RESOLUTION NO. 2024149

RE: AUTHORIZING AMENDMENT OF FUNDING UNDER THE TRADE ADJUSTMENT ACT

Legislators GARITO, POLASEK, MC HOUL, D'AQUANNI, and GORMAN offer the following and move its adoption:

WHEREAS, the United States Congress enacted the Workforce Innovation and Opportunity Act (WIOA) to provide the framework for a unique workforce preparation and employment system designed to meet the needs of businesses and the needs of job seekers and those who want to further their careers, and

WHEREAS, the New York State Department of Labor has recently provided Notices of Obligational Authority (NOA) which set forth the allocations to Dutchess County for the operation of:

- PY 23 SCION for the period of 1/1/2024 through 12/31/2028; and
- PY 24 ADULT for the period of 7/1/2024 through 6/30/2026; and
- PY 24 DISLOCATED WORKER for the period of 7/1/2024 through 6/30/2026; and
- PY 24 ADMINISTRATION for the period of 7/1/2024 through 6/30/2026; and

WHEREAS, PY23 SCION, PY24 ADULT, PY24 DISLOCATED WORKER and PY24 ADMINISTRATION are NOAs, thereby allowing an extension of the term, only, without a separate resolution, now therefore, be it

RESOLVED, that the Commissioner of Finance be and hereby is authorized, empowered and directed to accept the allocations of funding under the above Workforce Innovation Opportunity Act (WIOA) Program and amend the following accounts:

APPROPRIATIONS

Increase

CD.6292.2023.4846	WIA NY SCION OMH	$ 30,000
CD.6292.2024.4841	ADULT	$ 98,541
CD.6292.2024.4842	DISLOCATED WORKER	$208,333
CD.6292.2024.4844	ADMINISTRATION	$ 34,097
		$370,971

REVENUES

Increase

CD.6292.2023.47910.51	WIA NY SCION OMH	$ 30,000
CD.6292.2024.47910.41	ADULT	$ 98,541
CD.6292.2024.47910.42	DISLOCATED WORKER	$208,333
CD.6292.2024.47910.44	ADMINISTRATION	$ 34,097
		$370,971

CA-093-24
LM/BPL/rjw
G-1263
8/14/24
Fiscal Impact: See Attached.

APPROVED

Susan J. Serino

SUSAN J. SERINO
COUNTY EXECUTIVE

Date 9-25-24 9-16-2024

STATE OF NEW YORK

ss:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 9th day of September 2024, and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 9th day of September 2024.

DUTCHESS COUNTY SEAL

Leigh Wager

LEIGH WAGER, CLERK OF THE LEGISLATURE

FISCAL IMPACT STATEMENT

☐ NO FISCAL IMPACT PROJECTED

APPROPRIATION RESOLUTIONS

(To be completed by requesting department)

Total Current Year Cost $ 370,971

Total Current Year Revenue $ 370,971
and Source

Source of County Funds *(check one)*: ☐ Existing Appropriations, ☐ Contingency,
☐ Transfer of Existing Appropriations, ☑ Additional Appropriations, ☐ Other *(explain)*.

Identify Line Items(s):

Related Expenses: Amount $ 0
Nature/Reason:

Anticipated Savings to County: _____

Net County Cost (this year): _____
Over Five Years: _____

Additional Comments/Explanation:

Prepared by: Louise McLoughlin Prepared On: 8/7/24

Dut.pdf

Dutchess County Workforce Investment Board

"Building Partnerships for Workforce Solutions"

MEMORANDUM

TO: Susan J. Serino, County Executive

FROM: Louise McLoughlin, Executive Director,
Dutchess County Workforce Investment Board

DATE: August 7, 2024

RE: Resolution Request

Please find attached a Resolution Request form and Fiscal Impact Statement for a resolution to be presented at the next available Meeting of the County.

The DCWIB receives Notices of Authority (NOA) from the New York State Department of Labor (NYSDOL) to provide training and employment services to adults, dislocated workers and youth who reside in Dutchess County. NOA's either supply additional funding or rescind expired funding. The attached NOA is supplying additional funding to Dutchess County.

The first NOA is for NYSCION.
NOA- $30,000

- Funding Source- NYS Office of Mental Health (OMH)
- Distributed and monitored through NYSDOL
- NOA Number: NY SCION OMH PY23-1
- Program Year: (PY) 23
- Date Range: 1/1/2024-12/31/2028.
- Who is Served: Individuals with disabilities/Businesses with hiring needs
- Note- the NOA states, *"It is important that both streams of funding (WIOA and State OMH) remain separate for fiscal reporting purposes when entering allowable expenditures, accruals, and obligations in the PeopleSoft Financial Accounting System. To differentiate between funding streams, the State OMH portion of NY SCION has been assigned Program Code 346, Program Year 23 (PY23)".* Therefore, the DCWIB is respectfully requesting a separate G/L Account Number in LOGOS for these funds.

