



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

David A. Paterson
Governor

Local Commissioners Memorandum

Section 1

Transmittal:	09-LCM-11
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	July 9, 2009
Subject:	OTDA Transitional Jobs Program
Contact Person(s):	<u>Program Related Questions:</u> Libby McGinn at (518) 486-6106 Elizabeth.McGinn@otda.state.ny.us Or Employment and Advancement Technical Advisor <u>Claiming Related Questions:</u> James E. Carroll (Region 1-4) 1-800-343-8859, extension 4-7549 James.Carroll@otda.state.ny.us Michael Borenstein (Region 5) 631-854-9704 Michael.Borenstein@otda.state.ny.us Marian Borenstein (Region 6) 212-961-8250 Marian.Borenstein@otda.state.ny.us
Attachments:	Attachment A: Subsidized Employment Program Matrix Attachment B: LDSS Transitional Jobs Program Allocations Attachment C: Budget Instructions Attachment D: Program Narrative Attachment E: Budget Form Attachment F: Budget Narrative
Attachments Available On – Line:	yes

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts (districts) that the enacted State Fiscal Year (SFY) 2009-10 Budget contains funding for three new initiatives to support subsidized employment. This funding will be used to support services provided through the Green Jobs Corps, the Health Care Jobs program, and the Transitional Jobs program. The attached Subsidized Employment Programs Matrix provides a summary of each program model (see **Attachment A**). This LCM provides program instructions and funding award information for the Transitional Jobs program. LCMs are also being released concurrently to provide program instructions and funding information for the Health Care Jobs program and the Green Jobs Corps program.

A total of \$25 million - \$5 million in Temporary Assistance for Needy Families (TANF) funds and \$20 million in Emergency Contingency Fund for State TANF programs - will be distributed to districts to establish subsidized jobs with public or private organizations through the OTDA **Transitional Jobs Program**. District allocations for the OTDA Transitional Jobs Program are included in **Attachment B**. The Transitional Jobs Program will permit districts to establish subsidized jobs lasting up to 12 months at an hourly rate of at least \$8.00 per hour for up to 28 hours per week of paid employment and at least seven hours per week of paid education and training activities.

II. Background

Subsidized employment can serve as an important component of any district's employment services by offering an effective placement for individuals lacking an adequate or demonstrated work history, who have other barriers to employment, or when employment opportunities in the community are limited due to a contracted economy. The Transitional Jobs Program can provide an effective mechanism for entrance into unsubsidized employment by permitting the participant to develop and demonstrate positive work skills to a current or prospective employer and will also provide the opportunity for participants to achieve educational gains and/or new job skills through training. Additionally, paid employment provides participants financial and other incentives to participate fully in employment and education/training services. The fact that participants are paid for hours worked, reinforces the message that "work pays" and enables participants to access earned income tax credits and other tax credits to further supplement their income.

III. Program Overview

Funds are made available to establish the OTDA Transitional Jobs program to provide education, training, and subsidized job placements for low or no income TANF-eligible individuals. Districts establishing a Transitional Jobs program are expected to provide a subsidized employment placement for up to twelve months at an hourly rate of at least \$8.00 per hour for up to 28 hours per week of paid employment and at least 7 hours per week of paid education and training activities to help prepare individuals for local employment opportunities. Each district establishing a Transitional Jobs program will be required to (either directly or through agreements or contracts with other organizations):

Identify employment opportunities that exist or that can be created in the public or private sector with priority for placements with businesses or occupational sectors with opportunities for continued unsubsidized employment, such as, but not limited to:

- Child care;
- Health care;
- Social and human services;
- Retail and hospitality;
- Clerical administrative assistance;
- Transportation; and
- Construction/outdoor maintenance.

Districts should consider creating transitional employment opportunities that prepare individuals for permanent employment, but that are intended to serve as a continuous source of temporary subsidized placements that are available to the district to prepare individuals for permanent employment. During the transitional job period individuals have the opportunity to adjust to working, develop workplace skills and realize the benefits of paid employment. The position may also serve as an incentive to keep recipients engaged in work-related education and training as well as active job search.

