high school diploma or the equivalent. An employment-focused, contextualized literacy services program is offered, in lieu of other CA program models. "Low literacy" is defined as scoring below 9th grade on the Test of Adult Basic Education (TABE).

The TABE test is currently given to all non-exempt recipients.

Starting in early 2018, HRA and Career Services providers will begin a pilot program that will eliminate the TABE test requirement for clients who can provide a copy of documentation of a HSE, HSD, or other higher education degree (Bachelor's, Master's, PHD).

Typically, for 14 hours per week, those participants who are interested in enrolling in educational activities attend literacy classes with a contextualized/co-teaching component that teaches English as a Second Language, literacy, and numeracy in modules based on employer and industry needs. Instructional content is based on job market and employer-defined critical thinking and problem-solving skills that participants need to successfully transition into employment.

In addition, literacy participants engage in a "core" engagement assignment for 21 hours per week, typically.

Depending on the client's circumstances, such as if the recipient is already enrolled in an HSE program or it has been determined that the recipient will be able to achieve a high school equivalency in a reasonably short period of time, TA participants eligible for literacy services are offered stand-alone HSE classes for up to 35 hours per week by an employment program provider or subcontractor, if such classes clearly fit into the participant's Employability Plan.

Any non-exempt recipient who possesses less than a 9th grade literacy level is encouraged to enroll in educational activities, such as a basic literacy program or high school equivalency. Non-exempt recipients who have not attained a high school diploma or the equivalent are offered the opportunity to enroll in educational programs designed to improve literacy and/or prepare them to attain a high school diploma or its equivalent.

HRA has increased access to education and training opportunities for all recipients. See Section 3.4(a). For example, for those recipients in high school or a HSE program, HRA allows full-time HSE engagement for all adults under age 25, identifies external partners (e.g., NY SERV, DOE, DYCD and others), and increases HSE enrollment. For those under age 25, HRA allows full-time attendance at high school, a High School Equivalency (HSE) program, English as a Second Language (ESL) program, and basic or remedial education without additional work activities. In addition, HRA allows this population to attend vocationally-related post-secondary education as a core activity for up to the 12-month lifetime limit; and allow attendance beyond the 12-month lifetime limit with 20 hours of core work activities, such as Federal Work Study (FWS) programs, paid and unpaid internships, Paid Work Study, and community service, when paid employment is unavailable.

Accordingly, for those recipients who have limited English proficiency or require ESL instruction, HRA allows full-time literacy engagement.

For those recipients currently in education and training programs, HRA allows full-time vocationally-related education/training engagement for up to 12 months, as permitted by federal and state law. Consistent with federal and state law, HRA allows participation in two-year and four-year college as a core activity up to the 12-month lifetime limit, and thereafter as a secondary activity for recipients who participate in core work activities for 20 hours per week and are able to maintain a cumulative C average or its equivalent as determined by the academic institution. In accordance with federal and State law, for Cash Assistance recipients attending two- and four-year college programs, HRA includes, in addition to actual hours of participation (including supervised homework), up to one hour of unsupervised homework/study time for each hour of class time, provided that the total number of hours of homework/study time does not exceed the documented hours expected by the educational provider. Also in accordance with federal and State law, HRA will count the hours a student spends on supervised and unsupervised homework and/or study time as part of the student's vocational education and/or job skills training to satisfy his/her employment requirement. It is also important to note that HRA allows up to ten hours of Online education and training, which also includes up to one hour of unsupervised homework/study time for each hour of class time, provided that the total number of hours of homework/study time does not exceed the documented online education and training hours expected by the educational program. Additionally, HRA will increase supports for Cash Assistance recipients enrolled in college.

HRA also implements the CUNY EDGE program, which is dedicated to helping CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment. HRA's Internship Placement Services (IPS) program for Cash Assistance (CA) clients who are enrolled in an HRA-approved course of study and choose to participate in this internship or community service as part of their education program. As such, the ultimate goal of IPS is to provide additional support to clients as they complete their education and training and transition them into sustainable, unsubsidized employment that is aligned with their field of study.

b. Describe how the district identifies appropriate 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:

Vocational Education/Job Skills Training Programs: HRA maintains a list of eligible training providers from which clients can choose. Assignments to vocational education programs are generally subject to a 12-month lifetime maximum for full-time training. However, after exhausting this lifetime limit, participants over 24 years of age may be permitted, consistent with the individual's assessment, to continue with jobs skills training directly related to employment and education directly related to employment, generally in combination with employment or other approved "core" work activities, under circumstances prescribed by HRA, for periods prescribed in HRA enrollment policies applicable to those participants. See subsection 3.6(a) and subsection 3.6(e) regarding how such education and training programs are provided and subsection 3.6(k) for the district's policy for approving, as a work activity, certain work study, internship, or other work placements that are part of a non-graduate student's curriculum.

c. Describe the process and guideline 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:

The training assessment questionnaire in the EA/EP records all grades completed, all educational and training program completed, diplomas and degrees attained, along with the identified educational/training interest/preferences and employment goals. The automated EP instructs workers to refer clients to Career Services providers at which they have literacy options. The providers administer the TABE test to all non-exempt clients to identify those who have not attained basic literacy. The providers provide services for Cash Assistance participants with low literacy and/or who lack a high school diploma or the equivalent. An employment-focused, contextualized literacy services program is offered, in lieu of other CA program models, and participants with low literacy are encouraged to accept the assignment. See Section 3.6(a).

Participants who lack a high diploma or the equivalent who want to receive high school equivalency (HSE) instruction are referred to an HRA approved program.

Those clients who possess less than a 9th grade literacy level are encouraged to enroll in educational activities, such as a basic literacy program or high school equivalency. Clients who have not attained a high school diploma or the equivalent are offered the opportunity to enroll in an educational program designed to improve literacy and/or prepare them to attain a high school diploma or its equivalent.

d. Describe the district's process and policy, including the guideline 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 agency would deny participation in educational activities:

HRA would deny participation in educational activities for a participant who has not attained a high school diploma when that individual does not possess the minimum qualifications to succeed in his/her preferred educational activity, as well as when, based upon an individual assessment and employability plan, a determination is made that educational and vocational educational activities are not appropriate or if such individual has failed to make satisfactory progress in educational activities. For example, an individual who does not have a high school degree or the equivalent and has repeatedly enrolled in basic literacy or high school equivalency programs and then does not attend, failed, or did not make sufficient progress.

e. Describe the district's process and policy for determining whether or not a participant is approved/assigned to participate in job skills or vocational education activities:

A. Initial Eligibility: In general, education/training activities must be consistent with the assessment for the participant and set forth in the participant's EP. Except as provided below, education/training activities must generally be concurrent with at least 20 hours weekly of a "core" engagement activity, including unsubsidized and subsidized employment, internship, community service, or work study. Unless a specific barrier or work limitation exists, participants are expected to engage in approved education/training and employment, internship, community service, or work-study activities that comprise a simulated work week of 35 hours for families with children aged five and older or aged four and currently attending a UPK program (with an adjustment to 30 hours under special circumstances), 35 hours for households without children, and 25 hours for families with children under the age of 4 or children under the age of 5 who are not otherwise eliible to begin Universal Pre-K because of the timing of when the child turns 4.

A participant enrolled in an education or training program is assigned or reassigned to a work activity only after an assessment or reassessment is conducted and an EP is developed or updated. Participants are assigned to HRA-approved education and training programs in accordance with the individual's interests and preferences to the extent possible consistent with the individual's assessment, the need of the district to meet federal and state work activity participation requirements, and program availability. The participant must meet the entrance requirements for the chosen program.

For a participant attending any form of non-graduate education or training, including but not limited to vocational educational training, basic education, non-vocational two- and four-year college degree programs, and vocational rehabilitation programs, HRA accommodates the class hours of that participant by making reasonable efforts to schedule any work activities consistent with the requirements of SSL Secs. 335-b(2) and 336-c(4) and the provisions of this Plan. Provided the participant otherwise meets the requirements for participation in an education or training program, a participant seeking to enroll in an approved education or training program that is consistent with his/her assessment and that operates on a semester system, is permitted to participate at the start of a semester, pursuant to the policies stated in this Plan, subject to

reassessment at the beginning of the next semester to determine that the program is still consistent with his/her assessment.

In accordance with this Section 3.6, HRA is not required to approve participation or to provide supportive services for any education or training that the participant seeks to participate in during the time that he or she is under sanction for non-compliance with work activity requirements or prior to the assignment being approved by HRA. References in this Section 3.6 to education/training include basic education unless otherwise noted.

- Basic Education Programs: In general, recipients are assigned to an appropriate basic education, literacy, ESL program or HSE program if they lack basic literacy/language skills in accordance with State statutory and regulatory requirements and HRA enrollment policies. See subsection 3.6(a). HRA encourages those who are employed who do not have a high school diploma to get one concurrently with work. District policy regarding teen attendance in school is set forth in Section 3.6(i).
- Education/Training Programs (other than Basic Education): Enrollment in vocational education/training programs (other than basic education) is generally subject to a 12-month lifetime maximum for full time training. However, after exhausting this lifetime limit, the participant may be permitted, consistent with the individual's assessment, to continue with education and training, in combination with a "core" engagement activity, such as community service, paid or unpaid internships, or work-study, and unsubsidized and subsidized employment, under circumstances prescribed by HRA, for periods prescribed in HRA enrollment policies applicable to those participants. See section 3.6(k) for the district's policy for approving as a work activity certain work study, internship, community service, or other work placements that are part of a non-graduate student's curriculum.

The Education Services Unit is responsible for ensuring that education/training programs requested by participants are consistent with the participant's employability plan and that the participant meets the entrance requirements for the chosen program. Education Services approves or denies training and hardship schedule requests, and ensures that approved training programs are on the HRA Master List and that all assessed participants are engaged in appropriate activities for the required number of hours. WeCARE providers make these determinations for WeCARE participants.

- Individual Training Account (ITA) Vouchers: In accordance with a participant's employment plan and subject to available funding, employment vendors may provide some participants with ITA vouchers that may be used to access training services from New York State eligible providers, including services that may be available during hours after the participant has fulfilled his or her work activity obligations. ITA vouchers can be used only with providers on the New York State Eligible List of Training providers and at those courses and prices in the NYC Training Guide. See Section 3.6(a).
- B. Continuing Requirements: After assignment to an education/training program, consistent with federal and State law, the participant must comply with all work activity obligations under his or her employability plan, adhere to general FIA requirements, and maintain satisfactory attendance and academic progress, meaning a cumulative C average, or its equivalent, as

determined by the educational program, and progress in the education/training program, as determined in accordance with HRA enrollment policies.

- C. Other Education/Training: In addition to the formal education/training assignments described above, HRA Career Services programs that focus on job search and job placement generally provide education/training in furtherance of that objective and HRA programs that provide rehabilitative services or that respond to special needs of clients generally provide education/training in support of the program's objectives and goals.
- f. Describe the highest level of post-secondary level education that the district will approve as a work activity, up to a four-year college program:
 - The district will approve as a work activity, up to a four-year college program.
- g. Describe how the district will ensure that enrollments in post-secondary education beyond the 12 month lifetime limit are combined with a weekly average of at least 20 hours in paid employment activities which may include work study, work experience or community service:
 - After a participant has exhausted the 12-month lifetime limit for having education and training enrollment count as a primary activity, s/he may continue with training/education on a part-time basis (up to 15 hours per week), with typically at least 20 hours of concurrent core work activities. These education/training hours become the secondary activity in the NYCWAY system and requires the worker to engage the participant in a core activity which may include paid employment activities, work study, paid or unpaid internships, community service, paid work study or other work placements.

HRA uses its Internship Placement Services (IPS) program for Cash Assistance (CA) clients who are enrolled in an HRA-approved course of study and choose to participate in this internship or community service as part of their education program as well as CUNY EDGE work-study to ensure work requirements are met for those who have exhausted 12-month lifetime limit.

- h. Education and training providers are evaluated by the following standards:
 - a. Compliance with federal and State temporary assistance law and regulations, and this Plan;
 - b. Licensing or approval by the NYS Education Department or other public agency;
 - c. Achievement of satisfactory employment placement and retention rates;
 - d. Regular and timely submission of documentation of enrollment, attendance and satisfactory progress of participants, in a form satisfactory to FIA;
 - e. Student loan default rate does not exceed 30% or higher for more than two years; and
 - f. Standards set forth in the terms of their respective contracts.

i. The district procedure for advising participants of approved training providers is:

Approved education/training programs are listed on the HRA Master List of Approved Training Programs. This list is available to FIA workers and Career Services providers whose responsibilities include conducting employability assessments and developing employability plans, and is also posted on HRA's web page. At the time of assessment or prior to assignment, participants expressing an interest in, or a preference for, participation in education/training, so long as an assignment to education/training is consistent with the individual's assessment, are given access to a searchable Master List and are provided with assistance, if necessary, in using the list to locate an approved education/training program. If a preferred provider is not on the Master List, the participant is given information as to how education/training programs are approved by HRA and contact information for an education/training provider, not on the Master List, on how to apply to be an approved program. ITA vouchers can be used only with providers on the New York State Eligible List of Training Providers.

j. The district procedure for notifying participants of approval for training or enrollment in a work activity is:

Participants are notified of enrollment in a work activity by the FIA worker, HRA Education Services or the Career Services provider to which the participant may have been assigned. Participants receive a specific notice of approval or denial of a request to participate in education/training made at the time of assessment, in accordance with HRA enrollment procedures. Participants are also notified of approval or denial of supportive services, including but not limited to childcare, transportation, and other necessary supportive services requested by a participant, and of the discontinuance of any such supportive services. A training program is not approved for the participant without the presentation of verification of enrollment in a form required by HRA. Such verification is required at least annually.

- k. 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:
 - ☑ It has been determined that the student voluntarily quit a job or reduced earnings to qualify for initial or increased Temporary Assistance.
 - ⊠ 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:

I. To verify continued exempt status, the local district will monitor the high school attendance of 16-18 year old students in the following manner:

For public school students, the district does an enrollment match with the NYC Department of Education. For students in private school, an attendance verification letter is requested from the school. Teens between the ages of 16 and 18 may be excused from school attendance requirements if the decision not to require school attendance is based upon an individual assessment that indicates that further attendance is unlikely to result in attainment of a high school diploma or its equivalent and that the individual participates in another educational activity or in job skills training appropriate to and designed for youths.

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

Reference is made to the procedures described in Section 6 for referral to Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) providers. In addition, any client not referred to WeCARE who has work limitations that have been identified is assigned to a work site/activity that addresses or accommodates those limitations, and the worksite supervisor is notified in writing of an individual's limitations.

Section 3.7 Work Verification

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.

After each self audit is completed, the district must submit a summary of findings 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 plan must explain how staff will:

- 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 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.

Please describe the process the district will use to review district worker collected documentation and data entry of the above listed elements (include a description of how a case sample for review will be selected, sample size and frequency of reviews):

The district will perform a random sample of (75) cases semi-annually for paid work activities to review district worker collected documentation and data entry. Both the temporary assistance and employment case files will be reviewed. Hours of employment will be verified through receipt of pay stubs, employer verification forms or collateral contact with the employer. The review will ensure the hours of employment on the ABEL budget are consistent with the hours reported on WTWCMS and documentation is in the file to support hours reported on WTWCMS and that the scheduled hours on WTWCMS is consistent with the documentation.

The district will perform a random sample of (50) cases semi-annually for participation in unpaid work activities to review district worker collected documentation and data entry. The employment case files will be reviewed. Actual hours of attendance will be documented by attendance sheets showing actual hours of attendance, any excused absences during the month, any unexcused absences during the month, and holiday time. The review will ensure the actual hours of attendance reported on the monthly attendance sheets has been correctly reported on WTWCMS, excused absences and holiday time are documented in the case file and correctly reported on WTWCMS in accordance with federal limitations, and documentation of actual hours of attendance is accurate and matches the hours of participation reported on WTWCMS by district or provider staff.

The district will perform a random sample of (25) cases semi-annually in which a case member is reported as an employability code 38-needed in the home fulltime or employability code 48-time limit exemption to care for a disabled household member to review district worker collected documentation and data entry. The temporary assistance case file will be reviewed to ensure there is presence of

medical documentation to support the exemption and that the documentation has a timeframe for the exemption and that the individual is the appropriate caretaker.

The district will perform a random sample of (25) cases semi-annually in which a case member is reported as an employability code 31-caretaker of a child under the age of 12 months to review district worker collected documentation and data entry. The temporary assistance case file will be reviewed to ensure there is documentation from hospital, birth certificate or social security card present to verify the child under the age of one. Temporary assistance records will also be reviewed to ensure that the household composition is in fact a one parent case and that the individual has not exceeded the 12 month lifetime limit.

In each of the above samples, the district will assess and verify that participation in the reported work activities meets the State approved definition for the activity.

The district will sample cases from each month within in 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 district will maintain supporting documentation for the cases that are reviewed and make them readily available for review by A&QI auditors upon request.

The results of these audits will enable the district to identify policies, processes or cases that may need corrective action. The district will ensure that a summary report will be prepared following each review period and forwarded to: otda.sm.AQI.WV.SelfAudits@otda.ny.gov

Does the district utilize and so	eparate providers to	collect documentation ar	nd enter data directly into
NYC Systems?	⊠ ves	□ no	

If yes, describe the process the district uses to review provider collected documentation and data entry into WTWCMS of the above listed elements (include a description of how a case sample for review will be selected, sample size and frequency of reviews):

HRA will maintain the supporting documentation for participation in paid and unpaid work activities and make it readily available for review by OTDA A&QC upon request. In addition, documentation related to the caretaker of a child under 12 months of age or caretaker of a disabled household member will also be retained and made available upon request.

HRA will validate attendance reporting by monitoring visits to providers and viewing attendance records for program participation. Over 2018 and 2019, HRA will visit Career Services program providers and other providers on a semi-annual basis to assess the accuracy of attendance reporting.

Section 3.8 Strategies/Procedures for Accommodating Individuals with Limited English Proficiency

Following is a description of how the district accommodates the needs of Non-English speaking participants in accessing employment activities and services:

The participant population at HRA includes people with a diverse range of native languages. Some of these individuals are unable to communicate in English. In order to ensure that this group of individuals has equal access to services and benefits and to help them understand their rights and responsibilities, a number of accommodations have been made for this population. These include:

- •making an effort to assign bilingual workers, where possible;
- providing a language identification card to all Job Center staff;
- translating selected forms into a variety of different languages;
- •providing a private telephone interpretation service that is available at WeCARE, all Job Centers and NCA SNAP Offices; and
- •utilizing community-based organizations to provide interpretation services.

HRA has special programs designed to meet the needs of participants who have been assessed as having a language need. For example, such individuals may be referred to the Career Services program for appropriate services. [See Section 3.4(a).] For those individuals with English as a second language, the program is intended to improve participants' English and employability.

Section 3.9 Strategies/Procedures for Increasing Program Attendance

Describe district policies and/or procedures in place to reduce the amount of time participants fail to participate in work activities, including absences that are with good cause:

HRA current policies and procedures for reducing the amount of time participants fail to participate in work activities, are as follows:

- WeCARE providers provide outreach services to maximize compliance for their clients who are required to attend and cooperate with scheduled appointments and activities. Outreach is one of several services provided by the WeCARE providers to address barriers, minimize obstacles and encourage participation.
- For clients with work limitations and workplace accommodation needs, HRA has reformed work participation requirements. This entails the increased use of appropriate education/training consistent with HRA approval and allowing full-time non-post-secondary education/training engagement, including full-time HSE and ESL/LEP engagement when appropriate, as permitted by federal law and consistent with the individual's documented work limitation. Hourly work participation requirements are determined to be 35, 30 or 25 hours per week, based on clients' needs. Internships, community service and subsidized jobs are utilized for those who need job readiness strengthening. See Section 3.6.
- When a work exemption or reasonable accommodation is given, the worker will check the NYCWAY Activity History to determine whether the recipient has a pending adverse action or whether an adverse action was taken close in time to the granted exemption/accommodation. If the adverse action was due to the individual's inability to comply due to his/her health limitation, for which a subsequent work exemption was granted, good cause will be granted retroactively.
- To increase program participation, reduce unnecessary sanctions and case closing for non-compliance, HRA allows up to five daysof excused absences for illness without documentation, of which no more than two (2) days may be reported monthly toward federal participation rate requirements. Recognizing that not all illness results in documentation, HRA has a process in which up to five absences per calendar year will be excused without formal documentation, which is consistent with New York City's new paid sick leave law. The excused absences are restricted to sick

leave and participants still need to contact the provider as soon as possible prior to the provider's submission of the participant's weekly timesheet (generally, the close of business of the Monday following that workweek) to explain the absence. The undocumented excused absences will be granted by the Career Services provider or other site coordinator. The count will not be renewed if the case is closed anytime during the calendar year. Unused absences expire at the end of the calendar year. The rule provides guidance to Career Services providers to allow participants to use undocumented sick leave. Providers still have discretion to allow other types of undocumented leave with good cause.

• Pre-Notice of Intent Case Review Process for WeCARE Clients

Currently, HRA is performing Pre-Notice of Intent case reviews and outreach for missed WeCARE appointments.

- Grace period for failure to report is 48 hours for participants who fail to report to the initial appointment at the Career Services program provider. This allows clients the opportunity to resolve issues with the vendor before being terminated from an assignment and helps to promote engagement with work activities.
- HRA has implemented an internal system check that prevents HRA from scheduling appointments that conflict with other known HRA work activities and/or HRA appointments.
- HRA has implemented a system of automated appointment reminders and the ability for clients to reschedule eligibility-related appointments.
- HRA contracted providers are required to have off-hours appointments available at night and on weekends to serve our working clients.
- HRA implemented a system to share employment openings, including those at City agencies and civil service listings with participants to ensure they are aware of public service job opportunities available to them. Additionally, HRA will remind and emphasize to them that application and filing fees are waived for all public assistance recipients to encourage them to apply.

Section 3.10 Strategies/Procedures for Engaging Sanctioned Temporary Assistance Participants

☐ District attempts to engage sanctioned participants as soon as they are sanctioned using the following strategies:	
☐ District attempts to engage sanctioned participants when the durational period of the sanction completed using the following strategies:	is
District attempts to engage sanctioned participants during different times in the sanction period using the following strategies.	k

Cash Assistance

Under the amendments to the Social Services Law (SSL) made by Chapter 562 of the Laws of 2015, which amend the SSL to add sections 341-a and 342-a and amendments to 18 NYCRR §385.11, which establish re-engagement/conciliation and sanction procedures for NYC, including changes to the CA sanction periods when a CA applicant or recipient in NYC refuses or fails to comply with a CA work requirement, NYC no longer has durational sanctions for Cash Assistance. Instead, an individual will be able to prevent a sanction from being imposed during the conciliation and/or timely notice of intent period or to have a CA sanction lifted either by demonstrating compliance with agency work rules for at least 5 business days as required by the Office of Temporary and Disability Assistance (OTDA) or by demonstrating that s/he is exempt from CA work requirements.

For individuals who have been sanctioned for 30 days or more, OTDA will send out a reminder notice. This notice will inform the CA head-of-household that the sanctioned individual may end their sanction by complying with employment requirements or by documenting that they are now exempt. If the sanctioned individual's household size was equal to 1 at the time of the sanction, as required by OTDA, the individual must also submit a new application and would be subject to application timelines based on case category at the time of reapplication. In addition to OTDA sending out a notice, HRA will also send out the notice "Option to End a Temporary Assistance Sanction" (NYC (LDSS-4231)) to all individuals remaining (and sanctioned/discontinued single-person CA households) that remain sanctioned after 60 days.

Section 3.11 Strategies for reducing the need for Temporary Assistance

District's strategies for reducing the need for Temporary Assistance are described below:

Diversion services are intended to provide short-term assistance to enable an applicant to avoid having to become a recipient of ongoing Temporary Assistance. With the objective of promoting independence and self-sufficiency, the district explores, with persons seeking Temporary Assistance, available alternatives, mostly by looking at the person's access to available programs and community resources. The district also provides, in accordance with applicable law and regulations, emergency assistance, including "one-shot deals," to meet a nonrecurring need that may make ongoing Temporary Assistance unnecessary. For example, the district may issue grants to pay rental or utility arrears. The district will continue to look to the development of other diversion strategies and services designed to foster and promote the independence and self-sufficiency of individuals and families.

Section 4 Support Services (Reference 18 NYCRR 385.4)

Section 4.1 TA and Non-TA SNAP Applicants and Recipients in Work Activities Approved by the District

a. The social services district will provide childcare in accordance with the childcare section of the district's Child and Family County Services Plan. The district will also provide for participants 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: Participants in approved work activities will receive an allowance for the cost of necessary public transportation. The district will not provide transportation if it is otherwise available from an alternative source.

Provision is made for clothing for those participants in job search activities under certain circumstances, such as homelessness, a recent fire in the client's apartment, or for persons who are residing in a shelter and lack appropriate clothing.

JTP agencies, and/or contractors are responsible for providing necessary safety equipment or job-related clothing for all participants.

Training or education-related licensing and uniform or durable goods fees will be provided for, within approved limits.

In addition, the district may provide other supportive services, in accordance with applicable laws and regulations and subject to available funding, that it deems appropriate and necessary to enable a client to obtain or retain employment.

Expenses are authorized based on FIA policy guidelines. Such expenses will be reviewed and approved on a case-by-case basis, subject to the supervisory approval requirements set forth in PD #13-14-ELI, Revised Levels of Approval for Cash Assistance.

b. The district will use the following approach 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.

☐ Bus pass/token
☐ Gas card/voucher
☐ Mileage reimbursement at IRS Business rate, (effective 1/1/17 is 53.5 cents/mi)
☐ Mileage reimbursement at IRS Medical/Moving rate, (effective 1/1/17 is .17 cents/mi)
☑ Other mileage rate, (please explain methodology used to establish reimbursement rate)

Please check all that apply:

Individuals required to participate in mandated activities that require the use of transportation are given a Metrocard (which covers all relevant fares on public transportation) together with directions to the activity, and, if documented as necessary, an adequate allowance or reimbursement for alternative transportation. All work sites are accessible by public transportation. Mileage reimbursement is never used as an alternative to public transportation.

c. OTDA policy establishes a distance not to exceed 2 miles as the maximum distance that the district can require a participant to walk to a work activity assignment or to access public

transportation. The district's policy states that an individual may be required to walk up to the distance described below each way to a work activity or to access public transportation:

Not applicable.

- d. The district will provide the following services to assist individuals at risk of needing temporary assistance to improve their opportunities for employment or to maintain their employment:
 - In order to assist individuals and families (especially those with children and youth in the household) at risk of needing Temporary Assistance to improve their opportunities for employment or to maintain their employment and to enable individuals and families on Temporary Assistance to achieve a successful transition from welfare to work and to retain and upgrade their skills and employment, the district may make available (and, in appropriate cases, assign as part of the employment plan), to the extent resources permit, services and activities that may include, but shall not be limited to:
 - Services and assistance including, most importantly, job search, job placement and employment services, intended to enable the applicant to avoid having to become a recipient of ongoing Temporary Assistance;
 - Services and activities designed to help employed participants on Temporary Assistance and/or those who have left Temporary Assistance, retain employment, increase their job skills, and advance in their careers;
 - Educational and job readiness activities, including basic math and literacy skills, financial counseling, life skills and workplace expectations training designed to help individuals and families reduce, end, or prevent dependence on Temporary Assistance and/or SNAP;
 - Child support services for custodial parents to allow them to collect the child support they are owed;
 - Employment and training services and activities for eligible non-custodial parents who are or are in the process of becoming subject to a child support order for the support of a minor child in receipt of Temporary Assistance or whose custodial parent is in receipt of Temporary Assistance, or who meet other requirements for such services, in order to facilitate the entry by the non-custodial parent into the labor market and increase his or her capacity to make consistent child support payments;
 - The provision of or referral to appropriate supportive services including domestic violence services, housing assistance, and legal services;
 - Services and activities intended to prevent and reduce the incidence of school dropouts in light of the importance of education to welfare prevention;
 - Programs designed to provide or facilitate education/training and employment opportunities for youth (including those who are aging out of the foster care system or leaving the juvenile or criminal justice system);

- Alcohol and other substance use disorder services not covered by Medicaid, including evaluation, assessment, detoxification and/or treatment programs, and including programs that incorporate work activities as part of the treatment process;
- Counseling and physical, mental and/or vocational rehabilitation services intended to help the individual and/or the family achieve any of the goals of the TANF program;
- Services and activities related to obtaining shelter or safety in a domestic abuse situation or other activities needed to stabilize a family, including housing subsidies to enable domestic violence survivors to avoid having to enter a shelter or to expedite their discharge;
- Services and activities needed to relocate and/or stabilize families who are eligible for homeless services, including rent and mortgage subsidies, financial or other assistance with respect to the purchase of a home or apartment, and case management services;
- Transportation, enhanced nutrition benefits, and housing assistance for eligible clients with AIDS or HIV-related illness;
- Services and activities that incorporate health, nurturing and education as key program elements to address adolescent pregnancy prevention, adolescent parent self-sufficiency, pregnancy counseling and adolescent resource parenting;
- Education, counseling and training programs on the problem of statutory rape so that teenage pregnancy prevention programs may be expanded in scope to include young and adult men;
- Services and activities intended to promote the health, nurturing and education of new or young mothers and their children;
- Programs for hospital-based paternity establishment the purpose of which is to coordinate and consolidate efforts to procure child support from non-custodial parents and to promote coresponsibility for the child;
- Services and activities designed to help individuals who are presently incarcerated and who have substance use disorders, mental health and/or other problems participate in work activities and become self-sufficient when released, and services and activities similarly intended to help individuals on probation or parole become self-sufficient members of the work force;
- Case management services which may include, but not be limited to:
 - Establishing employment goals;
 - Resolving problems pertaining to child care, transportation, cash and non-cash assistance;
 - Assisting participants with mental and physical barriers to self-sufficiency in addressing such barriers, monitoring progress, and, where appropriate, in successfully completing rehabilitation plans;
 - Monitoring participants' progress towards achieving employment goals;

- Identifying other services participants may require and assisting them in accessing those services as appropriate;
- Working closely with participants' employment services vendors;
- Assisting participants experiencing problems with the services provided through their employment services vendors;
- Coordinating services including joint case management for participants served by other service providers, such as child welfare, domestic violence, probation, parole, etc.;
- Determining and modifying, as appropriate, participants' need for cash and non-cash benefits;
- Addressing issues of non-compliance;
- Assisting adults with applications for SSI or SSDI and appeals of denials.

All services and activities are subject to the establishment of district-approved policies, procedures, eligibility criteria, and available funding.

Section 4.2 Transitional Support Services

The district will provide the following supports and strategies to support job retention:

HRA's employment vendors provide participants with job retention case management services for a number of months following job placement. Employment program vendors generally provide such services for a minimum of one year. Many vendors also have the option of providing several months of free transportation (up to three months) to improve job retention and to help ease the transition from welfare to work. HRA generally seeks to include in its employment vendor contracts incentives for successful job retention efforts.

The district will provide the following support services, for up to 90 days after case closing, to individuals whose Temporary Assistance cases have closed due to employment:

It is an HRA priority to help those who move off Temporary Assistance on account of employment to continue to succeed by supporting their efforts to stay employed and offering them services to allow them to improve their skills and get better jobs. Job retention and job upgrade services are vital to the success of HRA's efforts to help individuals and families achieve self-sufficiency.

If a Temporary Assistance case is closed due to employment-related reasons, family members will automatically receive 12 months of Medicaid coverage from the time the case is closed provided the family continues to have a dependent child and meets other eligibility requirements. In addition, the district provides a Medicaid Plan of Self Support that enables childless Safety Net Assistance (SNA) participants with special needs, who become ineligible for continued Temporary Assistance because their income from employment is sufficient to meet their needs, to continue ongoing medical, mental health or substance use disorder treatment. Medical assistance can continue for up to one year after an SNA special needs case is closed due to employment earnings.

If a Temporary Assistance case with children is closed due to employment-related reasons, the family will automatically continue to receive SNAP benefits for up to five months at no less than the SNAP benefit amount received prior to case closing. Families and individuals on Temporary Assistance cases without children closed due to employment-related reasons will be eligible for SNAP benefits in accordance with normal budgeting and eligibility rules.

As indicated above, employment vendors provide participants with job retention case management services for a number of months following job placement. Employment program vendors generally provide such services for a minimum of one year. Many vendors also have the option of providing several months of free transportation (up to three months) to improve job retention and to help ease the transition from welfare to work. HRA generally seeks to include in its employment vendor contracts incentives for successful job retention efforts. In addition, clients who transition off cash assistance to SNAP may be eligible for training vouchers to upgrade their skills and get better jobs.

If an individual's Temporary Assistance case closes because s/he is employed, the client may be eligible for the payment of child care expenses (transitional child care) within allowable limits for up to twelve months from the date of the case closing. The client is eligible if s/he has been on assistance for the minimum required length of time, meets the income guidelines for family size, and needs child care in order to work. Depending on income, the client will be obligated to pay a portion of the child care expense.

Participants may be eligible for a variety of other benefits that help in the transition from Temporary Assistance to self-sufficiency. Such benefits and services include Children's medicaid, Child Health Plus, Medicaid, the Essential Plan, and other subsidized health insurance plans available on the New York State health insurance exchange, Home Energy Assistance Program (HEAP), LifeLine Telephone Service, Earned Income Tax Credit (EIC), Child Tax Credit, Child and Dependent Care Credit, and many more.

HRA provides information concerning the availability of transitional services at various times during the Temporary Assistance process including at the time of orientation, upon application or recertification, and when an individual leaves cash assistance.

Section 4.3 Extended Support Services

As long as funding is available (through FFFS, etc.), the district will provide the following supportive services for individuals who are eligible under the TANF Services 200% of poverty eligibility guidelines:

HRA Career Services providers may refer individuals in appropriate cases to the City's One-Stop Career Centers, which provide employment and training services to customers seeking employment or to upgrade their skills.

Reference is made to the district's Flexible Fund for Family Services (FFFS) plan for a variety of services designed to promote self-sufficiency and to help participants obtain and retain employment or to upgrade their skills, or to avoid Temporary Assistance entirely. Subject to program requirements and funding, these services are available to families on Temporary Assistance or families eligible for services under the poverty eligibility guidelines established by the State or otherwise eligible.

Reference is also made to the list in Section 4.1(d) of services and activities in which the district may engage in order to assist individuals and families at risk of needing on-going Temporary Assistance and to enable individuals and families on Temporary Assistance to achieve a successful transition from welfare to work and to retain employment.

Section 5 Conciliation, Sanction and Dispute Resolution Procedures (Reference 18 NYCRR 385.11 and 385.12)

Section 5.1 Conciliation

The district's conciliation process for Temporary Assistance applicants and recipients is in accordance with 18 NYCRR 385.11(a). Conciliations are conducted (check all that apply, and describe the procedure.):

- \boxtimes in person
- \boxtimes by phone
- \boxtimes by mail, etc.:

Under the amendments to the Social Services Law (SSL) made by Chapter 562 of the Laws of 2015, which amend the SSL to add sections 341-a and 342-a, and amendments to 18 NYCRR §385.11, which establish re-engagement/conciliation and sanction procedures for NYC, including changes to the CA sanction periods when a CA applicant or recipient in NYC refuses or fails to comply with a CA work requirement, NYC no longer has durational sanctions for Cash Assistance. Instead, an individual will be able to have a CA sanction lifted either by demonstrating compliance with agency work rules for at least 5 business days as required by OTDA or by demonstrating that s/he is exempt from CA work requirements.

Based on these changes to New York State law and regulations, a new case review process has been implemented to begin the conciliation and reengagement requirements for any person that HRA initially identifies as having not complied with any employment related appointment or assignment. The new process also allows individuals who have not complied and do not have good cause, to reengage in employment related activities in order to avoid a sanction.

After HRA initially determines that an employment-related infraction may have occurred, the case review process has been designed to ensure that individuals are not sanctioned erroneously and have an opportunity to reengage with their work requirements.

If a CA participant has failed or refused to comply with work requirements, voluntarily quit a job, or reduced their earnings, HRA must determine several factors before issuing a conciliation/reengagement notice. Some of these factors include, but are not limited to, whether there was an existing exemption from work requirements, supportive services (i.e., child care, carfare, etc.) were in place if needed, any reasonable accommodations, either approved or provided provisionally, were honored, and/or whether the appointment notice was in the appropriate language based on the participant's preference as indicated in OTDA's Welfare management System (WMS)

If all of the above factors are verified, HRA must send a notice to the participant offering an opportunity to present a good cause reason or show a lack of willfulness for failing to comply, as well as offer an opportunity to reengage in order to avoid a sanction. The notice must also indicate that even if the participant does not have good cause and despite willfulness, the participant may still avoid a sanction through reengagement. In this instance, reengage means that the participant must comply with the assigned work activity for at least five business days as required by OTDA.

If the participant does not report for conciliation, or there was a finding of willfulness and no good cause and the participant did not successfully reengage, the participant will be subject to a non-durational CA sanction.

If the participant is also subject to SNAP work requirements, as required by OTDA, a durational SNAP sanction will also be imposed with the following durations:

- 1st instance 1 month
- 2nd instance 3 months
- 3rd and any subsequent instances 6 months

An individual will be able to have the CA sanction lifted either by complying with agency work rules for at least 5 business days as required by OTDA or by demonstrating that they are exempt from CA work requirements.

An individual with a SNAP sanction on a CA case may request to be reinstated for SNAP after the duration of the SNAP sanction period has expired and the individual is now in compliance with SNAP work requirements. An individual who can demonstrate that they are no longer subject to SNAP work requirements may do so at any time, and the sanction may be lifted, even if the duration period has not expired.

If child care, carfare and reasonable accommodation requests (RARs) (that would impact compliance) were not in place when they should have been, or the participant was in an exempt status, DSS HRA staff must excuse the participant and indicate that the infraction should not go forward. If all RARs and supportive services were in place, then the infraction is correct and the conciliation process should proceed.

Once an outcome of the conciliation/reengagement process is reached, the participant will either be engaged, deemed exempt from work requirements, or proceed through the sanction process where a timely notice will be issued to the participant informing them of the agency's intent to impose a prorata sanction (or discontinuance for cases with a household size of one).

Conciliation/Reengagement Notice

HRA will send individuals who are not in compliance with their work requirement the notice "Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Reengagement and Conciliation Notice" (LDSS-5087). This notice includes the following required information:

- the specific instance or instances of willful refusal or failure to comply without good cause including where the infraction occurred
- affirmative statement that HRA reviewed and verified that appropriate supportive services were in place and that reasonable accommodations, if any, were properly honored at the time of the infraction
- information on how the participant may avoid a pro-rata reduction in benefits:
 - establish good cause/lack of willfulness
 - o re-engage in work activities
 - demonstrate a reason they should be exempt from agency work requirements

This notice also contains a scheduled appointment date even though the participant may report at any time during the conciliation period (10 days). The location of the appointment will depend on where the infraction occurred. For participants who infract with Career Services Providers, the conciliation appointment will be with the HRA Representative at either Career Compass or YouthPathways.

If the infraction occurred either with Education Services or with attendance in a training or education program, the conciliation appointment will be with Education Services.

For all other infractions, the conciliation appointment will be scheduled with the Job Center.

Conciliation Process

Upon determining and verifying that a participant failed or refused to comply with their employment requirements, that individual must be offered a conciliation to provide reasons for the non-compliance. Participants are provided a 10-day period in which to contact the agency and conduct their conciliation.

Conciliation staff will be responsible for mediating any dispute between what the agency has indicated as an infraction or deficiency in engagement hours and/or review any claims for good cause and non-willful infractions with the participant. Staff must complete the conciliation when the participant reports. If the individual reports for their conciliation, as long as the 10-day conciliation period has not ended, staff must conduct the conciliation even if it is prior to the conciliation appointment date.

For individuals who fail to report to conciliation within the 10-day period, HRA will review the circumstances of the case to see if the participant has reengaged, become employed, or is now exempt (including recent claims of exemption). If any of those are found, HRA will resolve the infraction and no notice of intent will be issued. If none of those are found, the sanction process will start with the issuance of a notice of intent to reduce or discontinue benefits. **Note**: For certain cases involving WeCARE Vocational Rehabilitation Services (VRS) an additional pre-NOI review consisting of an outreach attempt and thorough file review will be conducted by designated staff.

Determining Good Cause

If the participant appears for Conciliation within the conciliation period, conciliation staff must review the participant's reasons and/or statements, and review any documentation provided, to determine if there was a good cause reason for the infraction. **Note**: Documentation submitted in support of a reasonable accommodation may be used as a basis for a good cause determination.

Once good cause is granted, Conciliation staff must reengage the participant, through the Employment Plan (EP). Individuals who have an infraction with WeCARE must be referred back to WeCARE.

If during the conciliation the participant makes a claim of a new employment exemption, the conciliation worker must grant good cause and then complete a new assessment through the EP. Referrals and documentation requirements are unique based on the claimed exemption and current policy for each exemption should be applied. The individuals will be temporarily exempt pending the outcome of the individual's claim of a barrier. No sanctions will be imposed for these individuals.

If the conciliation is because the participant either voluntarily quit a job or reduced their earnings, staff must use different criteria for determining good cause. These include but are not limited to:

- Illness
- Discrimination by an employer
- Sexual Harassment
- The job offer was not made in good faith
- The job involves illegal activity
- The work site is subject to a strike or lockout at the time of the offer

Determining Willfulness

If it is determined that the participant does not have a good cause reason, including any related to RARs, and does not make a claim for a new exemption, staff must still determine if the infraction was willful.

Willfulness, for the purposes of imposing an employment sanction, is determined on a case-by-case basis by considering whether the participant intentionally, knowingly, or deliberately refused or failed to comply with CA and SNAP employment requirements. Any steps that the participant took to address issues within their control which prevented compliance with the employment requirement may establish that the participant's failure to comply was not willful and must be explored in each instance of non-compliance.

Individuals who are determined not to have good cause and whose infraction is deemed to be willful must be offered the opportunity to reengage in order to avoid a CA and a SNAP sanction. If the individual successfully reengages, there will be no negative case actions taken against the CA or SNAP.

Reengagement Process

After Conciliation staff review and determine that a participant lacked good cause to excuse their failure or refusal to comply with their work requirements and that the noncompliance was willful, Conciliation staff must then offer the noncompliant participant an opportunity to avoid an employment sanction through the reengagement process. The reengagement process allows the participant to prevent a reduction in benefits by demonstrating their agreement to comply with CA and SNAP work requirements.

If the individual does not successfully reengage after being offered the opportunity to do so, they will be subject to both a CA and SNAP sanction if subject to SNAP work requirements or a CA sanction only if not subject to SNAP work requirements.

Failure to Reengage / Refusal of Offer to Reengage

If the participant fails to report back to the assignment after agreeing to comply, A Notice of Intent (NOI) process will be initiated. The NOI will contain information, in plain language, informing the participant of the Agency's proposed negative case action and alerting them that there is a ten (10) day period in which they may request a conference to contest the findings of no good cause and willfulness as well as failure to reengage. The NOI will also provide the individual their rights related to Fair Hearings.

The Temporary Assistance good cause/willfulness determination is made by: ☐ client's employment worker ☐ a supervisor ☐ separate entity:
The district's conciliation process for SNAP recipients is in accordance with 18 NYCRR 385.11. Conciliations are conducted (check all that apply, and describe the procedure.): ☑ in person ☑ by phone ☑ by mail, etc.:
See above.
The SNAP E&T good cause/willfulness determination is made by: ☐ client's employment worker ☐ a supervisor ☐ separate entity:

The district's procedure for engaging SNAP recipients in a work activity to demonstrate compliance to avoid a SNAP E&T related sanction is:

Recipients of SNAP-Only benefits:

HRA does not mandate Employment and Training (E&T) for SNAP only, as such, there is no conciliation process for this population.

Recipients of CA and SNAP benefits:

When a recipient of CA and SNAP benefits who is subject to SNAP E & T requirements fails to comply with an activity assignment, the district determines whether the non-compliance was without good cause and was willful during the conciliation process.

If it is determined during the conciliation process that the non-compliance was with good cause or was not willful, the individual's CA and SNAP benefits will continue unchanged.

Individuals subject to both CA and SNAP work requirements who willfully and without good cause fail to comply with a CA and SNAP work requirement, are informed during the conciliation appointment that a sanction for both CA and SNAP can be avoided by agreeing to reengage in work activities. When an individual agrees to reengage, HRA will send the individual to a 5-day demonstrated compliance assignment activity as required by OTDA. To demonstrate compliance, the individual must comply with an agency assigned work activity for at least 5 business days as required by OTDA.

If the individual successfully reengages, there will be no negative case actions taken against the CA or SNAP benefits.

If the individual does not successfully reengage after being offered the opportunity to do so, they will be subject to both a CA and SNAP sanction, if subject to SNAP work requirements or a CA sanction only if not subject to SNAP work requirements.

Section 5.2 Sanctions

a. The district's procedure for determining compliance for those Temporary Assistance 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 is:

Sanctions

Once it is determined that the individual must be sanctioned, HRA will first do a systems check to ensure that the individual has not become exempt, is not employed, nor is currently engaged in an activity. If any of these are found, then HRA will shut down the infraction process. Any future infractions would start the entire process over again.

Lifting a CA Sanction – Reengagement

CA sanctions are non-durational. Once a CA sanction is in place, an individual has the ability to have that sanction lifted at any time by complying with an agency assigned work activity for at least 5 business days as required by OTDA.

Lifting a CA Sanction - Exemption

A sanction must also be lifted at the time an individual documents or claims a new exemption. This includes at the time a medical barrier is claimed and the individual is being referred to WeCARE. The sanction must be lifted within 5 business days of the individual documenting or claiming the exemption.

Lifting a CA Sanction – Agency Error

If an individual reports to a Job Center after a sanction has been imposed, and it is determined that the sanction was imposed in error (i.e., error in the pre-conciliation review, data entry error in time keeping system, etc.) staff must lift the sanction and restore all lost benefits.

b. The district's procedure for determining compliance for those SNAP 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 is:

An individual with a SNAP sanction on a CA case may request to be reinstated for SNAP after the duration of the SNAP sanction period has expired and the individual is now in compliance with SNAP work requirements. An individual who can demonstrate that they are no longer subject to SNAP work

requirements may do so at any time, and the sanction may be lifted, even if the duration period has not expired.

As required by OTDA, SNAP durational sanctions are as follows:

- 1st instance of non-compliance 1 month
- 2nd instance of non-compliance— 3 months
- 3rd and any subsequent instances of non-compliance 6 months

Lifting a SNAP Sanction on a CA case:

SNAP sanctions remain durational and cannot be lifted until the end of the sanction period and after the participant has demonstrated compliance for at least 5 business days with an agency assigned activity as required by OTDA. If the individual is already in compliance with their CA work requirements, no additional demonstrated compliance is needed.