This second NOA is for our first round of WIOA funding for adult and dislocated workers
NOA- $340,969.46

- Program Year: (PY) 24
- Date Range: 7/1/2024-6/30/2026.
- NOA Number: PY24-2

3 Neptune Road Poughkeepsie, NY 12601
Telephone (845) 463-0517 Fax (845) 463-0247 www.dcwib.org

The programs provided by this agency are partially funded by moneys received from the County of Dutchess
EOE/P auxiliary aids and services are available upon request to individuals with disabilities

NOA- $340,969.46 (cont)

- Who is Served: Adult & Dislocated Workers
- This is our first installment of two installments.
- Breakdown:
  - Adult $98,540.09
  - Dislocated Worker $208,332.42
  - Administration $34,096.95

Note- Funding for administration is included in the NOA as a separate line item. Previous funding for PY24 of $57,657 was the administration portion of the PY24 Youth allocation. This NOA reflects the administration portion of the first installment of PY24 adult and dislocated worker money.

Please contact me at 845-463-0517 x204 if you have any questions or require additional information.

NEW YORK STATE | Department of Labor

Kathy Hochul, Governor
Roberta Reardon, Commissioner

July 31, 2024

Ms. Susan J. Serino
County Executive
Dutchess County
Dutchess County Office Building
22 Market Street, 6th Floor
Poughkeepsie, New York 12601

Dear Ms. Serino:

The New York Systems Change and Inclusive Opportunities Network (NY SCION) Program is being leveraged with additional funding from the New York State Office of Mental Health (OMH). As a result, your local area has been awarded additional NY SCION program funding in the amount of $30,000.00 with an effective date of January 1, 2024 and an effective end date of December 31, 2028.

NY SCION is now a duel funded program with both Workforce Innovation and Opportunity Act (WIOA) funds (awarded to your local area on January 4, 2024) and State OMH funds. As the pass-through entity of NY SCION program funds to your local area, New York State Department of Labor (NYSDOL) is required to execute the attached Subrecipient Agreement incorporating all fiscal, and operational aspects of the grant and includes the following sections:

I. Subrecipient Cover Page
II. Notice of Obligational Authority (NOA)
III. Memorandum of Understanding (MOU) between NYSDOL and OMH
IV. Technical Advisory (TA) #21-06.02 "Revised Guidance for Implementation of the New York Systems Change and Inclusive Opportunities Network Program"
V. Attestation

In accordance with TA #21-06.02, NY SCION program funds including State OMH funds can be used to pay for the Disability Resource Coordinator's (DRC's) salary and fringe benefits, allocated and direct non-Personnel Services costs, as well as additional activities that further the mission of NY SCION, including but not limited to, the salary, fringe benefits, and allocated and direct non-Personnel Services costs of designated staff that support DRC activities, and DRC supervision. Up to 10% of funds can also be spent on administrative costs (i.e., legal, fiscal, and human resources management costs). Allowable and unallowable costs must meet WIOA requirements.

It is important that both streams of funding (WIOA and State OMH) remain separate for fiscal reporting purposes when entering allowable expenditures, accruals, and obligations in the PeopleSoft

Financial Accounting System. To differentiate between funding streams, the State OMH portion of NY SCION has been assigned **Program Code 346, Program Year 23 (PY23)**.

The WIOA portion of NY SCION has previously been assigned Program Code 345, Program Year 22 (PY22) and **must** be fully obligated by your local area first before obligating OMH funding. Expenditures must also be charged to WIOA funds first (or moved from State OMH funds to WIOA if there are deobligations) to ensure that the WIOA funds are fully liquidated before they lapse.

Please review the attached Subrecipient Agreement and complete and return the attestation document (Section V) by COB, **Friday, August 23, 2024**. The attestation requires signature by the Chief Elected Official (CEO) or authorized signatory for the Local Workforce Development Area for the fiscal reporting to NYSDOL.

Any questions concerning this information should be directed to Mr. Nicholas Gratch, State Representative at 315-479-3239.

Sincerely,

Kerry Douglas-Duffy

Kerry Douglas-Duffy
Director
Bureau of Workforce Innovation & Quality

Attachment(s)

cc: Dr. Louise McLoughlin
Ms. Amanda Dushaj
Mr. Nicholas Gratch
Mr. John Forte
Ms. Fenting Li
Ms. Rachel Adler

NYS Department of Labor

Division of Employment & Workforce Solutions

NOTICE OF OBLIGATIONAL AUTHORITY (NOA)

NY SCION OMH

The effective date for this funding is 01/01/24 to 12/31/2028

Program:	NY SCION OMH
NOA Number:	NY SCION OMH PY23-1
Grantor:	Governor of New York through the NYS Department of Labor
State General Fund:	10000

Local Workforce Development Area (LWDA) Subrecipient Information

LWDA Name:	Dutchess County
LWDA Assigned Number:	60
UEI Number:	D3RRG8P2LNQ4
Subrecipient Contact:	Susan J. Serino
Subrecipient Contact Title:	Dutchess County Executive

NY SCION OMH

Program	Prior Approved Level	Change (per this NOA)	New Level
NY SCION OMH - Year 1 (PY23)	$0.00	$30,000.00	$30,000.00
NY SCION OMH - Year 2 (PY24)	$0.00	$0.00	$0.00
NY SCION OMH - Year 3 (PY25)	$0.00	$0.00	$0.00
NY SCION OMH - Year 4 (PY26)	$0.00	$0.00	$0.00
NY SCION OMH - Year 5 (PY27)	$0.00	$0.00	$0.00
Total	$0.00	$30,000.00	$30,000.00

