

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

February 8, 2008

Page: 1

TO: Commissioners; Employment Coordinators; TA Directors; WMS Coordinators; WTCMS Liaisons

FROM: Russell Sykes, Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: Updates to the Temporary Assistance and Food Stamp Employment Policy Manual

EFFECTIVE DATE: February 8, 2008

CONTACT PERSON: Employment Questions: Employment and Advancement Services
Technical Advisor or Employment and Advancement Services Bureau
(518) 486-6106.

The purpose of this message is to inform social services districts about the recent revisions to the Center for Employment and Economic Supports' Employment Policy Manual.

The majority of the revisions to the Employment Policy Manual are in Section 385.16. To identify the revisions, the Employment Policy Manual includes a Summary of Changes with links to the revised Section and/or Part.

The updated Employment Policy Manual is available on ContraPort, WTCMS, and the Office of Temporary and Disability Assistance Intranet and Internet.

Temporary Assistance Employment Requirements

Section 385.4, Part C is updated to accurately reflect how data are shared between WTCMS and WRTS concerning child care codes specific to the need for, and receipt of, child care. Section 385.6, Part C, and 385.7, Part C is updated to accurately reflect how data are shared between WTCMS and WRTS concerning assessment and/or employability plan information entered into WTCMS. Section 385.8, Part D, A.10 is updated to clarify the impact on the participation rate when entering employability code 17 combined with an allowable confirmed enrollment activity on WMS. Section 385.16 is updated to reflect current WRTS Employment Codes and Employment Tracking Inquiry Screens.