



**George E. Pataki**  
*Governor*

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

**Robert Doar**  
*Commissioner*

## **Local Commissioners Memorandum**

### **Section 1**

<b>Transmittal:</b>	05-LCM-13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Employment and Transitional Supports
<b>Date:</b>	September 26, 2005
<b>Subject:</b>	Funding Available for the Youth Engagement Services Program
<b>Contact Person(s):</b>	Wayne Barnard (518) 473-7377
<b>Attachments:</b>	Baseline Budget Form
<b>Attachment Available On – Line:</b>	

### **Section 2**

#### **I. Purpose**

To support the development of partnerships between local social services districts (LSSD) and community-based organizations for the provision of services to at-risk in-school and out-of-school youth.

#### **II. Background**

The SFY 2005-06 enacted budget included \$4M for the Youth Employment and Education Training Program (YEETP). Previously administered by the NYS Department of Labor, YEETP was operated by a variety of agencies, including non-profit community based organizations, BOCES and other local education and training agencies. As designed by DOL, YEETP targeted economically disadvantaged in-school and out-of school youth using four structured program models:

- Adolescent Vocational Exploration (AVE)
- Progressive Adolescent Vocational Exploration (PAVE)
- Another Chance Initiative for Education, Vocation for Employment (ACHIEVE)
- Youth Work Skills (YWS)

Each of these programs mandates a required framework in terms of curriculum, activities to be offered, duration of each component and targeted specific groups of adolescents.

With the transfer of welfare to work (WTW) programs from DOL, and given our efforts to place more of the WTW programming decisions with local districts, this Local Commissioner's Memorandum (LCM) provides you with an opportunity to obtain resources for youth programs and services. We recognize that as a result of Learnfare, the majority of districts became very interested in both academic achievement and school attendance. Many districts utilized TANF Services Block Grant funds to develop projects focused on these issues. As the TANF Services Block Grant funding decreased, many of these projects were terminated. This new \$4M allocation would again provide districts with the opportunity to revitalize their efforts to focus on attendance, academic achievement, and college/career exploration.

### **III. Description of Services Sought**

#### **A. Program Goals**

Programs funded through this initiative will:

- Identify the personal or family issues that have prevented in-school and out-of-school youth from a successful school/employment experience;
- Develop the steps these individuals need to take to overcome these barriers;
- Connect participants in a timely manner with the required programs, activities and services; and
- Provide the ongoing work and personal supports to ensure that participants have every opportunity to succeed.

#### **B. Eligible Participants**

The program will continue to focus on out-of-school youth, and those identified as "at-risk" of dropping out of school, between the ages of 14 and 18 (and pregnant and parenting youth between the ages 14-20). At-risk indicators may include youths who are behind a grade level or over the age for the current grade, poor school attendance, poor grades in core subjects, disruptive behavior, suspensions, low standardized test scores, or involvement with the juvenile justice system. Additional factors may include family history of public assistance or a dysfunctional home setting. Parental consent is required for all participants. The target population will be teens who are part of a temporary assistance family or in foster care.

#### **C. Program Features**

Rather than dictating the specific program models to be used, local districts and their partner agencies will be allowed the flexibility to design a program that takes into consideration the needs of their participants and existing resources available in the community. Program features will include, but are not limited to:

- Case Management - To coordinate all youth activities and services. Case managers will be responsible for meeting regularly with participants to discuss school, work, and home issues that are associated with academic and work performance. To every extent possible, they will facilitate or arrange for existing external agencies to provide education/training activities that address job readiness needs, career exploration and

interests, college preparation and admission requirements, and social and life skills awareness (i.e., drugs, teen pregnancy, and conflict resolution).

- Tutors - To assist students with their homework, teach them study tips, and coach them through academic hurdles. A coordinated effort with schools will take place to assist participants in improving academic achievement and preparation for employment/post-secondary education.
- Wage Subsidies - When needed by certain youth or for certain types of job opportunities.

Through this support system, youths should learn practical and interpersonal skills that can help them meet the demands of school and work and ultimately succeed as adults. In general, we are looking to fund comprehensive programs that contain multiple components geared to improving participant's educational experience through the provision of program services.

#### **IV. Funding/Award Levels**

The \$4 million will be awarded as outlined in the chart below. Special claiming instructions will be provided by Budget, Finance and Data Management.

District Size Based on TANF Cases	Number of Districts	Total Funds Available*	Award Limit	Minimum Number of Awards
Large (NYC & others above 2,500)	7	\$1.6M	\$400,000	4
Medium (500 -2,500)	14	\$1.4M	\$200,000	7
Small (Below 500)	37	\$1.0M	\$100,000	10

\* The Department reserves the right to award an amount less than the amount requested by the district in order to accommodate requests by other applicants in that district size category. The Department may also redirect unused funds from one district size category to satisfy requests from another district size category.

#### **V. Proposal Format**

Each proposal must consist of a YES Program Narrative and Budget Form. OTDA staff will review the narrative for programmatic content and the budget to determine if planned costs are directly related to the delivery of program services and activities.

- A. Program narratives must not exceed ten pages in 12-pitch font using standard one inch margins. Supporting documents are not included in this limit. The narrative should be as comprehensive and descriptive as possible, and should address the following questions:

- What are the specific goals of the program and what services and activities will be provided? List all services and activities with details of each.

- Describe the basis of need for the proposed program and why existing services are unavailable or inadequate to meet the needs of this group.
- What specific groups of at-risk youth will you target? Describe the individuals targeted for assistance through this project and the barriers which face this group.
- How will they be identified? Explain the process for identifying participants.
- What agencies will be directly involved in this effort? Identify the operating entities and demonstrate their organizational experience and past accomplishments in providing program services to the target group.
- What are their specific roles and responsibilities? List each provider and list project staff and duties.
- How soon after award notification can program services begin? Include an implementation timeline. OTDA is anxious to get this program underway and expects that the programs will be operational no later than January 1, 2006.

B. Baseline Budget Form (Attachment 1). The information provided on the form will be reviewed and evaluated against the proposed services and activities described in the narrative.

## **VI. Evaluation and Selection Process**

In the event that proposals cannot be achieved through award level reductions or moving funds between district groups, a committee of OTDA representatives will be convened to rank proposals based on the degree to which the proposal addressed the questions listed above.

## **VII. Due Date and Forwarding Instructions**

Proposals must be submitted by October 31, 2005. Completed proposals may be e-mailed to Wayne Barnard at [Wayne.Barnard@otda.state.ny.us](mailto:Wayne.Barnard@otda.state.ny.us) or mailed to him at:

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
Division of Employment and Transitional Supports  
40 NORTH PEARL STREET – 9C  
ALBANY, NY 12243-0001

Issued by \_\_\_\_\_

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Division of Employment and Transitional Supports

**ATTACHMENT 1****Baseline Budget Form (check one)**

† **Local Department of Social Services**      † **Provider Agency:** \_\_\_\_\_

<i>Budget Categories</i>		<i>Funds</i>
Staff Salaries		
Staff Title	Dedicated Salary	
A1.		
A2.		
A3.		
A4.		
A5.		
A6.		
A7.		
A8.		
A9.		
A10.		
<b>A. Total Staff Salaries</b>		
<b>B. Staff Fringe Benefits</b>		
<b>C. Contracted Services*</b>		
<b>D. Staff Travel</b>		
<b>E. Equipment</b>		
<b>F. Space/Utility</b>		
<b>G. Other Operating Expenses</b>		
<b>H. A-87 Costs (costs allocated to A-87 will result in a federal and local share)</b>		
<b>Total (A - H)</b>		

\* If the LDSS plans to subcontract with a local provider agency, a separate Baseline Budget Form must be completed and submitted for each subcontractor.

Narrative – please provide a brief narrative for categories C through G. Use additional pages as needed.