NYSDOL Contact Information

Representative Name:	Nicholas Gratch
Phone Number:	(315) 479-3239

Approval Signature: Kerry Douglas-Duffy 7/31/2024

Kerry Douglas-Duffy

Director

Bureau of Workforce Innovation & Quality

NYS Department of Labor

Division of Employment & Workforce Solutions

NOTICE OF OBLIGATIONAL AUTHORITY (NOA)

Authorizing Program Year 2024 Workforce Innovation & Opportunity Act (WIOA)
Title 1-B Funding

Program:	WIOA Program Year 2024
Period of Authorization:	Adult & Dislocated Worker - 07/01/2024 through 06/30/2026
	Youth - 04/01/2024 through 06/30/2026
NOA Number:	PY24-2
Grantor:	Governor of New York through the NYS Department of Labor
FAIN Youth:	24A55AY000060
FAIN Adult:	24A55AT000069
FAIN DW:	24A55AW000099

Local Workforce Development Area (LWDA) Subrecipient Information

LWDA Name:	Dutchess County
LWDA Assigned Number:	60
UEI Number:	D3RRG8P2LNQ4
Subrecipient Contact:	Susan J. Serino
Subrecipient Contact Title:	Dutchess County Executive

WIOA Title 1-B

Program	CFDA #	Prior Approved Level	Change (per this NOA)	New Level
Adult	17.258	$0.00	$98,540.09	$98,540.09
Dislocated Worker	17.278	$0.00	$208,332.42	$208,332.42
Youth	17.259	$518,908.26	$0.00	$518,908.26
Administration	All Programs	$57,656.47	$34,096.95	$91,753.42
Dislocated Worker Transferred for Adult Activities	17.278	$0.00	$0.00	$0.00
Adult Transferred for Dislocated Worker Activities	17.258	$0.00	$0.00	$0.00
TOTAL		$576,564.73	$340,969.46	$917,534.19

NYSDOL Contact Information

Representative Name:	Nicholas Gratch
Phone Number:	(315) 479-3239

Approval Signature: Kerry Douglas-Duffy **7/1/2024**

Kerry Douglas-Duffy
Director,
Bureau of Workforce Innovation & Quality

NEW YORK STATE OF OPPORTUNITY | Department of Labor

SECTION 2

NOTICE OF OBLIGATIONAL AUTHORITY (NOA)

NYS Department of Labor Division of Employment & Workforce Solutions	Subrecipient Agreement Notification of Award/Obligation: **NY SCION OMH**

Subrecipient:	Susan J. Serino Dutchess County Executive
UEI Number:	D3RRG8P2LNQ4
Project Description:	NY SCION OMH - Program Year 2023
Subaward Period of Performance:	January 1, 2024 to December 31, 2028
Total Funds Committed to Subrecipient (unless otherwise amended):	$30,000.00
Indirect Cost Rate:	To Be Determined
R&D Grant:	Not applicable

Payments to subrecipients will be made via the Notice of Obligational Authority process with subrecipients reporting expenditures, accruals, and obligations via the PeopleSoft Financial application.

In performing its responsibilities under this subrecipient agreement, the subrecipient assures that it will fully comply with all applicable state and federal rules and regulations including but not limited to the following NYSDOL Technical Advisories, federal regulations, and federal cost principles, including any subsequent amendment:

NYS Department of Labor Technical Advisories:

1) TA #21-4 "Monitoring – New York State Department of Labor (NYSDOL) Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of and Provision of Technical Assistance to Local Workforce Development Boards (LWDBs) and LWDB Responsibilities Relating to NYSDOL's Monitoring Process"

https://dol.ny.gov/system/files/documents/2021/06/ta-21-04-qa-monitoring-06-25-2021.pdf

2) TA #21-5 "Monitoring - Remote and/or Onsite Subrecipient Oversight and Monitoring Responsibilities for Chief Elected Officials (CEOs) and Local Workforce Development Boards (LWDBs)"

https://dol.ny.gov/system/files/documents/2021/06/ta-21-05-subrecipient-monitoring-06-25-2021.pdf

3) TA #11-2.4 "Financial Reporting and Cash Draw-down Policy and Procedures for WIOA, Trade Adjustment Act and Other Federal Funding"

https://dol.ny.gov/system/files/documents/2023/05/ta-11-02.5-financial-reporting-05-17-2023.pdf

4) TA #17-4 "Final Fiscal Closeout of Expiring Federal Funds"

https://dol.ny.gov/system/files/documents/2021/03/ta-17-04.pdf

5) TA #16-2 "Retention of Records by Local Workforce Development Boards"

https://dol.ny.gov/system/files/documents/2021/03/ta-16-02.pdf

NEW YORK STATE OF OPPORTUNITY | Department of Labor

SECTION 1

SUBRECIPIENT COVER PAGE



Department of Labor

SECTION 3

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN NYSDOL AND OMH

MEMORANDUM OF UNDERSTANDING BETWEEN THE
New York State OFFICE OF MENTAL HEALTH
and
THE New York State DEPARTMENT OF LABOR

THIS MEMORANDUM OF UNDERSTANDING ("MOU') is made by and between the New York State Office of Mental Health (OMH), an executive agency of the State of New York, having its principal place of business located at 44 Holland Avenue, Albany, New York 12229 and the New York State Department of Labor (DOL), an executive agency of the State of New York, having its principal place of business located at Building 12, W.A. Harriman Campus, Albany, NY 12226.