SNAP sanctions may also be lifted during the durational period if the individual documents a new exemption from the SNAP work requirements. If an individual becomes exempt, the SNAP sanction should be lifted at that time.

Section 5.3 Dispute Resolution

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 is conducted in accordance with 18 NYCRR 385.11.

The grievance is mediated by:
☐ An agreement with an independent entity
☐ Supervisory staff who are trained in mediation and who have no direct responsibility for the
individual's case
oxtimes Designated supervisory staff who have no direct responsibility for the individual's case and who a
not trained in mediation

Section 6 Disability Determinations, Documentation and Requirements of Exempt Individuals (Reference 18 NYCRR 385.2)

Section 6.1 Disability Determination Process and Tools

The district's process for determining an individual's disabilities and/or work limitations is in accordance with 18 NYCRR 385.2(d). Check 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.
lacksquare District accepts physician's statement provided by participant but refers for an independent
evaluation when deemed necessary.

☑ Other process (please describe):

If a client claims to be unable to participate in work activities due to medical and/or mental health barriers, the FIA worker at the Job Center will refer the client to the Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) program for an assessment.

HRA has increased the portals of entry to the WeCARE program from the Job Centers. HRA has eliminated Job Center appointments whose only purpose was to refer the individual to WeCARE (e.g., clients returning from Fair Hearings with good cause.) Additionally, clients may receive an opt out appointment, meaning they may request to opt out of their Job Center appointment and instead go directly to WeCARE based on case history. In some limited instances, clients may choose to opt out of WeCARE. Within WeCARE, vendor staff reviews for history of SSI applications, as well as non-compliance histories, which could assist in identifying clients who may be SSI eligible and in need of Enhanced Case Management services.

HRA has also enhanced its efforts regarding providing information and offering clients reasonable accommodations that clients may need in order to travel to or participate in HRA related appointments/activities by implementing a Disability Insert, to be sent with various notices and on which the client can request a reasonable accommodation. The Disability Insert explains the various Reasonable Accommodations available to clients and serves as a tool to request such accommodations. Additionally, HRA will begin implementing a robust disability health screen developed in conjunction with the expert consultants retained as a result of the Lovely H. settlement. The rollout is planned for the second quarter of calendar year 2018 and should be fully implemented by the end of 2018. This disability screen may also further inform HRA as to a client's need for a WeCARE referral.

The WeCARE vendors are contracted to provide a comprehensive Biopyschosocial (BPS) assessment, including a medical evaluation by a board certified physician. The individual is encouraged to submit his/her own medical documentation to the WeCARE vendor for consideration as part of the BPS assessment. Clients can be referred to board-certified specialty physicians for further evaluation when clinically indicated. Each WeCARE medical site has on-site psychiatrists. Upon completion of the BPS, a client's Functional Capacity Outcome (FCO) is determined and includes:

- Employable with no limitations to employment: these clients are referred back to their Job Center for engagement in work-activities, or
- Employable with limitations that require vocational rehabilitation services and/or specialized job development and placement activities to ensure required work-place accommodations are provided, or
- Temporarily Unemployable due to unstable medical and/or mental health conditions that require a Wellness Plan, or
- Unable to work for 12 or more months and potentially eligible for federal disability, or
- Unable to work due to unstable medical and/or mental health conditions that require a Wellness Plan and potentially eligible for federal disability.

Additionally, if, within one year of completion of a BPS, a client develops a new or worsened medical and/or mental health condition, the client is referred to WeCARE's Clinical Review Team (CRT) for

assessment. The CRT review determines if changes to the client's clinical condition result in a new FCO. CRT teams are staffed by social workers and nurses and overseen by physicians.
The local process for reviewing the medical documentation to determine if the individual is exempt, nonexempt, or work limited is as follows:
 □ 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:
As described above, in determining employablity status, WeCARE staff consider all documentation provided by clients from their community based treatment providers.
Section 6.2 Mental Health Screening and Assessment
The district is administering a screening tool for Temporary Assistance participants to help determine whether a referral for a mental health evaluation is warranted, in addition to screening for a disability that occurs as part of the application or disability determination process ☐ yes ☐ no (If no, section 6.2 is complete)
If yes: Describe the district's policy for determining when a program participant is offered a mental health screen.
In conjunction with our Expert Consultants from the <u>Lovely H.</u> settlement, it was determined that the robust disability screening explained in Section 6.1 identifies clients with mental health limitations that have accommodation needs. When clients are referred to WeCARE, this information along with that collected in the BPS may indicate the need for a psychiatric assessment which will be completed by a psychiatrist at WeCARE. The disability screening is anticipated to be fully implemented by end of calendar year 2018.
If yes: Does the district use the LDSS 5009 - Mental Health Screening Tool and/or the computer assisted version of the Modified Mini Screening tool (MMS)? \Box yes \Box no
If using the MMS, indicate the district's cutoff score (7, 8 or 9) for referral to a mental health evaluation:
If using a screening tool other than the MMS, indicate the screening tool used:
Describe the district procedure for referring a participant for a mental health evaluation, when warranted by the screening result:

<u>Section 6.3 Requirements for Exempt Temporary Assistance Participants (Reference 18 NYCRR 385.2 (e))</u>

An exempt individual who has the potential to be restored to self-sufficiency through rehabilitation may be required to accept medical care to assist the individual 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 he/she is participating in the assigned program.

a. Following 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 6.1 of this plan. Included here is who (e.g., medical practitioner, employment worker, Temporary Assistance worker, local review team, etc.) makes or assists in this determination that an individual can restore or improve employability through treatment or other rehabilitative activities. Also included is 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.):

If a client claims to be unable to participate in work activities due to medical and/or mental health barriers, the FIA worker at the Job Center will refer the client to the Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) program for an assessment. If after the BPS process described in Section 6.1, it is determined by WeCARE that the individual has an untreated or unstable mental or physical condition that would benefit from rehabilitative activities and further treatment from their own medical practitioner, the individual is engaged in a Wellness Plan as described below and catered to their specific conditions, lasting up to 90 days with extensions possible, based on progress.

Additionally, if within one year of completion of a BPS a client develops a new or worsened medical and/or health condition, the client is referred to WeCARE's Clinical Review Team (CRT) for assessment. The CRT review determines if changes to the client's clinical condition(s) result in a new FCO. If the client is determined to need a Wellness Plan, the steps described below are carried out. The Clinical Review Teams are staffed by social workers and nurses and overseen by physicians.

Assist Clients with SSI Applications and Appeals

HRA has strengthened services around obtaining federal disability benefits for those clients for whom it is appropriate while at the same time reduced HRA appointments for this vulnerable population. HRA understands that assisting clients in obtaining SSI improves the quality of the client's life while providing him/her with a better income source. HRA has done this in the following ways:

HRA has strengthened the assessments performed by WeCARE by implementing more comprehensive assessments to better identify clients who are potentially eligible for SSI. Based on the results of the BPS, CRT, and Wellness completions, vendors are required to assess and better identify those clients who may be eligible for federal disability benefits. WeCARE will assist clients in filing SSI applications and appeals of denials of SSI applications, including federal court appeals.

HRA has implemented the use of the Social Security Administration's (SSA) sequential evaluation and grid rules to identify clients who may be "functionally disabled" due to a combination of clinical conditions, age, lack of education and/or work histories, and work-limitations. HRA has modified the vocational rehabilitation assessment process to better assess identified subgroups that may qualify for federal disability benefits and the use of the vocational assessment to focus on their limitations to strengthen an SSI application based on the sequential evaluation and aspects of the grid rules.

HRA has improved services to clients denied SSI due to citizenship status. HRA has moved thousands of clients who have been denied SSI due to citizenship status and who have been determined to be unable to work due to physical and/or mental health limitation that is expected to last twelve (12) months or more to a previously unused Employment Status Code 36 (Incapacitated six months or more – Exempt) to prevent unnecessary call-ins and the filing of multiple SSI applications that will only continue to be denied due to citizenship status.

HRA has implemented an SSI Maximization Program that assists clients who are determined to be homebound for one or more years apply for SSI. This same project also reviews clients whose SSI appeal after initial denial was unsuccessful, and when appropriate, files for an appeal of the denial all the way to the Federal Court level, if considered to have merit.

b. Following is the district's procedure for developing a treatment plan and for referring the participant to appropriate treatment, etc. Please be specific:

Following the completion of the BPS or CRT, as described above, a client may be determined to be temporarily unemployable due to unstable medical and/or mental health conditions that require a Wellness Plan.

At the initial Wellness Plan appointment, the WeCARE case manager a) reviews the results of the client's BPS or CRT assessment and b) explains the Wellness Plan as well as the client's and vendor's roles and responsibilities in completing the Plan. Clients leave the initial Wellness Plan appointment with a confirmed appointment with a medical provider. If a client does not have a medical provider, the case manager gives the client a choice of three providers. The vendor facilitates a timely treatment appointment.

c. Following is the district's procedure for tracking the participant's compliance with the 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:

WeCARE is responsible for monitoring the applicant's/participant's compliance with treatment and for reporting noncompliance to HRA, as follows:

Participants in a Wellness Plan are required to have a telephone or face-to-face appointment once a month with a vendor for the duration of their Wellness Plan. Use of the telephone for follow-up appointments allows clients with unstable clinical conditions to fulfill this requirement, thus reducing the number of face-to-face appointments, and decreasing negative actions resulting from problems traveling to and from WeCARE. During this appointment, compliance with treatment in the community and progress in stabilizing the medical and/or mental health conditions that are the focus of the

Wellness Plan are reviewed with the client. Case managers also contact the client's clinical provider(s) to verify attendance at treatment appointments.

If a client does not comply with his/her Wellness Plan and attend required appointments at the vendor or at the treatment provider, the vendor provides escalating outreach to facilitate compliance before reporting noncompliance to HRA.

Immediately after the initial Wellness Plan appointment, WeCARE sends the treating provider a copy of the Treating Physician's Wellness Plan Report in addition to materials explaining WeCARE and the Wellness Plan. WeCARE asks community-based physicians to complete this report at the end of the Wellness Plan in order to assess clinical progress and employability. Wellness Plans are completed when WeCARE can make a determination that the client can now work with no limitations, participate in work-limited vocational rehabilitation settings, or is unable to work for twelve (12) or more months and potentially eligible for federal disability benefits.

Provide Client-Centered Services for those with Substance Use Disorders

HRA provides client-centered services to clients with substance use disorders (SUD) by having all clients that may have SUD assessed by NYS Credentialed Alcoholism and Substance Abuse Counselors (CASAC) to determine their individual need for SUD treatment. If determined to have a SUD that impacts employability, the client is mandated to the modality and level of treatment that best meets their needs. HRA then monitors the client's progression in treatment and, ultimately, move towards employability. Additionally, HRA uses Harm Reduction services for clients with a history of noncompliance with intensive treatment. HRA recognizes that these clients often cycle in and out of care and have histories of HRA imposed sanctions for failing to comply with mandates for substance use treatment. Harm Reduction is a well-recognized portal of entry to substance use services which recognizes that the engagement of these clients may require services that are client-centered and designed to decrease possible harm to themselves and the community through the clients' activities when using substances. Providers work with clients on decreasing use and/or amounts of substances, safety, providing clean, positive space for clients to meet staff /other clients, decreasing unprotected sex and other high risk and criminal behaviors. They also use motivational interviewing and other techniques over time to attempt to encourage the client to accept clinical substance use treatment. The New York State Department of Health supports this approach to reducing substance use. Such an approach would not subject clients to a sanction for non-compliance with traditional treatment, and would give them an opportunity to begin to address their needs through Harm Reduction programs. This approach is consistent with what other states do, as well as with New York State's Medicaid Redesign approach. In addition, it supports HRA's goal of not harming those at risk of becoming homeless with sanctions that are linked with homelessness.

Appendix A

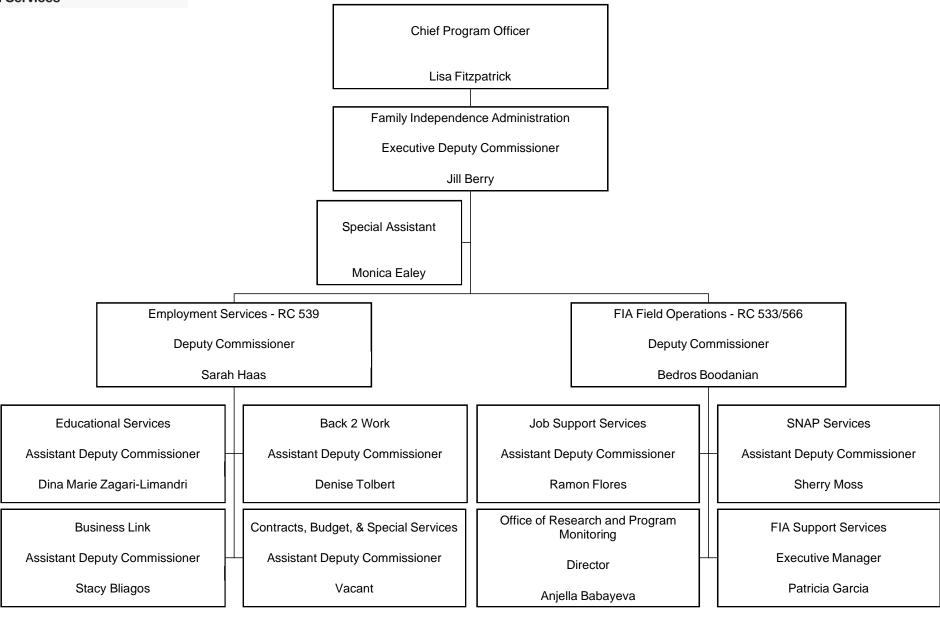
Family Independence Administration Organizational Chart

Office of Policy, Procedures, and Training Organizational Chart

Customized Assistance Services Organizational Chart

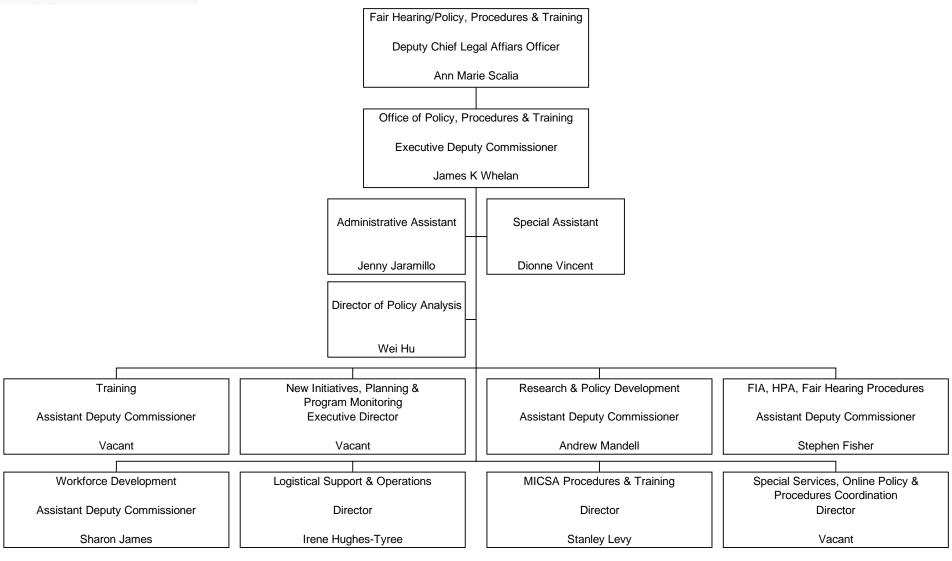


FAMILY INDEPENDENCE ADMINISTRATION SENIOR STAFF/RESPONSIBILITY CENTER (RC) HEADS



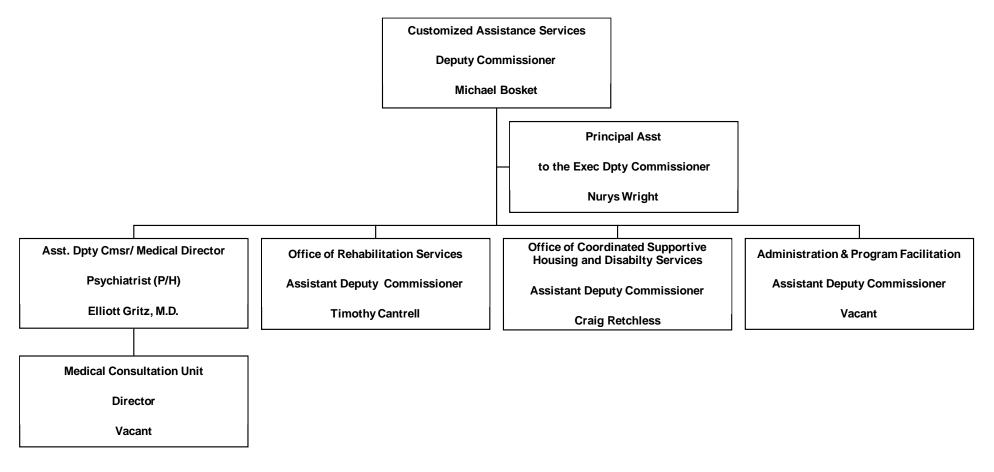


RC 1231/OFFICE OF POLICY, PROCEDURES AND TRAINING (OPPT) OVERVIEW





Customized Assistance Services Upper Management



NOV 2017

APPENDIX B

SECTION 2.2 TA AND SNAP E & T PROVIDER AGENCIES

TABLES 1 AND 2

TABLE 1 - Contracts Associated with TA and SNAP Employment Programs and Services

Ref #	Provider	Total Contract Cost (per yr.)	Funding Source(s)	of Clients Served	Program, Services or Activities Provided	Comment
1	America Works-Brooklyn & Staten Island	\$4,172,349	FSET/FFFS/CTL	Mixed	Career Advance	
2	America Works-Queens	\$1,530,842	FSET/FFFS/CTL	Mixed	Career Advance	
3	America Works-Manhattan	\$2,025,777	FSET/FFFS/CTL	Mixed	Career Advance	
4	DB Grant Associates-Bronx	\$3,385,687	FSET/FFFS/CTL	Mixed	Career Advance	
5	DB Grant Associates-Brooklyn	\$3,279,452	FSET/FFFS/CTL	Mixed	Career Advance	
6	DB Grant Associates-Manhattan	\$2,025,777	FSET/FFFS/CTL	Mixed	Career Advance	
7	Fedcap-Older adults	\$1,207,462	FSET/FFFS/CTL	Mixed	Career Advance	
8	Fedcap-Criminal justice involved	\$724,988	FSET/FFFS/CTL	Mixed	Career Advance	
9	Fedcap-Brooklyn, Queens & Staten Island	\$1,104,419	FSET/FFFS/CTL	Mixed	Career Advance	
10	Gay Men Health Crisis-Lesbian, Gay, Bisexual and Questioning	\$144,715	FSET/FFFS/CTL	Mixed	Career Advance	
11	Gay Men Health Crisis-Transgender and Gender-Non-Conforming	\$48,453	FSET/FFFS/CTL	Mixed	Career Advance	
12	Goodwill Industries-Limited English Proficient (LEP) and Immigrants	\$483,242	FSET/FFFS/CTL	Mixed	Career Advance	
13	Goodwill Industries-Queens	\$1,530,842	FSET/FFFS/CTL	Mixed	Career Advance	
14	Maximus Human Services, IncBronx	\$3,385,687	FSET/FFFS/CTL	Mixed	Career Advance	
15	America Works-Bronx	\$3,886,646	FSET/FFFS/CTL	Mixed	Career Compass	
16	DB Grant Associates-Queens	\$1,705,746	FSET/FFFS/CTL	Mixed	Career Compass	
17	Education Data System-Queens	\$1,705,716	FSET/FFFS/CTL	Mixed	Career Compass	
18	Fedcap-Bronx	\$3,886,646	FSET/FFFS/CTL	Mixed	Career Compass	
19	Goodwill-Brooklyn	\$3,739,022	FSET/FFFS/CTL	Mixed	Career Compass	
20	Maximus Human Services, IncStaten Island	\$918,833	FSET/FFFS/CTL	Mixed	Career Compass	
21	Maximus Human Services, IncManhattan	\$2,282,684	FSET/FFFS/CTL	Mixed	Career Compass	
22	NADAP-Manhattan	\$2,282,684	FSET/FFFS/CTL	Mixed	Career Compass	
23	NADAP-Brooklyn	\$3,739,022	FSET/FFFS/CTL	Mixed	Career Compass	
24	America Works-Bronx	\$1,370,285	FSET/FFFS/CTL	Mixed	Youth Pathways	
25	America Works-Brooklyn	\$1,293,846	FSET/FFFS/CTL	Mixed	Youth Pathways	

26	East River Development-Queens	\$1,836,281	FSET/FFFS/CTL	Mixed	Youth Pathways	
27	Fedcap-Bronx	\$1,370,285	FSET/FFFS/CTL	Mixed	Youth Pathways	
28	Fedcap-Manhattan	\$1,075,711	FSET/FFFS/CTL	Mixed	Youth Pathways	
29	Goodwill-Brooklyn	\$1,293,846	FSET/FFFS/CTL	Mixed	Youth Pathways	
30	Maximus Human Services, IncManhattan	\$1,075,711	FSET/FFFS/CTL	Mixed	Youth Pathways	
31	Maximus Human Services, Inc.Staten Island	\$570,791	FSET/FFFS/CTL	Mixed	Youth Pathways	
32	Rescare-Bronx	\$1,370,285	FSET/FFFS/CTL	Mixed	Youth Pathways	
33	Rescare-Brooklyn	\$1,293,846	FSET/FFFS/CTL	Mixed	Youth Pathways	

					Internship Placement	1
34	Jewish Community Council	\$3,564,079	FSET/FFFS/CTL	Mixed	Services	
35	ABC Training Center	\$3,888	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
36	Starcom Consulting Inc	\$18,125	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
37	Alliance Computing Solutions	\$37,950	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
38	Al Sorano's Professional	\$7,150	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
39	American Barber Institute	\$544	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
40	ASA Institute of Business & Computer	\$1,095	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
41	Compu21 Corp	\$2,500	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
42	Corrine Monique Smith	\$6,590	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
43	Ferrari Driving School	\$17,500	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
44	Focus Career Group Inc	\$5,000	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
45	Focus Career Solutiond LLC	\$25,000	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
46	New Age Training, Inc.	\$1,208	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
47	QAS Inc	\$2,500	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
48	The Resource Training Center	\$625	FSET/FFFS/CTL	Mixed	ITA Vouchers	These are paid through PO's. Amounts stated are FY'17 expenditures
49	Visiting Nurse Services	\$5,024,322	FSET/FFFS/Medica id/CTL	Mixed	Comprehensive Service Model	
50	University Behavioral	\$5,168,957	FSET/FFFS/Medica id/CTL	Mixed	Comprehensive Service Model	
51	National Association on Drug	\$5,049,579	FSET/FFFS/Medica id/CTL	Mixed	Comprehensive Service Model	
52	National Association on Drug	\$7,185,000	FSET/FFFS/Medica id/CTL	Mixed	Substance Abuse Screening	
53	Fedcap	\$34,738,927	FSET/FFFS/Medica id/CTL	Mixed	WeCARE	
54	Fedcap	\$29,199,332	FSET/FFFS/Medica id/CTL	Mixed	WeCARE	
55	NY County Health Services	\$785,157	FSET/FFFS/Medica id/CTL	Mixed	WeCARE Monitoring	
56	Bronx Works	\$1,074,500	CTL	Mixed	Jobs Plus	
57	Henry Street Settlement	\$1,061,264	CTL	Mixed	Jobs Plus	
58	Goodwill Industries of Greater New York and Northern New Jersey, Inc.	\$1,068,598	CTL	Mixed	Jobs Plus	
59	East River Development Alliance	\$1,050,000	CTL	Mixed	Jobs Plus	
60	Arbor E&T, LLC (d/b/a ResCare Workforce Services)	\$1,063,015	CTL	Mixed	Jobs Plus	

61	EAST Side House	\$1,068,841	CTL	Mixed	Jobs Plus	
62	DB Grant Associates	\$1,060,110	CTL	Mixed	Jobs Plus	
63	Bedford Stuyvesant Restoration Corp	\$1,054,965	CTL	Mixed	Jobs Plus	
64	Bedford Stuyvesant Restoration Corp	\$342,602	OTHER (HUD)	Mixed	Jobs Plus	
65	TBD	\$512,000	CTL	Mixed	Career Pathways	These are paid thrugh PO's. Amount stated is FY'18 budget
	Total	\$161,948,499	·			

	Intra-City Memorandums of Understandings								
Ref #	Provider	Annual Value	Funding Source(s)	Categories of Clients Served	Programs, Services, or Activities Provided	Comment			
1	CUNY EDGE	\$ 10,844,759	FSET/FFFS/CTL	Mixed	Employment - Work Stud	CUNY COPE and Work Study programs have merged together into one initiative pilot as CUNY EDGE in FY '17			
2	CUNY - TEAM	\$ 1,005,535	FSET/FFFS/CTL	Mixed	Literacy Services				
3	Dept. of Sanitation - Outdoors (300 Annual JTP Slots/600 Participants)	\$ 9,400,495	FSET/FFFS/CTL	Mixed	Wage Subsidy Program	Grant Diversion adjustment will be processed by OMB in the amount of \$341K, No changes to FY '19 Grand Total Budget			
4	Dept. of Sanitation - Indoors (70 Annual JTP Slots/140 Participants)	\$ 1,699,388	FSET/FFFS/CTL	Mixed	Wage Subsidy Program	FY '19 Budget includes \$127,504 in Grant Diversion			
5	DCAS JTP - (45 Annual JTP Slots/90 Participants)	\$ 1,705,378	FSET/FFFS/CTL	Mixed	Wage Subsidy Program	FY '19 Budget includes \$198,072 in Grant Diversion			
6	NYPD JTP - (60 Annual JTP Slots/120 Participants)	\$ 2,088,028	FSET/FFFS/CTL	Mixed	Wage Subsidy Program	FY '19 Budget includes \$279,360 in Grant Diversion			
7	Parks & Recreation - POP PLUS	\$ 219,760	CTL	Mixed	Training Program				
8	Parks & Recreation - POP Education	\$ 150,730	CTL	Mixed	Training Program				
9	Parks & Recreation POP (1,714 Annual JTP Slots/3,428 Participants)	\$ 50,050,672	FSET/FFFS/CTL	Mixed	Wage Subsidy Program - 1	FY '19 Budget includes \$8.3m in Grant Diversion. FY '19 JTP Participants Wages Budget will be increased due to the hourly rate increase (\$15/hr).			
	Total	\$ 77,164,745							

Note ITA Voucher budget is \$2.015m

Table 2 - Other Service Providers

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
A CENTER FOR DENTAL AUXILIARY TRAINING	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
ABC TRAINING CENTER	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
ACADEMY OF COSMETOLOGY & ESTHETICS NY, LLC	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
ACCESS CAREERS TRAINING - BROOKLYN	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
ACCESS CAREERS TRAINING - HEMPSTEAD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ACCESS INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
ACE INSTITUTE OF TECHNOLOGY-MANHATTAN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ✓ SNAP ✓ TANF 200%	literacy

		1	
Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
ACE INSTITUTE OF TECHNOLOGY- QUEENS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
ADL INSTITUTE LLC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
AGUDATH ISRAEL OF AMERICA COMM/COPE INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness, literacy
AIDES AT HOME, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
AL SORANO PROFESSIONAL TRUCK DRIVING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ALCOHOLISM COUNCIL OF NEW YORK	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ALLEN HEALTH CARE SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
ALLEN SCHOOL - BROOKLYN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ALLEN SCHOOL - QUEENS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ALLIANCE COMPUTING SOLUTIONS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
AMERICAN ACADEMY MCALLISTER INST FUNERAL SERV	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
AMERICAN BARBER INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
AMERICAN BEAUTY SCHOOL, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
AMERICAN MEDICAL CAREER TRAINING CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
AMERICAN SAFETY TRAINING & CONSULTING SERVICE	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
AMG SCHOOL OF LICENSE PRACTICAL NURSING	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ANDY FRAIN SECURITY TRAINING	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ANTHEM INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
APEX TECHNICAL SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
APPLEWHITE HOSPITALITY ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ARAB AMERICAN FAMILY SUPPORT CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy

	I	I	
Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
ARGUS COMMUNITY, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
ARK SECURITY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ARROJO COSMETOLOGY SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ART INSTITUTE OF N.Y.C.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ASA INSTITUTE OF TECHNOLOGY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
ASSOCIATION OF COMMUNITY EMPLOYMENT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ATELIER ESTHETIQUE INSTITUTE OF ESTHETICS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

		I	
Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
AVEDA INSTITUTE, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
B & H EMERGENCY MEDICAL TRAINING , INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BARUCH COLLEGE - CUNY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BE'ER YAAKOV TALMUDIC SEMINARY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
BEACON HEALTHCARE SCHOOL, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BEDFORD STUYVESANT VOLUNTEER AMBULANCE CORP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BERK TRADE & BUSINESS SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
BERKELEY COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BEST CARE, INC. ALL CITY CARE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BEST CHOICE HOME HEALTH CARE INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BEYOND BEAUTY & BARBER ACADEMY INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BIG APPLE TRAINING SCHOOL INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BLUEDATA INTERNATIONAL INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BMCC / CONT ED WRK FRCE DEV CUNY START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness, literacy

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Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
BMCC / CUNY CAREER PATH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BMCC CONTINUING EDUCATION - CLIP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness, literacy
BMCC-CUNY ASAP 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness, literacy
BMCC-CUNY COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness, literacy
BORICUA COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness, literacy
BOROUGH OF MANHATTAN COMMUNITY COLL-CONT ED	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRIARCLIFFE COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
BRIMSTONE PROTECTION TRAINING	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRITTANY BEAUTY ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRITTANY BEAUTY SCHOOL - THE BRONX	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRONX COMM. COLL- ADULT CONTINUING ED	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
BRONX COMMUNITY COLLEGE-CLIP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRONX COMMUNITY COLLEGE -CAREER PATH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
BRONX COMMUNITY COLLEGE-CUNY ASAP 2YR	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
BRONX COMMUNITY COLLEGE-CUNY COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRONX COMMUNITY COLLEGE-CUNY MATH START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRONX COMMUNITY COLLEGE-CUNY START	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
BRONX COMMUNITY COLLEGE/DISPLACED HOMEMAKER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRONX PROVIDER CONSUMER ALLIANCE RES. CTR INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BRONXWORKS, INC. (GRAND CONCOURSE)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
BRONX WORKS INC - WEST TREMONT	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
BROOKLYN BUREAU OF COMMUNITY SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
BROOKLYN COLLEGE- ADULT & CONTINUING ED.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
BROOKLYN COLLEGE-CUNY-COPE 4YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BROOKLYN JOB CORPS ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BROOKLYN WOODS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BROOKLYN WORKFORCE INNOVATIONS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
BULKAN'S HEALTHCARE SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
BUS & CAR DRIVER TRAINING SCHOOL	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
BUSTELO INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CACTUS ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CAMBA / CHURCH AVE MERCHANTS BLOCK ASSOC,INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
CAMBRIDGE BUSINESS INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CAMPUS EDUCATION	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CAREER CENTER (THE)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
CAREER SCHOOL OF NY, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CARSTEN INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CASTILLO TRAINING INSTITUTE, LTD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CENTRAL BROOKLYN ECONOMIC DEVELOPMENT CORP.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CENTRAL QUEENS YM &YWHA	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness, literacy
CENTURION PROFESSIONAL TRAINING INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CHARLES STUART SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
CHRISTINE VALMY INTERNATIONAL SCHOOL	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
CITY COLLEGE - ADULT AND CONTINUING ED.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
CITY COLLEGE OF NEW YORK-CUNY COPE 4YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CLINTON INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ✓ SNAP ✓ TANF 200%	job readiness
COALITION FOR HISPANIC FAMILY SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
COALITION FOR QUEENS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
COALITION FOR THE HOMELESS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	T. 11		Programs, Services or
TTOVACE	Funding Source (if known)	Categories of Clients Served	Activities Provided
COCHRAN SCHOOL OF NURSING	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CODE ONE TRAINING	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
COLLEGE AT OLD WESTBURRY-SUNY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
COLLEGE OF NEW ROCHELLE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
COLLEGE OF STATEN ISLAND	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
COLLEGE OF STATEN ISLAND-CLIP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
COLLEGE OF STATEN ISLAND- CONTINUING ED	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
COLLEGE OF STATEN ISLAND- CUNY START	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
COLLEGE OF STATEN ISLAND-CUNY ASAP 4YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ✓ SNAP ✓ TANF 200%	job readiness
COLLEGE OF STATEN ISLAND-CUNY ASAP 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
COLLEGE OF STATEN ISLAND-CUNY COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
COLLEGE OF STATEN ISLAND-CUNY COPE 4YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
COLLEGE OF STATEN ISLAND-CUNY MATH START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
COLLEGE OF WESTCHESTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	education