Subsidized employment positions may not replace existing funding and may not displace staff doing equivalent work consistent with Social Services law sections 336-e and 336-f.

Provide education and training activities that will prepare individuals for unsubsidized employment. Funds may be used to support limited pre-employment job readiness training (generally not to exceed 3 weeks). Participants will engage in paid education and training activities for at least seven hours per week for the duration of their transitional employment. Districts may also enroll individuals in additional unpaid education or training services, so long as at least seven hours are paid. The combination of the subsidized employment with the education/training will permit participants to develop workplace skills while also enhancing education attainment and/or job skills to support permanent job placement at or before the end of the transitional job.

Districts are encouraged to leverage services available through separately funded education and training providers in the community and to target training to the needs of employers in the region. In some instances districts may choose to enroll program participants as a group in education or training activities, while in other instances districts may have individually based education or training components. Education and training services provided through the Transitional Jobs Program may include, but is not limited to:

- Adult basic education;
- General equivalency diploma programs;
- English as a second language programs;
- Job skills training;
- Vocational Training; and
- Workplace basic skills.

Program participants who do not have high school diploma or equivalent, shall be given the opportunity to participate in adult basic education services that will enable the participant to improve literacy/math proficiency or to obtain an equivalency diploma. Additionally, training that provides employment related credential, credits or certificates to support future employment opportunities, is preferred. Districts are encouraged to meet with local education and training providers early to discuss programming and scheduling options that complement the Transitional Jobs program.

Provide Support Services to program participants as needed to support job retention both during and following the subsidized job period and to support advancement in the education/training component of the program. Such support services may include, but are not limited to, child care, transportation, case management and other necessary services. Districts are encouraged to develop program models that include support through a mentor or case manager to help participants resolve or cope with factors that may interfere with continued employment (such as housing difficulties, child care concerns or adapting to work). Projects are encouraged to provide comprehensive student support services, including but not limited to, tutoring, mentoring, child care, after school program access, transportation, financial development services, referrals for public benefits, and case management as a part of the individual training plan.

Districts are expected to ensure that program participants are provided information on the availability of earned income tax credits and other credits that they may access once working. Additionally, as with all individuals who go to work, districts are expected to facilitate access to transitional benefits including health insurance and transitional child care and Supplemental Nutrition Assistance benefits.

Districts are encouraged to explore combining grant diversion along with funding made available through the Transitional Jobs Program as one option to enhance the number of individuals to be served by the district's allocation, (for more information see 09-ADM-11).

IV. Program Implications

Eligible participants

Transitional Jobs program participants must be eligible for TANF non-assistance services and may include the following categories of individuals:

- Individuals in receipt of TANF/Family Assistance (case types 11 or 12) and Safety Net MOE Assistance (case types 16 or 17 with state charge code 63 or 64);
- Individuals in two-parent cases with children receiving Safety Net Assistance (as described in 06 LCM-09); and
- Individuals not in receipt of public assistance but who are determined TANF-eligible based on TANF 200% of Poverty guidelines included in 00 LCM-20. Safety Net Assistance recipients in households without children may be eligible for TANF funded services due to being a noncustodial parent of a minor child as outlined in 00 LCM-20 and districts are strongly encouraged to determine such eligibility and serve these individuals through the Transitional Jobs program.

In all instances, priority for participation in the Transitional Jobs program shall be given to TANF-eligible public assistance recipients. Districts should also target services to formerly incarcerated individuals, including non-custodial parents who were formerly incarcerated or who have a criminal history and who are determined eligible under the TANF 200% of Poverty guidelines.

Up to thirty percent of program participants may be disconnected youth, eighteen to twenty-four years old.

Funding

A total of \$25 million in TANF funds is available to support comprehensive employment services to support a Transitional Jobs program. Budget language requires preference in allocations be given to districts with unemployment rates that exceed the statewide average. District allocations for the OTDA Transitional Jobs Program are included in **Attachment B**.

District allocations were developed as follows: 95% was allocated based on an established floor (\$40,000 for each local social services district) and caseload which was defined as the monthly average of non-work exempted TANF and Safety Net MOE adults; 5% was allocated to districts that had a six-month average Unemployment Rate above the six-month Statewide Average (December 2008 – May 2009). Finally the Floor, the amount from the Non-Work Exempt Individuals, and the amount from the Unemployment Rate were added together.

Districts must ensure that these funds are used for increased costs associated with operating a new or expanded subsidized employment programs. These funds should not be used to supplant costs associated with current subsidized employment programs operated by or funded by districts.

Approved projects are expected to begin on August 15, 2009 and operate through August 13, 2010, with final claims due by September 30, 2010. However, availability of funds after September 15, 2010 is contingent upon reappropriation in the SFY 2010-11 State Budget.

V. Plan Format

Districts must submit plans consisting of a Program narrative, Budget form, and Budget Narrative to OTDA for approval. OTDA staff will review the submission to determine that services are directly related to the provisions of allowable program services and activities to eligible participants and that program components regarding paid employment and education/training are met.

Program Narrative:

Plans must detail the overall structure of the program using the program narrative form (see **Attachment C and Attachment D**). The program narrative should not exceed six pages in 12-pitch font using standard one inch margins. The program narrative should be comprehensive and address each of the following:

- a description of the employment opportunities targeted, including prospective employers who will provide the subsidized employment opportunities;

- a description of the type of education and/or training expected to be provided for at least 7 hours averaged weekly throughout the month, along with the education and training providers expected to conduct such training. The type or hours of education/training services may vary depending on participant needs and employment goals. Districts are expected to offer adult basic education/GED preparation services for program participants without a high school diploma or equivalent. Districts should identify in the Program Narrative those instances where the program will leverage training or education services that are separately funded;
- an estimate of the range of wages to be paid, the number of hours to be subsidized each week, and the expected length of the subsidy period;
- an estimate of the number of participants to be served during the program period;
- a description of expectations at the end of the subsidy period, including job placement services that will be offered to secure unsubsidized employment once the timeframe for the subsidized employment has expired;
- indication of whether or not the district will utilize grant diversion as an option to enhance the number of individuals to be served; and
- a description of supportive services, including child care and transportation supports and job retention services that will be provided to program participants during and after the subsidy period.

Budget and Budget Narrative Forms:

The budget and budget narrative forms (see **Attachments E and F**) should identify staff and services to be funded through the program and the estimated cost (see **Attachment C** for instructions regarding budget preparation).

Plans must detail the overall structure of the program, including the type of training to be provided, who is providing the training, the types of jobs targeted, the range of wages to be paid, the length of the subsidy period. Plans should also identify the employers to provide the subsidized employment opportunities.

VI. Submission of Plans

Completed plans must be submitted no later than August 14, 2009, to be eligible for funding under this initiative. District allocations are available beginning August 15, 2009 for completed and approved plans. Completed plans should be e-mailed by August 14, 2009 to Libby McGinn at Elizabeth.McGinn@otda.state.ny.us, or mailed to the following address:

Ms. Libby McGinn
 NYS Office of Temporary and Disability Assistance
 Employment and Advancement Services Bureau
 40 North Pearl Street, 11th Floor
 Albany, NY 11243-0001

VII. Reporting Requirements

Districts will be required to report on an individual basis (Client Identification Number and name), case type (if applicable), age, the dates of enrollment, the date of placement in subsidized employment, the rate of hourly pay, scheduled average weekly hours of employment, scheduled average weekly hours of education/training and the type of education/training provided. In addition, districts will be required to report the number of individuals who transition to unsubsidized employment following the subsidy period, including those that transition to unsubsidized employment with the same employer or with another employer following the subsidized job.

OTDA will provide the reporting format upon plan approval.

