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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-15

Date: February 5, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Individuals in Sanction Status and Unavailability of Child
Care in Relationship to the Participation Rate (Except NYC)

ATTACHMENTS: Attachment A - ADC Sanction and Child Care Unavailable
Report - not available on-line - County
Specific.

Two important elements of the Job Opportunities and Basic Skills Training (JOBS) Program are the establishment of a participation rate by the federal government and the identification of client child care needs during the assessment process.

A number of criteria are applied in order to create a participation rate including, the number of mandatory and voluntary employables, individuals enrolled in programs, and individuals in sanction status or unable to participate in JOBS because of the unavailability of child care.

Attached is information reported by your district through the Employment Subsystem for the months of October, November and December identifying the number of individuals in sanction status and the number unable to participate in JOBS due to lack of child care. We are providing this information in order to assist local departments of social services (LDSS) in identifying potential issues which may affect your ability to serve clients and meet the federally mandated participation rate of at least 7%. Failure of the State to meet such a participation rate will jeopardize our receipt of enhanced federal reimbursement at the 60% rate. Individuals reported to be in sanction status or not able to participate in JOBS due to lack of child care are deducted from the State's mandatory employable counts (the denominator in the participation rate). Therefore, it is critical for local districts to ensure appropriate procedures are in place for the identification of these clients and that staff are using appropriate codes and performing timely data entry on the Employment Subsystem for the reporting of such information.

The identification of child care needs is an integral part of the client's JOBS assessment. Clients who do not have their own child care or for whom the agency is unable to offer two choices of regulated child care should be assigned a Status Code 48 (Child Care Not Available) associated with Activity Code 01 (Individual Assessment) reported on their Employment Subsystem record. In some cases, clients may have been assessed and their participation in JOBS is pending the outcome of the client or the agency attempting to develop child care arrangements. In order to ensure these clients are not overlooked, referrals for child care services should be reviewed after 30 days with the appropriate child care status code reported on the employment subsystem record, e.g. Status Code 47, (In Receipt of Child Care), Status Code 48, (Child Care Unavailable), Status Code 49 (Child Care Not Required).

This information comprises only a portion of the elements which will go into the calculation of a district's participation rate. The most important element in the local district's ability to achieve the required participation rate will be the number of clients who are satisfactorily participating in JOBS components. Satisfactory participation is defined as being scheduled for at least 20 hours per week and attending 75% of the scheduled hours.

In order to achieve the participation rate established in each local JOBS plan, local districts were asked to review clients currently enrolled in programs and, based upon State JOBS assessments criteria, update client assessment information and employability plans. Client subsystem records were also to be updated to reflect a reenrollment in current program activities (Status Code 06) or enrollment in new program activities (Status Code 04) with an effective date of October 1, 1990 or later. Local districts were asked to complete the review of clients enrolled in pre-JOBS components by January 1, 1991.

We recognize the implementation of new program features will require time and a period of adjustment for staff. However, the issue of enhanced federal reimbursement is an important one in an era of diminished resources. Local districts requiring technical assistance in the area of assessment, Subsystem utilization, or non-compliance procedures should contact their technical advisor within the Bureau of Employment Programs at 1-800-342-4100, extension 3-8744.

As additional information is available on JOBS Program issues including the calculation of LDSS participation rates, it will be provided. I would like to take this opportunity to thank you and your staff for the support demonstrated to date for New York State's JOBS Program.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance