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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-144

Date: August 15, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: JOBS Assessment and Employability Plan:
Model Forms for Use by Social Services Districts

ATTACHMENTS: Attachment A - JOBS Assessment Form - not available
on-line
Attachment B - JOBS Employability Plan Form - not
available on-line
Attachment C - Instructions for Completion of JOBS
Assessment and Employability Plan Forms -
not available on-line

Attached please find model assessment and employability plan forms for use by social services districts. These forms were developed in consultation with representatives from State agencies involved in employment and training activities and with input from a workgroup comprised of local social services districts' employment coordinators.

The forms were developed for use by all districts across the State. Use of these forms is optional, but their use is strongly urged to ensure regulatory compliance.

If local equivalent versions of these forms are to be used by districts, these versions must include all of the items noted in Department Regulation Section 385.4(a)(4-5) and Administrative Directive 90 ADM-27, Section V.D.

Specifically, the assessment must include:

1. An evaluation of the participant's employability based on educational level, including literacy and English language proficiency; literacy testing must be done within one year from the date the assessment is completed.

For current employable participants who have been assessed, literacy testing must be completed by October 1, 1991.

If the participant's literacy level is below 8.9, the individual must be enrolled in appropriate educational activities based on his/her employability plan.

2. an evaluation of day care and other supportive services needs;
3. an evaluation of the skills, prior work experience, training and vocational interests of that individual;
4. a review of family circumstances (including the special needs of a child); and
5. identification of the target group to which the individual belongs.

The written employability plan, based on the initial assessment, must be developed in collaboration with and signed by the participant and the social services district's representative. The employability plan must:

1. specify the steps to be taken and services to be provided as part of a predetermined series of actions leading to the employment of the participant;
2. be realistic in terms of time frames and goals;
3. include an employment goal and a description of the JOBS activities in which a participant will take part;
4. for an ADC JOBS participant, take into account the preferences of the participant and include justification if these preferences cannot be accommodated;
5. reflect the services that will be provided by the social services district, including day care and other supportive services required by the participant and the participant's family;
6. reflect available program resources and local employment opportunities in relation to the participant's supportive services needs, skills level and aptitudes; and
7. if applicable, a participant's liability for student loans, grants and scholarships must be explored and incorporated into the employability plan.

Any request by a social service district (SSD) for the approval of local equivalents are to follow the procedures described in 89 INF-53 and pages 12-1 through 12-5 of the Local District Manager's Guide.

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As you know, prior to placing an ADC participant in any JOBS activity, the local district must complete an assessment and employability plan. However, an ADC participant may complete an initial three-week job search prior to the completion of this process. For HR participants in JOBS activities, the assessment and employability plan must be completed within a reasonable period of time, but no later than one year after application. However, an HR participant may be required to participate in any JOBS activity prior to completion of the assessment and employability plan.

These forms will be printed and distributed in the next few months to those districts opting to utilize them. To enable us to determine the quantity of forms needed, please contact the Employment Program Technical Advisor for your county at 1-800-342-3715, extension 3-8744 to advise us that you wish to utilize the State forms and the number of forms you will require. In the meantime, districts may duplicate the assessment and employability plan forms until the Department's printed copies are available.

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