VIII. Claiming Instructions

All expenditures against the Transitional Jobs allocation should be claimed in accordance with the local social services district's Transitional Jobs approved plan. Local districts may claim reimbursement for Transitional Jobs expenditures made from August 15, 2009 through August 13, 2010. Final claims must be received by September 30, 2010. These deadlines are contingent upon re-appropriation authority in the SFY 2010-2011 budget. If not reappropriated, final claims must be submitted by August 15, 2010.

The administrative and/or contracted costs associated with approved plans should be reported in the F-17 function (Other Reimbursable Programs) on the Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347). These costs will carry forward to the Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs, (LDSS-3274), and be reported in a column labeled Transitional Jobs. These expenditures will support Form LDSS-3922, Reimbursement Claims for Special Projects. The LDSS-3922 project name box label should be entitled Transitional Jobs.

Local district staff not working fulltime on Transitional Jobs must be time studied and only those related costs should be charged to Transitional Jobs.

The LDSS-3922 for Transitional Jobs should be submitted on a monthly basis to the Bureau of Financial Services using the TRACS system. Districts must retain the signed LDSS-3922 which supports the claims submitted via TRACS for audit purposes. Instructions for completing the Schedule D-17 are found in the Fiscal Reference Manual (FRM) Volume 3 (Volume 4 for New York City), Chapter 18. Instructions for completing the LDSS-3922 are found in FRM, Volume 2, Chapter 3. The expenditures should be entered in the non-Administration / Administration Costs columns based on the guidelines below.

According to TANF regulations, costs considered to be program are:

- Direct costs, including salaries and fringe benefit costs for staff providing program services
- Direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance)
- Contracts devoted entirely to program activities

According to TANF regulations, administrative costs include:

- Contract costs that are not excluded totally or in part as program activities
- All indirect or overhead costs (i. e., A-87 costs)

- Activities related to eligibility determinations

See Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual for detailed information on TANF administrative expenditure requirements.

Under these guidelines the local districts should enter their expenditures in the proper column of the LDSS-3922. Most of the activities incurred under this program should be reported in the Non-Administration Costs column. Overhead and A-87 costs should be entered in the Administration Costs column. Expenses should be reported on the appropriate lines of the LDSS-3922, with the amount of the actual work subsidy entered on line 12, Assistance Direct to Client. Expenditures should be claimed at 100% Federal share up to the amount of the allocation.

Costs in excess of the allocation may be claimed on the Schedule D-3 Allocation and Claiming of Administrative Costs for Employment Programs (LDSS-2347-B1) as Direct Charge Costs (Line 7) under TANF Program (Column 2) for TANF-eligible clients.

Issued By:

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

Subsidized Employment Programs Matrix

	Green Jobs Corps (Competitive)	Health Care Jobs Program (Largest 7 Districts)	Transitional Jobs Program (All Districts)
Program Description	Subsidized employment opportunities for up to 12 months in "green jobs" such as those associated with weatherization, energy efficiency, environmental conservation and renewable energy jobs. Program includes a soft and hard skills training component.	Subsidized employment opportunities for up to 12 months in the health sector, including community outreach positions.	Subsidized employment opportunities for up to 12 months, at an hourly rate of at least \$8.00 per hour for <u>up to</u> 28 hours per week of paid employment and <u>at least</u> 7 hours per week of paid education and/or training activities.
Jobs Targeted	Positions in "green" industries such as those that improve energy efficiency, promote environmental conservation and preserve natural resources including but not limited to, weatherization, building construction and retrofitting, environmental re-mediation, renewable energy, and natural resource preservation/beautification.	Employment opportunities in the health care sector including community outreach and education positions. Priority to establishing jobs through which employees provide information and education to assist low-income individuals obtain and maintain eligibility for public health care programs, access other work support benefits, connect to primary and preventive care services, reduce reliance on emergency rooms for basic care, and provide wellness education.	Sectors with substantial opportunities for continued unsubsidized employment, including but not limited to, child care, health care, social and human services, clerical administrative assistance, transportation and construction/outdoor maintenance.
Services to be provided	Job readiness training including soft skills training and hard skills training must be a program component. ABE and GED preparation may also be provided. The hours of training are determined by the district and participation in the training component may be paid or unpaid. All participants are to be placed in subsidized employment of up to 35 hours per week.	Subsidized employment opportunities for up to 12 months in the health care sector. Districts are encouraged to target areas of high poverty or high levels of limited-English proficiency.	Subsidized employment opportunities for up to 12 months combined with at least 7 hours of paid education and/or training.
Program Goal	Placement in subsidized employment for up to 12 months, with up to 35 hours per week in "green" jobs that provide the participant the opportunity to gain work experience in a field that is expected to experience future growth.	Placement in subsidized employment for up to one year in the health sector.	Placement in subsidized employment for up to 12 months at an hourly rate of at least \$8.00 per hour for up to 28 hours per week of paid employment and at least 7 hours of paid education and training activities.
Eligible participants	TANF eligible individuals; Safety Net Singles; Priority to public assistance recipients, targeting those formerly incarcerated; TANF funded recipients may include NCP's eligible under the TANF 200% of Poverty guidelines; and, Up to 25% of participants may be 18 to 24 years of age.	TANF eligible individuals including those in receipt of public assistance; Safety Net Singles.	TANF eligible individuals; Priority to public assistance recipients; NCPs may be served if they meet the TANF 200% of Poverty guidelines; targeting formerly incarcerated individuals (including NCP) who were incarcerated or who have a criminal history. Up to 30% of participants may be disconnected youth 18 to 24.
Preference for allocations	Districts with opportunities for jobs in "green" sectors and for districts with unemployment rates that exceed the statewide average.	Districts with over 1,500 active adults in receipt of public assistance in households with dependent children.	Areas with unemployment rates that exceed the statewide average.
Funding amount	\$5,000,000 TANF \$2,000,000 State funds	\$5,000,000 TANF \$2,000,000 State funds	\$5,000,000 TANF \$20,000,000 TANF Emergency Contingency Fund

Subsidized Employment Programs Matrix

	Green Jobs Corps (Competitive)	Health Care Jobs Program (Largest 7 Districts)	Transitional Jobs Program (All Districts)
Program Description	Subsidized employment opportunities for up to 12 months in "green jobs" such as those associated with weatherization, energy efficiency, environmental conservation and renewable energy jobs. Program includes a soft and hard skills training component.	Subsidized employment opportunities for up to 12 months in the health sector, including community outreach positions.	Subsidized employment opportunities for up to 12 months, at an hourly rate of at least \$8.00 per hour for <u>up to</u> 28 hours per week of paid employment and <u>at least</u> 7 hours per week of paid education and/or training activities.
Jobs Targeted	Positions in "green" industries such as those that improve energy efficiency, promote environmental conservation and preserve natural resources including but not limited to, weatherization, building construction and retrofitting, environmental re-mediation, renewable energy, and natural resource preservation/beautification.	Employment opportunities in the health care sector including community outreach and education positions. Priority to establishing jobs through which employees provide information and education to assist low-income individuals obtain and maintain eligibility for public health care programs, access other work support benefits, connect to primary and preventive care services, reduce reliance on emergency rooms for basic care, and provide wellness education.	Sectors with substantial opportunities for continued unsubsidized employment, including but not limited to, child care, health care, social and human services, clerical administrative assistance, transportation and construction/outdoor maintenance.
Services to be provided	Job readiness training including soft skills training and hard skills training must be a program component. ABE and GED preparation may also be provided. The hours of training are determined by the district and participation in the training component may be paid or unpaid. All participants are to be placed in subsidized employment of up to 35 hours per week.	Subsidized employment opportunities for up to 12 months in the health care sector. Districts are encouraged to target areas of high poverty or high levels of limited-English proficiency.	Subsidized employment opportunities for up to 12 months combined with at least 7 hours of paid education and/or training.
Program Goal	Placement in subsidized employment for up to 12 months, with up to 35 hours per week in "green" jobs that provide the participant the opportunity to gain work experience in a field that is expected to experience future growth.	Placement in subsidized employment for up to one year in the health sector.	Placement in subsidized employment for up to 12 months at an hourly rate of at least \$8.00 per hour for up to 28 hours per week of paid employment and at least 7 hours of paid education and training activities.
Eligible participants	TANF eligible individuals; Safety Net Singles; Priority to public assistance recipients, targeting those formerly incarcerated; TANF funded recipients may include NCP's eligible under the TANF 200% of Poverty guidelines; and, Up to 25% of participants may be 18 to 24 years of age.	TANF eligible individuals including those in receipt of public assistance; Safety Net Singles.	TANF eligible individuals; Priority to public assistance recipients; NCPs may be served if they meet the TANF 200% of Poverty guidelines; targeting formerly incarcerated individuals (including NCP) who were incarcerated or who have a criminal history. Up to 30% of participants may be disconnected youth 18 to 24.
Preference for allocations	Districts with opportunities for jobs in "green" sectors and for districts with unemployment rates that exceed the statewide average.	Districts with over 1,500 active adults in receipt of public assistance in households with dependent children.	Areas with unemployment rates that exceed the statewide average.
Funding amount	\$5,000,000 TANF \$2,000,000 State funds	\$5,000,000 TANF \$2,000,000 State funds	\$5,000,000 TANF \$20,000,000 TANF Emergency Contingency Fund

Attachment B**Transitional Jobs Program Local District Allocations**

District	Allocation
Albany	\$286,869
Allegany	\$76,365
Broome	\$230,954
Cattaraugus	\$63,201
Cayuga	\$73,988
Chautauqua	\$205,598
Chemung	\$119,196
Chenango	\$64,607
Clinton	\$94,489
Columbia	\$58,252
Cortland	\$72,913
Delaware	\$53,566
Dutchess	\$111,462
Erie	\$920,058
Essex	\$50,959
Franklin	\$67,925
Fulton	\$57,568
Genesee	\$58,983
Greene	\$77,871
Hamilton	\$43,220
Herkimer	\$66,674
Jefferson	\$66,273
Lewis	\$47,216
Livingston	\$62,030
Madison	\$65,515
Monroe	\$1,163,906
Montgomery	\$76,710
Nassau	\$470,629
Niagara	\$217,301
Oneida	\$216,335
Onondaga	\$370,087
Ontario	\$76,814
Orange	\$214,170
Orleans	\$73,674
Oswego	\$106,586
Otsego	\$50,192
Putnam	\$41,547
Rensselaer	\$190,968
Rockland	\$91,044
St. Lawrence	\$125,307
Saratoga	\$42,475

Attachment B**Transitional Jobs Program Local District Allocations**

District	Allocation
Schenectady	\$120,743
Schoharie	\$49,729
Schuyler	\$52,927
Seneca	\$49,729
Steuben	\$103,531
Suffolk	\$433,506
Sullivan	\$97,199
Tioga	\$60,366
Tompkins	\$85,167
Ulster	\$126,930
Warren	\$57,160
Washington	\$59,430
Wayne	\$67,697
Westchester	\$493,522
Wyoming	\$54,888
Yates	\$43,712
NYC	\$16,420,130
TOTAL:	\$25,000,000

**Transitional Jobs Program
Program Period August 15, 2009- August 13, 2010**

Budget Forms, Budget Narrative Forms

Please use the following as a guide to complete the budget and budget narrative.

Planned costs must be directly related to the delivery of the program services and activities that will take place. If the district plans to subcontract with a local provider agency for program services, a separate budget form and budget narrative must be completed for the local provider agency.

Program Cycle:

Transitional Jobs Program allocations will be made available to districts upon OTDA plan approval, for the program period August 15, 2009 through August 13, 2010, with final claims due close of business September 30, 2010. However, availability of funds after September 15, 2010 is contingent upon reappropriation in the SFY 2010-11 State Budget. In the event that funds are not reappropriated in the SFY 2010-11 State Budget, final claims will be due by August 15, 2010.

District Administration:

The budget form has three columns:

- TANF Program/Non-Administration and TANF Administration costs
- Total Transitional Jobs program costs

The Transitional Jobs program is funded with TANF funds. The attached budget form allows the local district to identify program/non-administrative and/or administrative costs to be budgeted on a single form.

The maximum amount the State can spend on administration is 15% against the TANF Block Grant after transfers to other block grants. Since this program represents only a portion of the amount subject to the 15% Federal limit, the total administrative costs funded with this program can be greater than 15% of each local district's allocation. However, plan approvals will be based on the projection for Statewide TANF funded administrative costs.

Under TANF regulations, costs considered to be program are:

- direct costs, including salaries and fringe benefit costs for staff providing program services;
- direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance); and
- contracts devoted entirely to program activities.

Administrative costs which count toward the statewide 15% spending limit include:

- contract costs that are not excluded totally or in part as program activities;
- all indirect or overhead costs (i.e., A-87 costs); and
- activities related to eligibility determinations.

Line by line instructions, for each funding stream please identify:

1. Staff Salaries: Enter the amount of salaries of staff charged to the project
2. Fringe Benefits: Enter the amount of fringe benefits associated with the salaries charged to the project
4. Contractual Costs: Enter the amount of subcontracted activities for the project. This category includes institutions, individuals or organizations external to the social services district which have entered into an agreement with the social services district to provide any services outlined in or associated with the plan, and whose services are to be funded under the project. If the district plans to subcontract with a local provider agency for program services, a separate budget form and budget narrative must be completed for the local provider agency. Local provider agencies are **not** required to delineate their budget between program/non-administration and administration costs.
5. Travel: Enter the direct travel costs for employees assigned to the project. Staff travel costs should be budgeted in line with standard agency travel policy or New York State Comptroller guidelines. Travel costs are reimbursed at State rates. Only travel costs for personnel listed under Staff Salaries are acceptable. Consultant or sub-contractor's travel expenses should be included in Contracted Services. No out-of-state travel costs are allowed unless specifically detailed and approved. All non-local destinations for travel must have prior OTDA approval.
6. Equipment Costs: Enter the identifiable costs of equipment assigned to the project. Equipment required to meet the contract objectives may be either purchased or rented, whichever is more economical. Equipment is tangible personal property having a useful life of more than two years and an acquisition cost of \$500 or more per unit. Title to all equipment purchased under this program rests with OTDA upon acquisition. At the completion of the project, such property must be disposed of in accordance with the instructions of OTDA. An inventory of all equipment purchased must be kept. List the equipment and associated cost to be either purchased or rented in the budget narrative.
7. Supplies: Enter the identifiable costs of supplies assigned to the project. Provide a list of the supplies and associated cost in the budget narrative.
8. Other Direct Expenses: Enter any type of expense such as printing/photocopying, office rent, utilities and telephones outside of the categories listed above. Include a list of the expenses and associated costs in the budget narrative.
10. Overhead Costs Allocated: Enter overhead costs allocated to the project. If staff are assigned by the district to this program, the schedule D17 will allocate overhead on the claim because it is derived by staff count. As such, this amount should be included on the Transitional Jobs program budget form. These are the overhead costs allocated based on

staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347).

11. A-87 Costs Allocated: Enter the A-87 costs allocated to the staff assigned to the project. If staff are assigned by the district to this program, the schedule D17 will allocate A-87 on the claim because it is derived by staff count. As such, this amount should be included on the Transitional Jobs budget form. These A-87 costs are allocated based on the staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program LDSS-2347.
12. Assistance Direct to Client: Any costs associated with the payment of work subsidies to participants should be reported under Non-Administration Costs, line 12 – Assistance Direct to Client. Work subsidies means payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training; include all expenditures related to operating a subsidized employment program, including the cost of overseeing the program, developing work sites, and providing training to participants.
13. Please leave this section blank. It was formerly used for reporting of the self- sufficiency bonus; a category no longer used.
14. Transportation: Enter the amount of any transportation costs to or for participants as part of the project. List the transportation and the associated costs provided in the budget narrative. Note: Costs associated with transportation must constitute non-assistance in accordance with 00LCM-20 and federal TANF regulations at 45 CFR §260.31.
15. Other: Enter the amounts provided to participants other than the identified costs listed under Transportation for this project. List the participant-related item and associated costs in the budget narrative form. Note: Costs associated with other participant related costs must constitute non-assistance in accordance with 00LCM-20 and federal TANF regulations at 45 CFR §260.31.