WITNESSETH:

WHEREAS, the general powers, functions and duties of OMH are set forth in Article Five of the NYS Mental Hygiene Law; and

WHEREAS, it is the mission of OMH to promote the mental health of all New Yorkers; and

WHEREAS, it is the mission of the DOL to empower and protect New York's workers by supporting the unemployed and by ensuring all workers have a safe workplace where they receive a fair wage; and

WHEREAS, the DOL is the State entity responsible for administration of the New York Systems Change and Inclusive Opportunities Network (NY SCION); and

NY SCION expands the network of Disability Resource Coordinators (DRCs) to all 33 Local Workforce Development Areas (LWDAs) to increase the capacity of their service delivery and betters serve individuals with disabilities.

WHEREAS, the Parties desire that OMH shall, on behalf of the State of New York, contribute to the continuation and sustainability of NY SCION, as additional funds will be made available to support LWDAs and DRC staffing;

NOW, THEREFORE, in consideration of the above, it is understood by and between the Parties:

I. **Term**

This MOU will commence as of the date last signed below and remain in effect for five (5) years from date of commencement, subject to available funding as further set out in Section III below. This MOU may be renewed upon the expiration of the five-year term for one (1) year period unless the parties agree in writing at least thirty (30) days prior to the end of the initial term. This MOU shall have two such one-year renewal periods.

Either OMH or DOL may terminate this MOU at any time, in its sole discretion and without cause, by giving at least thirty (30) days' prior notice by email and regular mail to

the other party's MOU Administrator listed below, provided that any pending projects will continue to completion.

II. Roles and Responsibilities

a. OMH Role and Responsibility as it pertains to NY SCION:

Pursuant to this MOU, OMH will support NY SCION as an essential component of New York's supports system for job seekers with disabilities.

OMH will support NY SCION funded Disability Resource Coordinator (DRC) staff at NYS DOL Career Center, One Stop, and other Workforce Development Board (WDB) community locations to best serve individuals with disabilities, and particularly those with mental health related support needs, to achieve employment, education, and financial self-sufficiency goals.

Training and technical assistance will be provided by OMH on subjects including but not limited to:

- Essential NYS OMH program models, including program support type information, eligibility, and referral processes
- Individualized Placement and Support (IPS) Supported Employment
- General information pertaining to existing and emerging employment service models
- Social Security Administration (SSA) Ticket-to-Work (TTW) Program
- Working while receiving public benefits, financial literacy, and financial management
- Training frontline staff on serving customers with disabilities.

b. DOL Role and Responsibility as it pertains to NY SCION:

Pursuant to this MOU, NY SCION will support OMH and the mental health population as an essential component of New York's supports system for job seekers with disabilities.

NY SCION DRCs will develop and maintain partnerships with local OMH funded rehabilitation resources, all of which have an employment component, and provide semi-annual in-person information sessions pertaining to relevant topics such as NY SCION and Career Center resources for staff and participants. OMH and DOL will establish a mechanism to track information sessions.

Sessions will be provided to staff in programs including but are not limited to:

- Personalized Recovery Oriented Services (PROS)
- Assertive Community Treatment teams (ACT)
- Community Oriented Recovery and Empowerment (CORE)
- State Aid Funded Employment Programs (SAFEP)

NY SCION DRCs will become familiar with and have on hand resources pertaining to local OMH funded clinical resources.

NY SCION DRCs will track NY SCION Customer referrals and connections to OMH resources.

- OMH and DOL will jointly establish a data mechanism for this purpose

DOL will include language subject to OMH's approval articulating that NY SCION is jointly funded by OMH and DOL in relevant materials including but not limited to:

- Trainings and Technical Assistance Materials
- Communications to stakeholders
- Press and publications

Such language regarding joint funding will not be included in all NY SCION materials.

News releases, publicity, or any other public announcements regarding this project and related to the joint funding may not be released without prior written approval from DOL.

III. Funding:

Upon acceptance of this MOU, OMH will transfer one million dollars ($1,000,000) annually to DOL, to be used for NY SCION activities. Funds will be made available to DOL through annual sub-allocation, in a manner approved by the New York State Division of the Budget (DOB) and the Office of the State Comptroller (OSC).

For the first year of this agreement funds will be transferred as soon as possible after the execution of the MOU. For the second year and going forward annual funds will be transferred by the end of the calendar year. For instance, 2025 funds will be transferred by December 31, 2024.

To the extent that funding remains available for continued use, any unexpended funding at the end of each year will be rolled forward to help support NY SCION activities in the following year, subject to Committee approval.

DOL agrees to send OMH expenditure reporting on the sub-allocation quarterly. The format of required reporting is further set out in Appendix A.

IV. MOU Administration:

OMH and DOL will each appoint an MOU Administrator who will be an employee within each agency, respectively. The MOU Administrator may be changed by either party by giving the other party five (5) days' advanced written notice of the change.

The MOU Administrators will:

1. Contact all appropriate agency employees;
2. Coordinate agency responsibilities;
3. Ensure uniformity in agency operating procedures;

4. Represent the agency in the first instance in resolving or attempting to resolve any ambiguities or disputes that may arise under this MOU; and
5. Accept all notices provided by the other party.

OMH Administrator Contact

Name:	Andy Sink
Title:	NYESS Director of Employment Policy
Address:	44 Holland Ave., 6th Fl.
	Albany, NY 12229
Phone:	(518) 474-3616
Email:	andy.sink@omh.ny.gov

DOL Administrator Contact

Name:	Kerry Douglas-Duffy
Title:	Director, Bureau of Workforce Innovation and Quality
Address	Harriman State Office Camus, Bldg. 12, Room 440
	Albany, NY 12226
Phone:	(518) 457-6414
Email:	Kerry.Douglas-Duffy@labor.ny.gov

V. Counterparts

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same MOU. This MOU may also be executed in counterpart facsimile or scanned signatures, each of which facsimile or scanned signature of a party shall be deemed to be the original signature of such party.

VI. Entire Understanding:

This MOU constitutes the entire understanding between the Parties with respect to services covered by this MOU. This MOU may be amended or modified only by mutual written agreement of the Parties. No other understanding, oral or otherwise, regarding the subject matter of the MOU will be deemed to exist or to bind any of the parties hereto.

In Witness Whereof, the parties hereto have caused this MOU to be executed by its duly authorized officers on the day and year last entered below.

NEW YORK STATE OFFICE OF MENTAL HEALTH

BY: Bob Moon Digitally signed by Bob Moon Date: 2024.05.10 14:01:15 -04'00'

(Signature)

Bob Moon, Deputy Commissioner

(Print Name and Title)

05/10/2024

(Date)

NEW YORK STATE DEPARTMENT OF LABOR

BY: Scott B. Melvin Digitally signed by Scott B. Melvin Date: 2024.05.09 09:23:50 -04'00'

(Signature)

Scott B. Melvin, Executive Deputy Commissioner

(Print Name and Title)

5/9/2024

(Date)

APPENDIX A

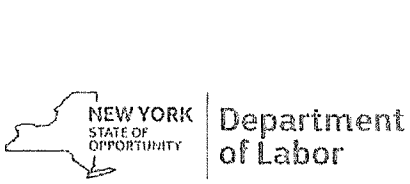
WHEREAS, there currently exists an OMH/DOL Joint Management Committee that meets quarterly to discuss and resolve any potential issues that may arise regarding any OMH/DOL jointly sponsored employment programs and initiatives.

WHEREAS, the members of the OMH/DOL Joint Management Committee (JMC) consist of both program and fiscal staff from the respective agencies.

Therefore, all funds paid by OMH to DOL under this SCION MOU will be approved and managed by the JMC.

DOL will provide OMH and the Joint Management Committee a quarterly export from SFS detailing SCION expenditures related to this funding.

AGENCY	ROLE	Name
OMH	Program	Nicole Haggerty
OMH	Program	Andy Sink
OMH	Program	Lisa Brown
OMH	Budget	April Wojtkiewicz
OMH	Budget	Anthony Walsh
OMH	Counsel	Peter Berkery
DOL	Program	Vicki Mockler
DOL	Program	Pamela Miller
DOL	Program	Christopher Myers
DOL	Program	Kerry Douglas-Duffy
DOL	Program	Alan Gallagher
DOL	Budget	Andrew Welcome
DOL	Budget	John Gorevich
DOL	Counsel	Caroline Conway



SECTION 4

TECHNICAL ADVISORY 21-06.02
REVISED GUIDANCE FOR IMPLEMENTATION OF THE NEW YORK SYSTEMS CHANGE AND INCLUSIVE OPPORTUNITIES NETWORK (NY SCION) PROGRAM

New York State Department of Labor
W. Averell Harriman State Office Campus
Building 12, Room 440, Albany, NY 12226
www.labor.ny.gov

Workforce Development System
Technical Advisory #21-06.02
July 26, 2024

TO: Workforce Development Community

SUBJECT: Revised guidance for implementation of the New York Systems Change and Inclusive Opportunities Network (NY SCION) Program

PURPOSE

Provide guidance to Local Workforce Development Boards (LWDBs) in their implementation of the NY SCION Program to enhance employment outcomes for individuals with disabilities.

POLICY

Effective January 1, 2024, each LWDB participating in the NY SCION program must hire, designate, or have on staff at least one (1) Disability Resource Coordinator (DRC) dedicated to enhancing employment outcomes for individuals with disabilities. This requirement will continue until further notice.

DRC positions can be part-time (15-29 hours) or full-time (30+ hours), though LWDBs must provide a clear explanation/justification for hiring/designating a part-time DRC in their Implementation Plan (see Section B.1 below).

LWDBs outside of New York City (NYC) will receive up to $100,000 in State-level Workforce Innovation and Opportunity Act (WIOA) funds and up to $30,000 in New York State (NYS) Office of Mental Health (OMH) funds annually through the period of performance. NYC will receive the balance of available funds, less a reserve for State-level activities, but no less than $500,000 annually through the period of performance.

These funds can be used to pay for the DRC's salary and fringe benefits, allocated costs, and direct Non-Personnel Services costs. Funds may also be used for additional activities that further the mission of NY SCION, including but not limited to, the salary, fringe benefits, and allocated and direct Non-Personnel Services costs of designated staff that support DRC activities and DRC supervision. Up to 10% of funds can also be spent on Administrative costs (legal, fiscal, and human resources management costs). Allowable and unallowable costs must meet WIOA requirements.

A full description of the DRC position, their duties, and responsibilities, as well as recommended minimum qualifications is included in **Attachment A: Disability**

Resource Coordinator (DRC) Job Description and Recommended Minimum Qualifications.

ACTION

A. **Role of the DRC** – As described above, LWDBs must hire, designate, or have on staff at least one (1) DRC dedicated to enhancing employment outcomes for individuals with disabilities.

The DRC plays many roles under NY SCION, which must be prioritized as follows:

1. Service Coordination

Whenever possible, DRCs must work on behalf of job seekers in a service coordination role, the specifics of which are outlined below:

a. Integrated Resource Teams (IRT) – IRTs are a person-centered, collaborative service coordination model that must be emphasized under NY SCION. IRTs offer providers the opportunity to share in more substantial employment outcomes for shared customers; benefit from the coordinated application of other systems' resources and expertise in the context of their own service plans; and meet or exceed their outcome measures while reducing the amount of staff time needed to effectively implement service plans.

DRCs must work with Career Center staff and partners to form these collaborative groups to support the chosen education, training, employment, and/or career pathway goal(s) of any individual job seeker with a disability who is facing multiple barriers to employment.

DRCs must strive to ensure that IRTs are customer-led. IRTs must be comprised of stakeholders within the disability services community and representatives of the workforce development system. Those stakeholders may include, but should not be limited to, Vocational Rehabilitation (VR) service providers, VR Counselors (VRCs), Integrated Employment Specialists, Independent Living Center staff, job coaches, Business Services Representatives (BSRs), Labor Services Representatives (LSRs), Employment Counselors, businesses, and/or Veteran Services staff.

More information on IRTs can be found on the NY SCION Resources webpage.

b. Support and Coordination of Employment-Related Activities – DRCs must consult with, and provide technical assistance and support to, Career Center and partner staff who are providing individualized career services (e.g., comprehensive assessments, individual counseling, workforce preparation activities) to individuals with disabilities.

Note that within their scope of work, DRCs must prioritize service coordination and continuous improvements of systems that serve individuals with disabilities (see Section A.3 below) over direct service provision. Accordingly, before accepting any direct referral from Career Center staff, DRCs must first determine the appropriateness of the referral, and whether coaching and/or technical assistance for the referring staff member would better meet the needs of the customer.

2. Continuous Improvement of Systems that Serve Individuals with Disabilities

   DRCs must be committed to continuous improvement of their Local Workforce Development Area's (LWDA) capacity to serve individuals with disabilities. Activities must include, but should not be limited to:

   a. Business Education, Outreach, and Engagement – Conduct outreach to businesses to discuss partnerships, work experiences, training, and referrals, as well as challenges related to recruiting, hiring, training, retaining, and advancing employees with disabilities.

   b. Outreach & Recruitment – Increased traffic of individuals with disabilities coming to Career Centers as a result of direct outreach and recruitment will reveal gaps in both physical and programmatic accessibility. Once identified, DRCs must work with the LWDB and partner staff to respond to these gaps.

      Note that the United States Department of Labor's (USDOL) Employment and Training Administration (ETA) has provided guidance that clarifies the allowable use of WIOA funds for outreach activities in Training and Employment Guidance Letter (TEGL) 03-23.

   c. Capacity Building and Support – DRCs must enhance the Career Center's capacity to effectively serve individuals with disabilities by identifying, sharing, and leveraging disability-related resources and partnerships for maximum support. Note that these capacity-building activities do not end at the staff level. USDOL ETA's "Promising Practices in Achieving Nondiscrimination and Equal Opportunity: Section 188 Disability Reference Guide" provides numerous examples of actions DRCs and LWDBs can take to ensure equal access to programs and activities. DRCs must consider these best practices when engaging in capacity-building activities.

   d. Topic Training – Assist and train stakeholders (e.g., LWDB, Career Center staff, businesses, community colleges, and training providers) on critical topics, including the Americans with Disabilities Act of 1990 (ADA) requirements and rights, WIOA Section 188, Ticket to Work (TTW), accommodations, assistive technology, and assessments.

   e. Data Entry Training and Support – Assist Career Center staff in the appropriate entry of job seeker data into the One-Stop Operating System (OSOS) (see Section C.1).

f. Promotion of Career Pathways – Promote the active participation of individuals with disabilities in existing career pathways, systems, and programs, instead of one-time employment.

g. Promotion of Career Center and Partner Services – Actively promote inclusive and accessible Career Center services and programs, focusing on Benefits Advisement, the TTW Program, and Career Pathways.

h. TTW Program – Conduct outreach to Social Security Administration (SSA) Disability Beneficiaries, expanding participation in the TTW Program. Coordinate the assignment of Tickets to the New York Employment Services System (NYESS) Administrative Employment Network (AEN) LWDB Provider Affiliate or a local Employment Network (EN).

i. Resource Leveraging – Leverage resources from multiple systems and partners effectively for the full participation of individuals with disabilities in existing career pathways and related programs.

j. Sustainability Planning – Support sustainability planning strategies to ensure the long-term success of NY SCION policies, practices, activities, and services.

3. Direct Services

Although NY SCION prioritizes system change and the service coordination role of the DRC, there are times when direct service provision is permitted:

a. Direct Service Prioritization – DRCs may serve any job seeker with a disability directly, either remotely or in-person, but must prioritize direct services to SSA disability beneficiaries in their pursuit of Competitive Integrated Employment (CIE). Regarding services to job seekers who are not SSA disability beneficiaries, DRCs should prioritize serving in a service coordination or capacity building role (see Sections A.1. and A.2. above) whenever possible, rather than serving these job seekers directly. In either case, DRCs and LWDB leadership must collaborate to identify the most appropriate balance of direct services, service coordination, and efforts to continuously improve services to individuals with disabilities within the local workforce development system.

   Starting with Year Three (3) of NY SCION, DRCs are no longer required to limit direct service delivery activities to no more than half of their work time. However, LWDBs and DRCs are reminded to carefully manage the DRC's direct service delivery workload, leveraging the services of other appropriate Career Center staff, because the DRC has many other required functions to fulfill beyond direct service delivery.

b. Benefits Advisement/Work Incentive Counseling Credentialing Requirement – Through its partnership with NYS OMH, NYSDOL helps to operationalize the NYESS AEN under the SSA's TTW Program. Participating LWDB provider affiliates, and the DRCs under their employ, are key partners under the NYESS AEN. Under this partnership,

NYSDOL is committed to making sure that every Career Center has the capacity to assist recipients of SSA Disability Benefits (i.e., Social Security Disability Insurance (SSDI), Medicare, Supplemental Security Income (SSI), or Medicaid) in achieving CIE and transitioning off of SSA Disability benefits. As such, every DRC must become credentialed in Work Incentive Counseling and Benefits Advisement from either the Cornell Yang-Tan Institute on Employment and Disability (YTI) or Virginia Commonwealth University (VCU). Once certified, DRCs must maintain their certification as required by the credentialing entity.

c. TTW Program Direct Services to SSA Disability Beneficiaries – As mentioned above, DRCs must assist and support SSA disability beneficiaries in their pursuit of CEI. This includes all necessary steps to help TTW-eligible individuals to assign their Ticket to their local NYESS AEN LWDB Provider Affiliate or another EN/AEN and track that individual's Ticket as they achieve employment milestones and outcomes. As above, it also includes providing benefits advisement and work incentive counseling to Ticket holders. Finally, DRCs must keep accurate case management and OSOS records of job seekers who have assigned their tickets to the LWDB Provider Affiliate for reporting purposes.

   Note that in local areas with high volumes of customers who are SSA disability beneficiaries, making it impractical for the DRC to effectively serve all such customers, the DRC must work with teams of other appropriate staff to split the SSA disability beneficiary's caseload.

   Once DRCs are fully credentialed (see Section A.3.b. above), they must join the NYESS AEN Work Incentive Network (WIN), add their contact information to the WIN locator map, and must emphasize the enhanced partnership between the LWDB and NYESS to participants, partners, and the community.

B. **Implementation** – To ensure that NYS workforce systems are responsive to the needs of individuals with disabilities, LWDB's must assist DRCs in the following ways:

1. Implementation Plan – On an annual basis, LWDBs must provide NYSDOL with a revised implementation plan. A template for the implementation plan is included in this Workforce Development System Technical Advisory (WDS TA) as **Attachment B: New York Systems Change and Inclusive Opportunities Network (NY SCION) Implementation Plan**. Revised plans must be submitted annually by August 1 to SpecialPopulations@labor.ny.gov. If there are no changes to a LWDB's implementation plan, the LWDB must acknowledge that it was reviewed by the DRC and local-level leadership and that no changes were necessary.
2. Community Asset Map – On an annual basis, LWDBs must provide NYSDOL with a completed or revised local community asset map. Revised maps must be submitted annually by August 1 to SpecialPopulations@labor.ny.gov. Asset

mapping is a systematic process of cataloging key services, benefits, and resources within the community, such as organizational resources, physical space, institutions, associations, and elements of the local economy.

For more information, please see the following three (3) resources:

- University of California, Los Angeles Center for Health Policy Research Section 1: Asset Mapping;
- National Center for Farmworker Health, Inc. Community Asset Mapping Guide; and
- Rural Health Information Hub – Rural Community Health Toolkit – Asset Identification.

If there are no changes to a LWDB's Community Asset Map, the LWDB must acknowledge that it was reviewed by the DRC and local-level leadership and that no changes were necessary.

