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

Transmittal No: 94 LCM-99

Date: August 18, 1994

Division: Office of Employment
Programs

TO: Local District Commissioners

SUBJECT: MOU Between State DSS and State DOL

ATTACHMENTS: None

The Memorandum of Agreement (MOA) between the State Department of Labor and the State Department of Social Services to provide local districts with staff to assist in the operation of employment programs, will be renewed again on October 1, 1994. In past years, State DOL staff performed a variety of activities including assessment, determination of employability, employment planning, conciliation, job placement services and supportive services.

Beginning October 1, 1994, DOL staff funded through the MOA should be utilized for the following activities designed to prepare and/or place ADC clients in employment:

1. Direct Job Placement/Development
2. Supervised Job Search
3. Job Club/Employment Readiness Training
4. Referral to OJT/TEAP
5. Referral to WTI - Work Experience

The DOL will be expected to achieve a specific performance level which will include entries to employment. Given these expectations, it will be incumbent upon the district to provide DOL with a sufficient number of participants to serve. These performance levels will be shared with local districts when the MOA is finalized.

Under the October 1, 1994 MOA, each district must execute a local agreement with DOL identifying which of the above mandated activities will be performed by DOL staff. This agreement should also address other expectations and responsibilities such as the location of DOL staff and the availability of the DOL TOPS computer system.

Due to salary increases, fewer DOL staff will be available to districts during FFY 1994-1995. Some districts are currently reconsidering their desire to utilize DOL staff. While we will make every effort to accommodate requests for additional staff, please be advised that the renewed interest in the use of this staff may create a downward adjustment in some counties because of the limited number of people available to us. Requests for DOL staff should be made by September 15, 1994 to Russ Oliver, New York State Department of Social Services, Office of Employment Programs, 40 North Pearl Street, Albany, New York 12243. Requests can also be faxed to (518)474-9347. Local districts are responsible for 5% of the cost of each DOL staff member, approximately \$3,000 annually.

Questions regarding this Memorandum may be directed to Russ Oliver (AV2030) at (518)474-9286 or 1-800-342-3009, extension 4-9286.

Jack Ryan
Assistant Commissioner
Office of Employment Programs