Restrictions on the Use of Funds

The following costs are not allowed:

- advertising costs, except for recruitment of personnel or procurement of scarce items;
- capital expenditures for improvement or acquisition of facilities;
- entertainment costs, including social activities or cost of alcoholic beverages;
- interest costs incurred by provider agencies;
- costs of organized fund raising;
- medical costs;
- costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project;
- costs for preparation of continuation agreements and other proposal development costs;
- costs associated with the payment of fines;
- costs associated with anti-fraud related activities; and
- costs associated with planning and coordination studies.

Program Narrative for Transitional Jobs (TJ) Program

District Name: _____

Contact Name and Number: _____

Transitional Jobs program funds budgeted for services: \$ _____

Will grant diversion be used to enhance the number served? ___ yes ___ no

(If use of grant diversion will vary, please describe.)

Anticipated number of participants to be served during program period: _____

Program goals and services

A. Please describe the employment opportunities targeted for the Transitional Jobs program, including prospective employers who will be targeted to provide the subsidized employment opportunities.

B. Please describe the specific type(s) of education and/or training to be provided, identifying the education and training providers expected to conduct such training (including if this training is funded with TJ funds or otherwise provided). Specify the expected average weekly hours of education/training (at least 7 hours of paid education/training averaged weekly throughout the month must be included in all TJ program models throughout the duration of the subsidy period). In instances where

the training component will vary by individual, districts should describe the general approach and policy used to determine education and training component.

C. Provide an estimate of the range of wages to be paid, the number of hours to be subsidized each week, and the expected length of the subsidy period.

D. Provide a description of expectations at the end of the subsidy period, including job placement services that will be offered to secure unsubsidized employment once the timeframe for the subsidy has expired.

E. Provide a description of the types of supportive services, including child care and transportation supports and job retention services that will be provided to program participants during and after the subsidy period.

Project Staff and Duties

Identify the project staff and duties for each provider or district staff providing services to participants of the OTDA Transitional Jobs Program.

Position/Title	Estimated Percentage of Time on TJ program	Duties

Transitional Jobs Program

Local Department of Social Services _____
 Provider Agency _____

Budget Categories			
	TANF PROGRAM/NON- ADMINISTRATION	TANF ADMINISTRATION COSTS	TOTAL PROGRAM COSTS
SALARY COSTS			
1. Salary Costs			\$ -
2. Fringe Benefits			\$ -
3. Total Salary & Fringe Benefits	\$ -	\$ -	\$ -
NON-SALARY COSTS			
4. Contractual Costs *			\$ -
5. Travel Costs			\$ -
6. Equipment Costs			\$ -
7. Supplies			\$ -
8. Other Direct Expenses			\$ -
9. Total Non-Salary Expenses	\$ -	\$ -	\$ -
10. Overhead Costs Allocated			\$ -
11. A-87 Costs Allocated			\$ -
CLIENT RELATED COSTS			
12. Assistance Direct to Client			\$ -
13.			
14. Transportation			\$ -
15. Other			\$ -
16. Total Client Related Costs	\$ -		\$ -
17. Total Project Costs	\$ -	\$ -	\$ -

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

Budget Narrative - Please use Form 3 to provide a brief narrative for categories 4, 5, 6, 7, 8, 12, 14 and 15.

Transitional Jobs Program Budget Narrative Form

Local Department of Social Services _____

Provider Agency _____

Budget Categories

4. Contractual Costs:

5. Travel Costs:

6. Equipment Costs:

7. Supplies:

8. Other Direct Expenses:

12. Assistance Direct to Client:

13. Blank: Do not use.

14. Transportation:

15. Other: