



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY**

David A. Paterson
Governor

ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

David A. Hansell
Commissioner

Informational Letter

Section 1

Transmittal:	08-INF-15
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	September 5, 2008
Subject:	Revision to LDSS-3696 " <i>Job Search Handbook</i> "
Suggested Distribution:	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991 Program Questions: John Healey @ 1-800-343-8859, ext. 3-0446 or Employment Technical Advisor @ 1-800-343-8859, ext. 6-6106
Attachments:	LDSS-3696: " <i>Job Search Handbook</i> " Revision (3/08)
Attachment Available On – Line:	LDSS-3696

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
06 INF-03		385.9	Social Services Law 336, 336-d		

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to introduce the revised LDSS-3696 “*Job Search Handbook*” (Revision 3/08) and to inform local districts that this form is now available on-line.

II. Background

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) authorized the Temporary Assistance for Needy Families (TANF) Block Grant program. Under PRWORA, states were granted significant flexibility to design programs to meet families’ basic needs and help individuals enter the workforce. In 2005, Congress passed the Deficit Reduction Act of 2005, reauthorizing the TANF program and giving the federal Department of Health and Human Services regulatory authority in certain areas. Final Regulations released in February 2008 contained more rigid operational and reporting rules including those associated with Job Search resulting in the need to change the Job Search Handbook.

III. Program Implications

District staff should begin using the revised [LDSS-3696: “Job Search Handbook”](#) immediately as the revised form enables district staff to properly monitor and report participation in job search in compliance with federal and State regulations. They now allow participation in Job Search to be tracked based on hours, rather than weeks, as of October 1, 2008. District staff can opt to use local equivalent job search forms but are reminded that such forms must be consistent with the revised LDSS-3696.

IV. Forms Ordering Information

- The revised version of the [LDSS-3696 “Job Search Handbook”](#) has been posted on the OTDA Intranet website and is available for downloading by local districts for reproduction locally.
- **Upon release of this INF all previous versions of the “Job Search Handbook”, or local equivalent must be destroyed immediately** and replaced with the revised 3/08 version or revised local equivalent forms.
- Any future written requests for master camera ready copies of the document should be submitted on OTDA-876 “Request for Forms or Publications”, and should be sent to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Services
PO Box 1990
Albany, NY 12201

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

- Master camera ready copies of the document may also be ordered through Outlook. To order a master camera ready copy you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.ny.net/> then to Division of Operations and Program Support page, then to PSQI E-Forms page (this page contains the electronic OTDA-876 EL).
- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us . For a complete list of the available forms, please reference the OTDA Intranet site: http://otda.state.ny.net/ldss_eforms/default.htm .

Issued By

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports

Job Search Handbook

You are required to actively look for a job. Looking for and finding work can take a lot of time and energy. Your job search responsibilities include, but are not limited to, the following:

You must follow up on all job leads that your worker, the JOBS Program Specialist, and/or the employment unit worker provide you.

You must apply, on your own, to at least _____ employers each week.

You are required to spend at least _____ hours each week looking for work.

If you **fail** to do this, you may not be eligible for continued assistance.

You are expected to apply in person to employers. Additional employment contacts through an internet job search, faxing your resume, or job search workshop will be considered valid contacts during your overall job search efforts. These contacts that are not in person should be documented as requested by your worker through copies of E-mails or other methods.

Record employer contact information for each job for which you apply.

To find out about jobs, you should check out:

- *One Stop Career Center (if available)*
- *Newspaper Ads*
- *Employment Agencies /Temporary Services*
- *Internet Job Banks*
- *Employer Websites*
- *Local Library and Local Town Hall*
- *Family and Friends*
- *College Career Centers*
- *The "Yellow Pages" to pick out possible employers*
- *Civil Service Opportunities with county and state*
- *Federal jobs Web-Site (www.usajobs.gov)*

Complete an application information form and bring it with you when applying or interviewing for a job. It will provide you with information you will need at that time.

When you apply for a job, remember to:

- *Dress neatly*
- *Smile!*
- *Know something about the company and the field it is in*
- *Know something about the job you are applying for*
- *Tell the interviewer why you feel you can perform the job*
- *Ask for a job application and complete it carefully.*

To learn more about ways to look for work, talk to your eligibility worker, the Jobs Program Specialist, and/or the employment unit.

Attestation: I have applied, in person, or via internet or fax, for a job with each employer listed in this booklet. All of the employer contact information is correct.

Signed _____
Date _____

**NEW YORK STATE
OFFICE OF TEMPORARY AND
DISABILITY ASSISTANCE**

EMPLOYER CONTACT INFORMATION

Date: _____ Total time spent on this job contact: _____

Prospective Employer/Contact: _____

Address _____

How did you apply?

- In person
- E-mail
- Mail/fax
- Online
- Telephone
- Other: _____

What other job search activities did you do today?

- Reviewed job ads
- Attended a workshop (list) _____
- Learned more about a company: _____
- Used one stop's resource room
- Worked on my cover letter, resume, or generic application
- Other: _____

Date: _____ Total time spent on this job contact: _____

Prospective Employer/Contact: _____

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Your next Job Search appointment is scheduled for:

Date _____ Time _____ With _____

Date _____ Time _____ With _____

Date _____ Time _____ With _____

Date _____ Time _____ With _____

Date _____ Time _____ With _____

Date _____ Time _____ With _____

Date _____ Time _____ With _____

Date _____ Time _____ With _____

If you are unable to report on the scheduled date, please call

_____ ext. before _____

to reschedule.

Failure to keep your appointments may result in a denial or reduction of public assistance and/or food stamps.

Be sure to bring this book to all your Job Search appointments.

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JOB APPLICATION INFORMATION

WORK HISTORY *(starting with last job)*

WORK PERFORMED, DUTIES

NAME OF EMPLOYER	
ADDRESS	
KIND OF BUSINESS	
DATE STARTED: DATE LEFT: RATE OF PAY:	
REASON FOR LEAVING	
NAME OF EMPLOYER	
ADDRESS	
KIND OF BUSINESS	
DATE STARTED; DATE LEFT: RATE OF PAY:	
REASON FOR LEAVING	
NAME OF EMPLOYER	
ADDRESS	
KIND OF BUSINESS	
DATE STARTED: DATE LEFT: RATE OF PAY:	
REASON FOR LEAVING	

EDUCATION

	SCHOOL'S NAME AND ADDRESS	ATTENDED FROM/TO	YEAR GRADUATED	DEGREE
GRADE SCHOOL				
HIGH SCHOOL				
VOCATIONAL				
COLLEGE				
BUSINESS/ CORRESPONDENCE				

REFERENCES

NAME	ADDRESS	TELEPHONE NUMBER
	Zip	()
	Zip	()
	Zip	()