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
COMMUNITY ACCESS INC-HOWIE THE HARP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
COMMUNITY IMPACT, COLUMBIA UNIVERSITY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
COMPU21 CORP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
COOPERATIVE HOME CARE ASSOCIATES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CORTIVA INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
COVENANT HOUSE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
CSA SECURITY TRAINING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
CULINARY TECH CENTER, LLC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CUNY JOB PLUS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
CUNY SCHOOL OF PROFESSIONAL STUDIES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
DAISLEY II HOME CARE SERVICES INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
DEVRY COLLEGE OF NEW YORK	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
DIGITAL FILM ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
DOE- ALTERNATIVE ADULT & CONTINUING ED- REG#4	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
DOE- BROOKLYN ADULT LEARNING CENTER REG # 7	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
DOE-BRONX ADULT LEARNING CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
DOE-BROOKLYN ADULT LEARNING CENTER REG # 8	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
DOE-GED PLUS @ ST. GEORGE HUB	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
DOE-MID-MANHATTAN ADULT LEARNING CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
DOE-QUEENS ADULT LEARNING CENTER/SCHOOL 10	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
DOWNTOWN BROOKLYN GED ACCESS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ✓ SNAP ✓ TANF 200%	literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
DR. GEORGINA FALU FOUNDATION INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EAST SIDE HOUSE SETTLEMENT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
EBANKS SECURITY TRAINING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EBONY HOUSE ENTERPRISES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ECKERD YOUTH ALTERNATIVES, INC- QUEENS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ECKERD YOUTH ALTERNATIVES, INC- THE BRONX	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EDUCATIONAL ALLIANCE	Unknown	FA SN Family SN Individual SNAP TANF 200%	literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
EDUCATIONAL OPPORTUNITY CENTER (SUNY) BKYN	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness, literacy
EDUCATIONAL OPPORTUNITY CENTER (SUNY) BRONX	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
EDUCATIONAL OPPORTUNITY CENTER (SUNY) L. I	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EDUCATIONAL OPPORTUNITY CENTER (SUNY) MANHATT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
EDUCATIONAL OPPORTUNITY CENTER (SUNY) QUEENS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
EFFICIENT CARE TRAINING CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EL BARRIO'S OPERATION FIGHTBACK, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
ELECTRICAL TRAINING CENTER	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
ELITE ACADEMY OF BEAUTY ARTS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ELMCOR YOUTH & ADULT ACTIVITIES, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ELYON COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EMPIRE BEAUTY SCHOOL-BROOKLYN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EMPIRE BEAUTY SCHOOL-MANHATTAN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EMPIRE BEAUTY SCHOOL-NEW JERSEY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
EMPIRE BEAUTY SCHOOL-PEEKSKILL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
EMPIRE BEAUTY SCHOOL-QUEENS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ENGLISH LANGUAGE INSTITUTE AT LIU	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
EXODUS TRANSITIONAL COMMUNITY , INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
EXPONENTS CTR FOR PER/PRO DEVELOPMENT , INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
FADMO HEALTH AND ALLIED SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FASHION INSTITUTE OF TECHNOLOGY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
FEDCAP CAREER DESIGN SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FEDCAP HOME CARE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FERRARA'S BEAUTY SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FERRARI DRIVING SCHOOL, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FIFTH AVENUE COMMITTEE - CGNW	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
FOB SCHOOL OF HEALTH CAREERS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FOCUS CAREER GROUP, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
FOCUS CAREER SOLUTIONS, LLC	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
FOCUS PERSONAL TRAINING INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FORESTDALE INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FORTUNE SOCIETY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
FRANKLIN CAREER INST - (HEMPSTEAD)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FRANKLIN CAREER INST- (BROOKLYN)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FRIENDS OF ISLAND ACADEMY (BRONX)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
FRIENDS OF ISLAND ACADEMY (MANH)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FUNDS FOR THE CITY OF NY/CTR FOR CT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
FUTURE MEDIA CONCEPTS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GAMLA COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GARRISON TRAINING AND PLACEMENT INC.,	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GATEWAYS TO SUCCESS, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GED PLUS @ - CENTRAL OFFICE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

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Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
GED PLUS AT BRONX REGIONAL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
GENERAL ASSEMBLY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
GLOBAL SCOPE, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GLOBE INSTITUTE OF TECHNOLOGY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GOLD & SILVER AGING HOMECARE INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GOLD MATERIAL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GOLDEN KEY DRIVING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
GRACE INSTITUTE (MANH)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GRACE INTERNATIONAL BEAUTY SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
GRACE OUTREACH (BRONX)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
GUTTMAN COMMUNITY COLLEGE- CUNY COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
GUTTMAN COMMUNITY COLLEGE- CUNY MATH START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HAIR DESIGN INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HANAC, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
HARLEM CENTER FOR EDUCATION/EOC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
HARLEM COMMONWEALTH COUNCIL, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HARLEM CONGREGATION FOR COMMUNITY IMPROVEMENT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HARLEM HOSPITAL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ✓ SNAP ✓ TANF 200%	job readiness
HARLEM YMCA NAWC AND LITERACY ZONE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HEALTHCARE HIGHWAYS OF JCCGCI	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HEARTBEAT SECURITY SERVICE	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

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Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
HELP SOCIAL SERVICE CORP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HENRY STREET SETTLEMENT - CCC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HENRY STREET SETTLEMENT - YOUTH SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HERARD CENTER OF TECHNOLOGY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HERON CARE AGENCY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HHH LICENSED HOME CARE SERVICE AGENCY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HIGHLAND AUTO DRIVING SCHOOL LTD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
HOME ASSISTANCE PERSONNEL, INC. (HAPI)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HOME HEALTH CONSULTING AGENCY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HOPE HOME CARE, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HOSTOS CC ALLIED HEALTH CAREER PIPELINE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HOSTOS COMMUNITY COLLEGE -MATH START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HOSTOS COMMUNITY COLLEGE- CAREERPATH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HOSTOS COMMUNITY COLLEGE-CLIP PROGRAM	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
HOSTOS COMMUNITY COLLEGE- CUNY ASAP 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HOSTOS COMMUNITY COLLEGE-CUNY IN THE HEIGHTS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HOSTOS COMMUNITY COLLEGE-CUNY- COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HOSTOS-COMM COLL- ADULT & CONTINUING ED	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HOUR CHILDREN - HOUR WORKING WOMEN PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
HOUSING WORKS' JOB TRAINING PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
HUNTER BUSINESS SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
HUNTER COLLEGE-CUNY COPE 4YR	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
IDL DRIVING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
IGBANS INSTITUTE OF VOCATIONAL TRAINING	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
INSTITUTE FOR CAREER DEVELOPMENICD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
INSTITUTE OF AUDIO RESEARCH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
INSTITUTE OF CAREER CONTINUITY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
INSTITUTE OF CULINARY EDUCATION (THE)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
INTERNATIONAL CULINARY CENTER	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
INTERNATIONAL DEVELOPMENT INSTITUTE, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
INTERNATIONAL RESCUE COMMITTEE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
ITALIAN AMERICAN CIVIL RIGHTS LEAGUE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
JEWISH COMMUNITY COUNCIL OF GR. CONEY ISLAND	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
JMB HOME HEALTH AIDE TRAINING SCHOOL, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
JOHN JAY COLL. OF CRIMINAL JUSTICE- CUNY-COPE	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
JOHN JAY COLLEGE CUNY ASAP 4YR	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
JOHN JAY COLLEGE CUNY COPE 4YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
KAREFUL AND KAREFREE TRAINING SCHOOL, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
KCC/PROJECT WELCOME	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
KINGSBOROUGH COMM COLLEGE - CUNY START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
KINGSBOROUGH COMMUNITY COLLEGE/CLIP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
KINGSBOROUGH COMMUNITY COLLEGE-CONT. ED.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
KINGSBOROUGH COMMUNITY COLLEGE- CUNY ASAP 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
KINGSBOROUGH COMMUNITY COLLEGE- CUNY COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
KINGSBOROUGH COMMUNITY COLLEGE- FAMILY COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LAGUARDIA CC-DISPLACED HOMEMAKER PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LAGUARDIA COMM COLL- ADULT CONTINUING ED.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
LAGUARDIA COMM COLLEGE -AUDACIA	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LAGUARDIA COMMUNITY COLL FATHERHOOD ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
LAGUARDIA COMMUNITY COLLEGE - CUNY MATH START	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
LAGUARDIA COMMUNITY COLLEGE- CUNY START	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
LAGUARDIA COMMUNITY COLLEGE- CUNY COPE 2YR	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
LAGUARDIA COMMUNITY COLLEGE- CUNY COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LEGAL INFORMATION FOR FAMILIES TODAY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ☐ TANF 200%	job readiness
LEHMAN COLLEGE/CONTINUING EDUCATION	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
LEHMAN COLLEGE ADULT LEARNING CENTER	Unknown	FA SN Family SN Individual SNAP TANF 200%	literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
LEHMAN COLLEGE-CUNY COPE 4YR	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness, literacy
LETS GO DRIVING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LIA SCHORR INSTITUTE OF COSMETIC SKIN CARE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LINC HEALTH TRAINING CENTER LLC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LINCOLN TECHNICAL INSTITUTE (BKLYN)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LINCOLN TECHNICAL INSTITUTE (NEW JERSEY)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LINCOLN TECHNICAL INSTITUTE (QUEENS)	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
LITERACY PARTNERS INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
LONG ISLAND BEAUTY SCHOOL- (HEMPSTEAD)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LONG ISLAND BUSINESS INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
LONG ISLAND UNIVERSITY BROOKLYN CAMPUS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LUDIE ALLIED INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
LUTHERAN FAMILY HEALTH CENTERS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
MAKE THE ROAD NEW YORK	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
MAKE-UP DESIGNORY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MANDL SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MANDL SCHOOL FOR MEDICAL & DENTAL TECH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MANHATTAN INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MANHATTAN NAIL & ESTHETICS SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MANHATTAN SCHOOL OF COMPUTER TECHNOLOGY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
MARKS JEWISH COMMUNITY HOUSE OF BENSONHURST	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
MCI INSTITUTE OF TECHNOLOGY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
MEDGAR EVERS COLLEGE - BETA ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
MEDGAR EVERS COLLEGE - CONTINUING EDUCATION	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
MEDGAR EVERS COLLEGE -CUNY ASAP 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MEDGAR EVERS COLLEGE-CUNY COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MEDGAR EVERS COLLEGE-CUNY COPE 4YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MEDGAR EVERS COLLEGE-CUNY START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
MERCY CENTER -THE BRONX	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
MERCY COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MERKAZ BNOS (BROOKLYN)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MERKAZ BNOS (MANHATTAN)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MET COUNCIL HOME CARE SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
METROPOLITAN COLLEGE OF NEW YORK	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
METROPOLITAN LEARNING INSTITUTE - (QNS BLVD)	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness, literacy

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Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
METROPOLITAN LEARNING INSTITUTE INC. (BKLYN)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
METROPOLITAN LEARNING INSTITUTE, INC (JHGHTS)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
MID-BRONX SENIOR CITIZENS COUNCIL, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
MIDWAY PARIS BEAUTY SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MILDRED ELLEY COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MIRRER YESHIVA CENTRAL INST	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MODERN HEALTH RESOURCES , INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
MOLLOY COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MONROE COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
MOSHOLU MONTEFIORE COMMUNITY CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
MOUNT VERNON CITY SCHOOL DISTRICT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
NASSAU COMMUNITY COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NATIONAL PUERTO RICAN FORUM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
NATIONAL SECURITY TRAINING & PLACEMENT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

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Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
NEIGHBORHOOD DEFENDER SERVICE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW AGE TRAINING, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW LIFE BUSINESS INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW MILLENNIUM TRAINING ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW TECHNOLOGIES INFORMATION INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK AUTOMOTIVE & DIESEL INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK BUSINESS INSTITUTE	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
NEW YORK CAREER INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK CAREER TRAINING SCHOOL, LLC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK CITY COLLEGE OF TECHNOLOGY-CUNY ASAP 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK CITY COLLEGE OF TECHNOLOGY-CUNY COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK CITY COLLEGE OF TECHNOLOGY-CUNY COPE 4 YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK CITY TECH - CLIP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
NEW YORK COLLEGE OF HEALTH PROFESSIONS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
NEW YORK CTR FOR MEDICAL ASSISTANT TRAINING	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK FILM ACADEMY, LTD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK INSTITUTE OF HEALTHCARE CAREERS, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK INSTITUTE OF MEDICAL CAREERS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK LANGUAGE CENTER , INC - THE BRONX	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
NEW YORK LANGUAGE CENTER , INC - QUEENS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
NEW YORK MEDICAL CAREER TRAINING CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ✓ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
NEW YORK METHODIST HOSPITAL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK METROPOLITAN MARTIN LUTHER KING JR C	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
NEW YORK REAL ESTATE INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK SCHOOL FOR MED & DENTAL ASSISTANT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK SCHOOL OF HEALTH & BUSINESS CAREERS,	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEW YORK SERVICE INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NEXT STEP INSTITUTE OF HEALTH & LEARNING INC.	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
NON-TRADITIONAL EMPLOYMENT FOR WOMEN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NORTH BRONX CAREER CENTER - SUNY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
NORTH VILLAGE COUNSELING & SOCIAL WORK	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NORTHERN MANHATTAN IMPROVEMENT CORP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
NORTHERN MANHATTAN PERINATAL PARTNERSHIP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NORTHSIDE DRIVING SCHOOL, LTD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NPOWER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
NYC COLLEGE OF TECHNOLOGY ADULT LEARNING CNTR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
NYC DISTRICT CNCL OF CARPENTERS BUILDINGWORKS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
NYC TECHNICAL COLLEGE - ACCESS FOR WOMEN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
NYSARC INC, NYC CHAPTER - BROOKLYN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness
NYSARC INC, NYC CHAPTER -STATEN ISLAND	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness
NYSARC INC, NYC CHAPTER -THE BRONX	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness
OFFICE OF ADULT AND CONTINUING ED- REG# 3	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
OFFICE OF ADULT AND CONTINUING ED- REG#6	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
OPERATIONAL EQUIVALENCY , INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
OPPORTUNITIES FOR A BETTER TOMORROW - BKLYN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
OPPORTUNITIES FOR A BETTER TOMORROW- THE BRONX	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
ORION TECHNOLOGY SERVICES INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
OUTREACH PROJECT/QUEENS CAMPUS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PACIFIC COLLEGE OF ORIENTAL MEDICINE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
PACIFIC HIGH SCHOOL	Unknown	FA SN Family SN Individual SNAP TANF 200%	literacy
PARK AVENUE DRIVING SCHOOL, LLC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PEOPLE CARE INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PER SCHOLAS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PHILLIPS BETH ISRAEL MED CENTER - NURSING	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PHIPPS NEIGHBORHOOD, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PHOENIX NURSE AIDE TRAINING CENTER	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
PLAZA COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
POLYTECHNIC UNIVERSITY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PREMIER TRAINING ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PRIVATE SCHOOL CONCORD RUSAM, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PRO DATA, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PROGRESSIVE HOME HEALTH SERVICES, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PROJECT RENEWAL, INC (QUEENS)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
PROJECT RENEWAL, INC (MANHATTAN)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
PUTNAM NORTHERN WESTCHESTER - BOCES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QBI - THE TRAINING INSTITUTE, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QNS BOROUGH PUBLIC LIBRARY (LITERACY PROGRAM)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
QUEENS BUSINESS AND TRADE SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QUEENS COLLEGE/CUNY WOMEN AND WORK PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QUEENS COLLEGE-CUNY COPE 4 YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
QUEENS TRUCKING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QUEENSBOROUGH COMM COLLEGE - CAREER PATH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QUEENSBOROUGH COMM COLLEGE - CLIP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QUEENSBOROUGH COMM COLLEGE - CUNY ASAP 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QUEENSBOROUGH COMMUNITY COLLEGE-CUNY-COPE 2YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QUEENSBOROUGH COMMUNITY COLLEGE-CUNY START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
QUEENSBOROUGH COMMUNITY COLLEGE-MATH START	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

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Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
RABBINICAL COLLEGE OF OHR SHIMON YISROEL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
REAL ESTATE EDUCATION CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
REBUILDING TOGETHER NYC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
RELIABLE COMMUNITY CARE, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
RE-START PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
RF/BCC/PROJECT H.I.R.E	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
RIVERSIDE LANGUAGE PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
ROADWAY DRIVING SCHOOL INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ROCKLAND BOCES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SAE INSTITUTE OF TECHNOLOGY (NEW YORK)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SAINT FRANCIS COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SAM CONSULTING SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SAMARITAN VAILLAGE TRAINING INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
SANCTUARY FOR FAMILIES (EEP)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SANFORD BROWN INSTITUTE-GARDEN CITY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SANFORD BROWN INSTITUTE-WHT PLNS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SCAN NY YAIP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SCHOOL OF COOPERATIVE TECHNICAL EDUCATION	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
SCHOOL OF PROFESSIONAL STUDIES- CUNY COPE 4YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
SCHOOL SISTERS OF NOTRE DAME EDUCATIONAL CENT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy

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Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
SELFHELP COMMUNITY SERVICES, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SETTLEMENT HOUSING FUND	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SHOREFRONT YM/YWHA OF BRIGHTON BEACH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
SMART GUARD ACADEMY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
SOBRO-SOUTH BRONX OVERALL ECONOMIC DEVELOPMEN	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
SOUTH BRONX JOB CORPS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
SOUTHERN NEW YORK ASSOCIATION, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
SOUTHERN WESTCHESTER BOCES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
SPECIAL TOUCH HOME CARE SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ST. JOHN'S UNIVERSITY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
ST. NICHOLAS ALLIANCE / WORKFORCE DEVELOPMENT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
ST. PAUL'S SCHOOL OF NURSING-QNS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness
ST. PAUL'S SCHOOL OF NURSING-SI	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
STANLEY M. ISAACS NEIGHBORHOOD CENTER, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
STARTFRESH NY LTD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
STAT CARE INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
STATEN ISLAND EMPLOYMENT EDUCATION CONSORTIUM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
STRIVE/EAST HARLEM EMPLOYMENT SERVICE, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
STUDIO JEWELERS LTD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SUBURBAN TECHNICAL SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SUNNYSIDE CITYWIDE HOME CARE PROJECT, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
SUSTAINABLE SOUTH BRONX	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
SWEDISH INSTITUTE SCHOOL OF MASSAGE THERAPY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
TAG- 2 YEAR SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
TAG- 4 YEAR SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
TARP, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE BOWERY MISSION WOMEN'S CENTER AT HEARTS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE BROOKLYN TABERNACLE/DOWNTOWN LEARNING CTR	Unknown	FA SN Family SN Individual SNAP TANF 200%	literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
THE CITY UNIVERSITY OF NEW YORK - CUNY PREP	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
THE DOOR- A CENTER OF ALTERNATIVES-INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE DOOR- A CENTER OF ALTERNATIVES-BX	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE DOOR- A CENTER OF ALTERNATIVES-YAIP-OSY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE HOPE PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
THE LONG ISLAND BARBER INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE NEW MILLENNIUM TRAINING CENTERS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
THE NEW SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE NEW YORK SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE NYSPCC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE OSBORNE ASSOCIATION- WORKFORCE DEVELOPMENT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
THE REFRIGERATION INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE RESOURCE TRAINING CENTER, INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
THE SCHOOL FOR FILM & TELEVISION	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
THE WAY TO WORK	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness, literacy
TIER 2 SECURITY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
TOURO COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
TRAINING FOR SAFETY DRIVING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
TRUCKAR DRIVING SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
TURNING POINT EDUCATIONAL CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
TWI TRAINING INSTITUTE (LLC)	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
UAW REGION 9A EDUCATION FUND	Unknown	FA SN Family SN Individual SNAP TANF 200%	literacy
UDI CAREER TRAINING INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
UNION SETTLEMENT ASSOCIATION	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
UNIVERSAL EMERGENCY CARE TRAINING INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
UNIVERSITY SETTLEMENT- ADULT LITERACY PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy
URBAN DYNAMICS COMMUNITY SERVICE INC.	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
VAUGHN COLLEGE OF AERONAUTICS AND TECHNOLOGY	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
VIP HEALTH CARE SERVICES	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
VOCATIONAL EDUCATION & EXTENSION BOARD	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
WAGNER COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
WEST FARMS / PHIPPS TECHNOLOGY & CAREER CTR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
WEST SIDE CENTER FOR COMMUNITY LIFE/WSCAH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	Job readiness
WESTCHESTER COMMUNITY COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
WESTCHESTER EDUCATIONAL OPPORTUNITY CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness, literacy

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
WESTCHESTER SCHOOL FOR DENTAL ASSISTANTS	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
WESTCHESTER SCHOOL OF BEAUTY CULTURE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ✓ SNAP ✓ TANF 200%	job readiness
WILLSEY INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
WILSON ALLEN HEALTH CAREERS INSTITUTE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
WOMAN OF INTEGRITY SUPPORT CENTER	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
WOMEN IN NEED	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
WOOD TOBE COBURN SCHOOL	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
YEAR UP, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
YESHIVA OF MACHZIKAI HADAS / YOMH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
YESHIVA UNIVERSITY	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
YESHIVAT NOVOMINSK	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
YESHIVAT MIKDASH MELECH	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
YMCA ELESAIR PROJECT	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
YMCA LITERACY CENTER- EAST NEW YORK	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
YMCA LITERACY CENTER- EASTERN DISTRICT	Unknown	FA SN Family SN Individual SNAP TANF 200%	job readiness
YORK COLLEGE	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
YORK COLLEGE ADULT AND CONTINUING EDUCATION	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
YORK COLLEGE -CUNY COPE 4YR	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
YOUTH ACTION PROGRAMS & HOMES, INC	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness
YWCA OF QUEENS	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	literacy
YWCA-NYC WOMEN'S EMPLOYMENT PROGRAM	Unknown	✓ FA ✓ SN Family ✓ SN Individual ☐ SNAP ✓ TANF 200%	job readiness

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
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Agudath Israel of America Community Services	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education, Training, Job Placement/ Retention
Brooklyn Workforce Innovations	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention
Center for Employment Opportunities, Inc.	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education, Training, Job Placement/ Retention
Central Queens YM & YWHA	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education, Training, Job Placement/ Retention
CMP (Chinatown Manpower Project, Inc.)	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education, Training, Job Placement/ Retention
Edith and Carl Marks Jewish Community House of Bensonhurst	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
El Barrios Operation Fight Back Inc.	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education, Training, Job Placement/ Retention
Henry Street Settlement	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education, Training, Job Placement/ Retention
Kingsborough Community College	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention
Manhattan Educational Opportunity Center – Borough of Manhattan Community College	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention
Northern Manhattan Improvement Corporation	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education, Training, Job Placement/ Retention
Opportunities for a Better Tomorrow	OTDA	☐ FA ☑ SN Family ☑ SN Individual ☑ SNAP ☐ TANF 200%	Education, Training, Job Placement/Retention
Paraprofessional Healthcare Institute, Inc.	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
Per Scholas	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention
Project Renewal	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education,Training, Job Placement/ Retention
Ridgewood Bushwick Senior Citizens Council Community Empowerment Center	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention
St. Nicks Alliance	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention
South Bronx Overall Economic Development Corporation	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education, Training, Job Placement/Retention
STRIVE	OTDA	FA SN Family SN Individual SNAP TANF 200%	Education,Training, Job Placement/ Retention
The Fortune Society	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education, Training, Job Placement/ Retention

Provider	Funding Source (if known)	Categories of Clients Served	Programs, Services or Activities Provided
The HOPE Program	OTDA	☐ FA ✓ SN Family ✓ SN Individual ✓ SNAP ☐ TANF 200%	Education,Training, Job Placement/ Retention
Paraprofessional Healthcare Institute, Inc.	OTDA	✓ FA SN Family SN Individual SNAP ✓ TANF 200%	Education,Training, Job Placement/ Retention
The Work First Foundation	OTDA	✓ FA SN Family SN Individual SNAP ✓ TANF 200%	Education,Training, Job Placement/ Retention
South Bronx Overall Economic Development Corporation	OTDA	✓ FA SN Family SN Individual SNAP ✓ TANF 200%	Education,Training, Job Placement/ Retention
The Fortune Society	OTDA	✓ FA SN Family SN Individual SNAP ✓ TANF 200%	Education,Training, Job Placement/ Retention
Brooklyn Workforce Innovations	OTDA	✓ FA SN Family SN Individual SNAP ✓ TANF 200%	Education,Training, Job Placement/ Retention

Provider		Categories of Clients Served	Programs, Services or Activities Provided
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APPENDIX C

TEST SAMPLE OF A COMPUTERIZED ASSESSMENT/EMPLOYABILITYPLAN

The attached is a test sample of HRA's computerized assessment/employability plan with illustrative data supplied by ITS.

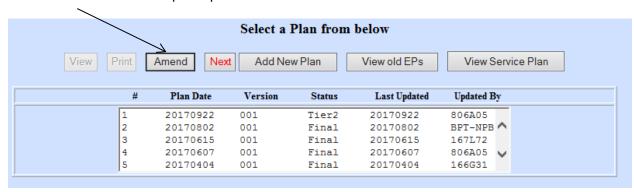
Assessment

CareerCompass and YouthPathways Assessment

Enter the case number and click on the "Employability Plan" radial button.



Click "Amend" to enter the participant's assessment.



At any point during the assessment, you can jump to any page by clicking the bookmark icon on the bottom right of the page.



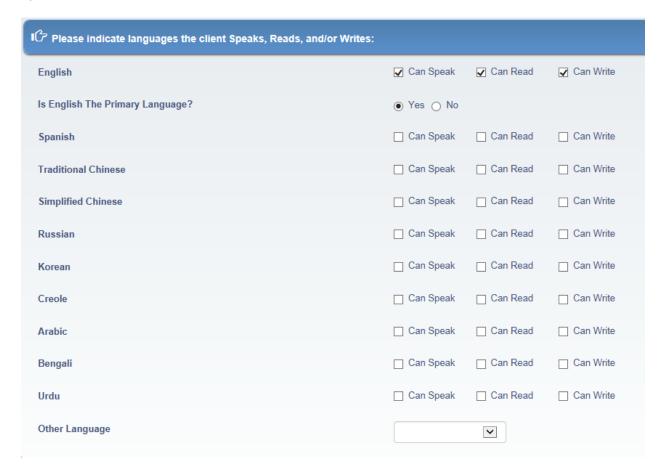


You can return to the previous screen by clicking "Submit".



The purposes of these questions are to determine further assessment for English proficiency level, identify any needs for language translation, and identify eligibility for services offered through the CareerAdvance LEP and Immigrants provider.

Indicate the languages the client speaks, reads, and/or writes. There are checkboxes next to the languages giving you options to select.



Click "Next" to continue.



Select barriers that would make the client to find or keep a job more difficult, even it's not impossible.



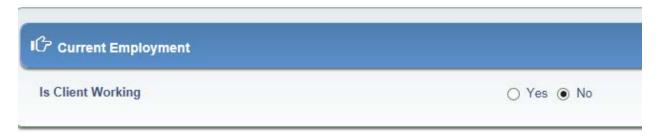
HRA encourages the use of supplemental assessments and online inventories to further explore jobs and industries that match client interests, skills, and education level. These resources can also clarify any misconceptions about education or work experience required for a certain occupation. HRA recommends use of O*net Online or any other profiler assessment software utility to help inform answers to the below questions about short and long term goals. Some jobs require a specific level of education, certificate, license, or type of experience in order to be hired. Clients can benefit from training or education programs that can help prepare for entry into a specific job. These questions aim to understand the types of programs that are the best fit for the client.



This page indicates children found on the client's case.

Children found or	the case							
Case	Suffix	Line	Last Name	First Name	M.I.	Date of Birth	Special Needs	Type of Car
0033006760	01	02	BROWN	JOSHUA		05/07/2000		Not Required - Child over 13
0033006760	01	03	BROWN	NADIAH		03/16/2006		Care is in Place - Licensed at no cost to agency

Indicate current working status for the client.

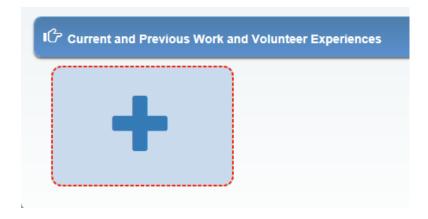


This section asks questions about previous employment to better understand the types of jobs that clients worked in the past, the characteristics and quality of those jobs, skills gained from those jobs, and aspects of the jobs that clients liked and didn't like. HRA expects contractor staff to use this information for resume building and to gain further insight into the quality of jobs the client has held in the past.

Current and Previous Work and Volunteer Experiencers include paid employment, off the books employment, and volunteer experience.



Click on the box with the plus sign to add current and previous work and volunteer experiences.



You can add employment details, including the employer name, location, wage amount, benefits received, likes and dislikes about the job, the job start date, hours worked per week, the pay type, job duties, the end date, the shifts worked, wage frequency, and reasons the job ended.

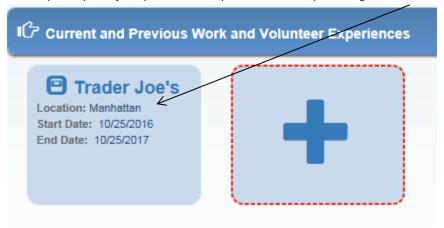
nployer	Start Date	₩ MM/DD/YYY	End Date	■ MM/DD/YYY	
ocation	Hours/week		Shift worked	•	
age Amount	Pay Type	Select	Wage Freq.	Select	
enefits received? Yes O No	Duties		Why did the job end?		
hat did you like about this job?		What didn't you like about this job?			
Standard Occupational Classification Code and Title					
SOC: + Designation:		Education:		Experience:	
Q SOC Search					

In the yellow panel below the Employment Details, you can input the position to determine the Standard Occupational Classification Code and Title, to determine the SOC number, and the education and experience required.

