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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 90 LCM-112

Date: July 25, 1990

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: JOBS Implementation Schedule

ATTACHMENTS: None

Now that legislation to support the Family Support Act of 1988 has been enacted, I am providing you with a schedule for the implementation of the Job Opportunities and Basic Skills Training (JOBS) Program. The schedule is divided into four basic sections: (a) JOBS Plans (State and local); (b) Administrative Support (LCM, regulations, ADM); (C) Training; and (d) WMS System Modifications.

JOBS Implementation Schedule

<u>Topic</u>	<u>Dates</u>
A. <u>JOBS Plans</u>	06/11/90 - 10/01/90
1. State JOBS Plan	06/11/90 - 08/15/90
a. State plan available for comment period.	06/11/90 - 08/10/90
b. NYSDSS responds to comments.	08/10/90 - 08/14/90
c. NYSDSS submits plan to the Family Support Administration, Office of Family Assistance, Department of Health and Human Services.	08/15/90

<u>Topic</u>	<u>Dates</u>
2. Local JOBS Plan	07/90 - 09/30/90
a. NYSDSS sends guidelines and forms to LDSS	07/90
b. LDSSs prepare local plans and submit to NYSDSS by 09/01/90	07/90 - 09/01/90
c. NYSDSS reviews and approves local plans.	09/01/90 - 10/01/90
B. <u>Administrative Support</u>	07/90-09/90
1. LCM - NYSDSS will issue a LCM which will provide a summary of the JOBS-related legislation.	07/90
2. Regulations - Official regulations will be promulgated on an emergency basis.	08/90
3. ADM - NYSDSS will issue an ADM for the implementation of JOBS.	09/90
C. <u>Training</u>	08/15/90 - 03/31/90
1. Employment workers, supervisors and coordinators	08/15/90 - 03/31/91
a. Initial training.	08/15/90 - 10/04/90
b. Follow-up training.	01/01/91 - 03/31/91
c. Training for selective topics.	01/01/91 - 03/31/91
d. Notification of this training will come from the Professional Development Program, SUNYA.	07/90
2. Income Maintenance workers, supervisors and coordinators	08/90 - 10/90
a. Train-the-Trainer for larger districts and HRA	08/90
b. Direct training for smaller districts	08/90 - 10/01/90

<u>Topic</u>	<u>Dates</u>
c. Notification of this training will come from the IM Institute, SUNYA.	07/90
3. Services workers and supervisors	09/90 - 10/90
a. Train the trainer for larger districts and HRA	
b. Direct training for smaller districts	
D. <u>WMS Systems Modifications</u>	
a. LCM to districts on revised employability codes	07/90
b. Upstate conversion of employability codes to revised scheme	08/11/90
c. Revised Employability codes migrated to Production database for LDSS use	08/13/90
d. Downstate conversion of employability codes and migration to Production	09/90
e. Implementation of systems modifications to support JOBS Program policy and reporting	10/90

If you have any questions, please contact Reinaldo Cardona, Director, Bureau of Employment Programs, at 1-800-342-3715, extension 3-8744.

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Division of Income Maintenance