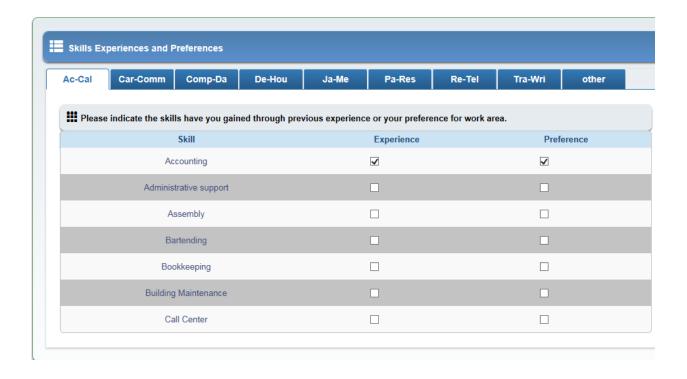
Standard Occupational Classification Code and Title



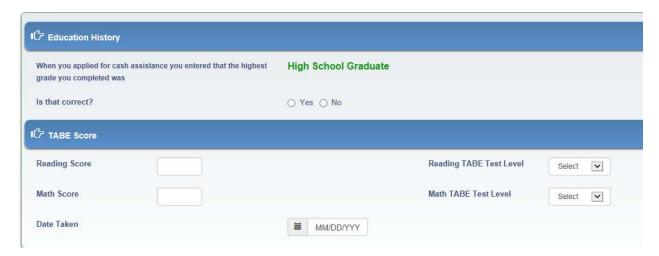
When you input a job, you can always return to it by clicking on its box.



Indicate a client's experience with skill, as well as his/her preference to learn a skill.



Confirm a client's highest education level, as well as most recent TABE score date and the test's difficulty level.

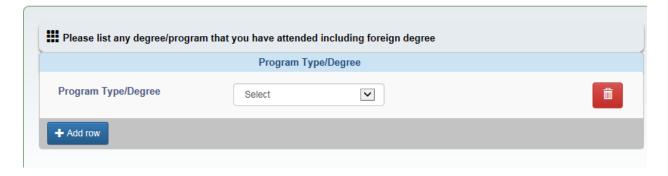


Indicate past degrees or programs the client has attended, including a foreign degree.

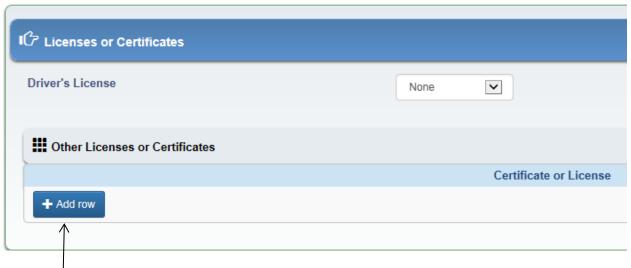


Click "Add row".

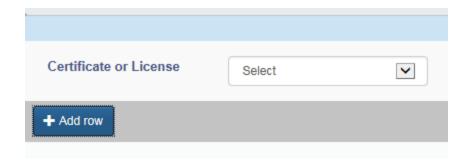
Select the program type and degree from a drop-down menu.



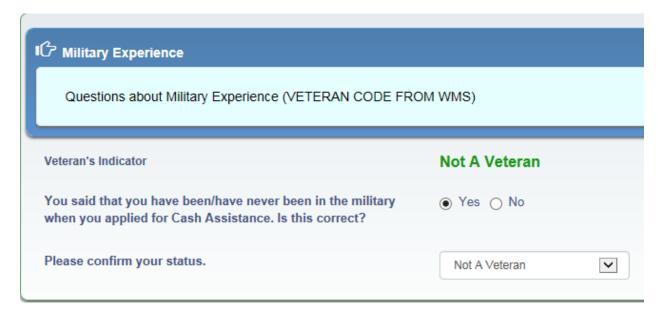
The purpose of this page is to indicate Driver's License status for the client, as well as any other License or Certificate that the client has gotten.



Click "Add row" to add other licenses or certificates. Select a specific option from the drop-down menu.



Below are questions about military experience (veteran codes come from WMS).

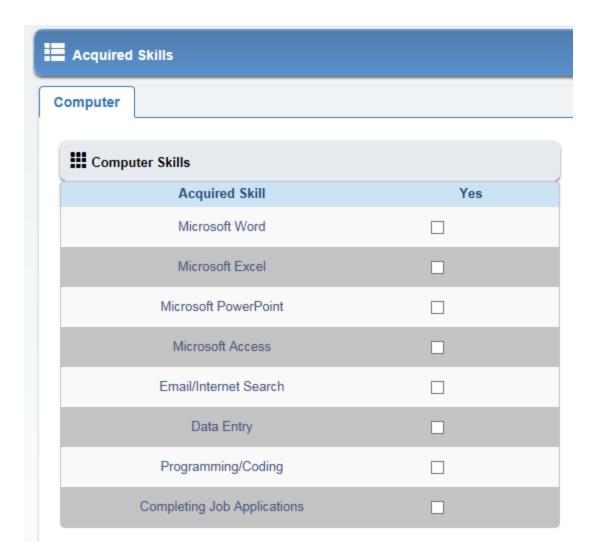


The purposes of these questions are to determine further assessment for English proficiency level, identify any needs for language translation, and identify eligibility for services offered through the CareerAdvance LEP and Immigrants provider.

Indicate the client's comfort level with reading, writing, speaking, and understanding.

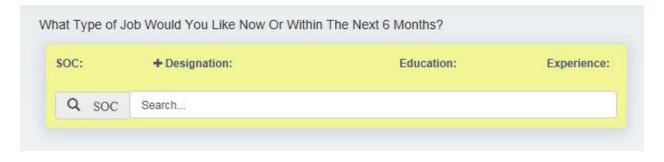


Indicate the client's computer skills.



HRA encourages the use of supplemental assessments and online inventories to further explore jobs and industries that match client interests, skills, and education level. These resources can also clarify any misconceptions about education or work experience required for a certain occupation. HRA recommends use of O*net Online or any other profiler assessment software utility to help inform answers to the below questions about short and long term goals. Some jobs require a specific level of education, certificate, license, or type of experience in order to be hired. Clients can benefit from training or education programs that can help prepare for entry into a specific job. These questions aim to understand the types of programs that are the best fit for the client.

Using the Standard Occupational Classification, input the job position the client would like now or in the next 6 months.



Indicate the reason the client wants the job, what sector he/she prefers to work in now or within the next 6 months. Also indicate from drop-down menus what steps are necessary to reach the goal, and whether or not the client wants to attend education, training, or a degree program.

Why?	I like dealing with people
What sector cluster do you prefer to work in now or within the next 6 months?	Healthcare and social assistance
What Steps do you feel are Necessary to Reach Your Goal?	Job Referrals
Do You Want To Attend An Education, Training, or Degree Program Now Or Within The Next 6 Months?	○ Yes ● No

The next page is similar to this, asking the client about the goals he/she would like to achieve within 5 years. You can also indicate if a client is interested in working for the government as a civil servant.

Are You Interested In Working For The City, State, Or Federal	Yes ○ No.
Governments? These Are Often Called Civil Service Jobs.	

Indicate the activities that are most important for the client to do now.

In Your Current Job Search, What Activities Are The Most Important For You To Do Now? Check All That Apply	☐ Improve Resume/Get Job Search Help ☐ Improve My English Skills ☐ Further My Education ☐ Look For Employment On My Own
Other:	

The following questions assess for current circumstances and perceptions that may affect a client's readiness to interview and accept employment.

C Readiness To Work		
Do you own clothing that is appropriate for a job interview?	○ Yes ○ No	
Describe anything else you may need to enable you to work.	☐ Uniform ☐ License Renewal ☐ Tools	
Other:		
Do you have a resume?	○ Yes ○ No	
Do you have any professional references?	○ Yes ○ No	
	0 163 O NO	
Current Circumstances and Perceptions	0 163 0 110	
Current Circumstances and Perceptions Are you ready to look for a job?	○ Yes ○ No	
	○ Yes ○ No	
Are you ready to look for a job?	○ Yes ○ No start? ○ Yes ○ No	ee

The purpose of these questions is to understand clients' preferences in relation to ideal work conditions and work environment. HRA expects contractors to take this information in consideration when determining fit for specific occupations and/or training and education programs. This information can also be useful for clarifying characteristics of certain jobs and how accurately they align with client preferences. For example, a client may express interest in becoming a certified nursing assistant as a short term goal, but then disclose her inability to stand for long periods of time. These questions prompt for further conversations regarding career planning and appropriate service matches.

I の Work Environment Preferences	
Where would you prefer to work? Check all that apply:	☐ Manhattan ☐ Brooklyn ☐ Bronx ☐ Queens ☐ Staten Island
Other:	
What shifts are you available to work?	☐ Weekdays ☐ Weeknights ☐ Weekends ☐ Overnight ☐ Flexible
Please explain your preferences for working in the following types of environments:	Perform Physical Labor Sit for Long Periods of Time Stand for Long Periods of Time Work Outside Work Inside Work Independently Work With the Public Perform Routine Tasks Working in Small Areas Working High Above Ground Be Amongst Dust Be in Severe Temperatures
Explain:	
Do you need accommodations in the workplace due to a medical or mental health issue?	○ Yes ○ No

YouthPathways-Specific Questions

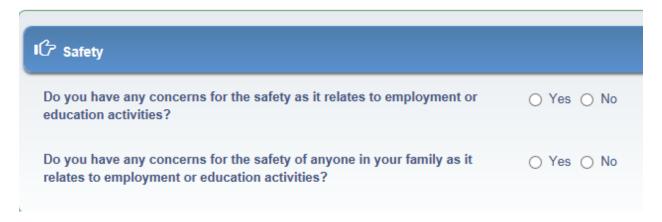
YouthPathways providers are required to provide participants with financial empowerment opportunities, which include the provision financial counseling and financial literacy services. Three overarching goals of including financial counseling and literacy services into the YouthPathways program model include: 1) To break the taboo and provide a productive space for participants to discuss personal finances, to offer supportive services/resources/and financial expertise, and to financially contextualize the participants short and long term career goals.

Below are questions on the assessment specific to Financial Counseling.

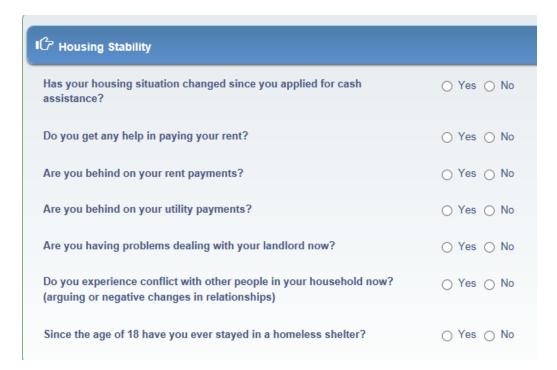
Financial Counseling	
Do you have debt?	○ Yes ○ No
Do you know what is on your credit report?	○ Yes ○ No
Are you currently receiving or have received help to repair credit/resolve debt?	○ Yes ○ No
Do you have a bank account?	○ Yes ○ No
Have you ever checked your credit through a Credit Bureau or Agency?	○ Yes ○ No
Are you interested in financial counseling services (credit repair, money management, credit and debt Repair)?	○ Yes ○ No

The following questions are about your current safety and how it affects your engagement in employment or education activities.

If a client expresses concern for his/her immediate safety due to domestic violence circumstances, HRA expects contractor staff to immediately refer the client to an out stationed worker who will screen for a referral to the ADVENT (Anti-Domestic Violence Eligibility Needs Team) program.



The following questions ask about your current and previous housing situations. The purpose of these questions is to identify eligibility for specific programs, such as CareerAdvance Special Population Homeless providers or Homebase services. If a client is facing unstable housing circumstances and/or is at risk of being homeless, contractor staff should connect clients to Homebase for eviction prevention services.



This question concerns criminal history. Sometimes having a criminal record can affect a person's ability to get a job. If you have a criminal history, we can connect you to resources and services (i.e. rap sheet repair, obtaining a certificate of relief/good conduct, etc.) that can make it easier for the client to get a job



If a client indicates that he/she has an upcoming court date, you can indicate it by clicking "Add row".



From a drop-down menu, you can indicate the type of court date, and select the date.

The purpose of the below questions is to identify any scheduling conflicts that a client may have as a result of involvement in ACS activities.



The purpose of the below questions is to understand other services that the client is currently receiving and the types of programs that have helped them in the past.



This is the end of the assessment. You will not be able to click "Next". Instead, click "Submit".



YouthPathways-Specific Questions

Youth-specific questions were also incorporated into the Tier 3 assessment to drive logic that will help YouthPathways contractors determine whether a client remains onsite or is referred to an alternative engagement training or education program.



Youth Risk and Protective Factors - Family Relations				
I have good relationships with members of my family.	 Strongly Agree			
When in need, I can count on my family's guidance, support, and help.	 Strongly Agree			
When I do something good or accomplish something positive, my family praises or rewards me for what I've done.	 Strongly Agree Neither Agree Nor Disagree Disagree Strongly Disagree 			
Conflicts in my family occur rarely.	 ○ Strongly Agree ○ Agree ● Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree 			
When there are conflicts in my family, they get resolved swiftly and peacefully.	 ○ Strongly Agree ○ Agree ● Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree 			

Z Youth Risk and Protective F	actors - Motivation For Employment	1 In
I am very motivated to do whatever it takes to find a job.	 ○ Strongly Agree ○ Agree ● Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree 	
I am comfortable looking for a job independently.	 ○ Strongly Agree	
2 Youth Risk and Protective F	actors - Adaptive Skills	1 Int
I consider myself good at		
managing stress.	 ○ Strongly Agree	
2 0		
managing stress.	 ○ Disagree ○ Strongly Disagree ○ Strongly Agree ○ Agree ○ Neither Agree Nor Disagree 	

IC Youth Risk and Protective Factors - Community				
I regularly engage in activities organized by my neighborhood or community.	 Strongly Agree			
I feel connected to my community.	 Strongly Agree			
Residents in my community trust and help each other and are willing to intervene for the common good.	 ○ Strongly Agree			
I Youth Risk and Protective Fa	ctors - Resilience	1 Info		
There is an adult in my life who cares about my future.	 ○ Strongly Agree			
I usually feel that I am able to control important things in my life.	 ○ Strongly Agree			

I Youth Risk and Protective Factors - Employment Readiness		6 Info
I know how to choose professional attire that will make a good impression in the workplace.	○ Strongly Agree ● Agree ○ Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree	
I am comfortable receiving criticism from others and know how to react to it in a respectful and calm manner.	○ Strongly Agree ● Agree ○ Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree	
I understand how to maintain boundaries at work with co-workers.	Strongly Agree Agree Neither Agree Nor Disagree Disagree Strongly Disagree	
l am comfortable taking directions from others.	Strongly Agree Agree Neither Agree Nor Disagree Disagree Strongly Disagree	
I know how to convey confidence to an employer through a strong handshake, smile, and good eye contact.		
I know how to compose a cover letter for a position that I'm interested in.	● Strongly Agree	
I have received job offers.	○ Strongly Agree ○ Agree ● Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree	
I know the type of body language that conveys confidence and honesty during an interview.	○ Strongly Agree ○ Agree ● Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree	
I am willing to take on tasks outside of my assigned duties.	○ Strongly Agree ○ Agree ● Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree	
I know of several resources where I can identify potential jobs.	○ Strongly Agree ○ Agree ● Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree	
l understand what networking and social capital mean.	○ Strongly Agree ○ Agree ● Neither Agree Nor Disagree ○ Disagree ○ Strongly Disagree	