3. Training – LWDBs must support DRCs to deliver training. This must include, but is not to be limited to:
    a. Identification of Gaps – Identify, examine, and address gaps in training, services, and policies.
    b. Disability Awareness and Accessibility Strategies – Develop and execute a strategy that incorporates training on programmatic access, communication, and digital accessibility.
    c. WIOA Section 188 Compliance Training – Implement at least two (2) annual trainings on WIOA Section 188 compliance for Career Center staff and local partners. LWDBs should refer to the WIOA Section 188 Disability Reference Guide (see Section A.2.c. above).
    d. Priority Training Topics – Prioritize training on the ADA, Reasonable Accommodations, Work Incentives and Benefits Advisement, and Disability and Provider resources.
4. Sustainability of Effective Practices – DRCs must engage in sustainability planning with partners, including their LWDB. Such planning must include identification of effective practices under NY SCION and how these practices can be formalized. These activities must be included in the LWDB's implementation plan (see Section B.1. above) and the DRC's Quarterly Narrative report (see Section C.3. below).
5. TTW Participation – NYSDOL is committed to ensuring that every Career Center has the capacity to serve recipients of SSA Disability benefits to the greatest extent possible. To help facilitate effective services to SSA disability beneficiaries, each LWDB must be registered with the NYESS AEN, be a separate AEN themselves, or be registered as an EN through the SSA.

C. **Data Fidelity** – NY SCION is a program whose ongoing mission is to continuously improve the capacity of workforce development systems and programs to serve job

seekers with disabilities. To measure the effectiveness of this mission, the following performance measures will be tracked:

WIOA Performance Measures –

a. The six (6) WIOA primary indicators of performance as detailed in WDS TA #18-06.3;
b. Total participants entering and completing career pathways training;
c. Total participants entering and completing a work experience;
d. Total participants receiving an industry-recognized/post-secondary certificate or credential;
e. Total participants entering unsubsidized employment; and
f. Number of entries on the NY SCION OSOS Custom Tab.

TTW Performance Measures –

a. Tickets assigned to the LWDB;
b. Milestones achieved;
c. Outcomes achieved; and
d. TTW revenue generated.

To ensure the accuracy and fidelity of the performance measures above, LWDBs must ensure timely case management data entry for individuals with disabilities and individuals receiving SSA disability benefits. In addition to timely case management data entry, LWDBs must also track services and activities as follows:

1. NY SCION OSOS Custom Tab – As of November 2023, all staff with OSOS access, including DRCs, now automatically have access to the NY SCION OSOS Custom Tab to facilitate data entry by anyone directly serving customers.

   Local areas participating in SCION must complete or update the NY SCION tab for services provided to, and outcomes attained by, every customer with a disability seen by Career Center Staff. The tab can be updated by any staff with access to the tab that serves a customer with a disability. All staff in the participating local area must, at minimum, complete the "Disability Categories" section of the tab for every customer that discloses a disability and for whom they enter an activity, comment, or service into OSOS. This triggers an enrollment of a participant in NY SCION. In the course of their Data Review (See Section C.2. below), DRCs are encouraged to work with and provide guidance and/or training to staff that should be using the NY SCION OSOS Custom Tab.

2. Data Review – On at least a quarterly basis, DRCs must review case management system data on active customers with disabilities in their catchment area to ensure data fidelity. This includes information entered on the NY SCION OSOS Custom Tab.

Note: The NY SCION OSOS Guide was created not only to assist DRCs and staff in the completion of the NY SCION OSOS Custom Tab, but also to provide guidance on when and how staff should complete or update the tab.

3. Quarterly Reporting – Required qualitative performance outcomes and success stories must be submitted by the DRC and local-level leadership on a quarterly basis using **Attachment C: NY SCION DRC Quarterly Report Template**. This report must also include documentation of the training and technical assistance provided by the DRC to local staff who see job seekers with disabilities, such as Employment Counselors, LSRs, and Youth Counselors (as described in Section A.1.b. above).
4. Monitoring – LWDBs and DRCs must comply with NYSDOL's remote and/or onsite monitoring of the NY SCION program in accordance with the requirements of WDS TA #21-04: Monitoring – New York State Department of Labor (NYSDOL) Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of and Provision of Technical Assistance to Local Workforce Development Boards (LWDBs) and LWDB Responsibilities Relating to NYSDOL's Monitoring Process.

   Additional information on monitoring and available monitoring guides can be found on the NYSDOL website.

D. **Partnership with OMH** – Under a Memorandum of Understanding (MOU) between NYSDOL and NYS OMH, OMH will provide $1 million per year to support NY SCION. To help facilitate this partnership and shared outcomes, the following is required:

1. Individual Placement and Support (IPS) Overview Training – DRCs must attend and complete IPS Overview Training, covering awareness, rapid engagement, connection to community resources, integration with NYS as an Employment First state, combined IPS Awareness, applicability, and OMH resources overview, including specific Mental Health (Disability Awareness) training. IPS is a model of supported employment for people with serious mental illness (e.g., schizophrenia spectrum disorder, bipolar, depression, etc.).
2. NYESS Annual Training Delivery – DRCs must complete annual NYESS-delivered tracking and mandatory disability awareness training provided to all Career Centers.
3. Support for Mental Illness – DRCs must support individuals with mental illness, ensuring connection to necessary supports.
4. System Capacity Improvement – DRCs must support improvements of system capacity through connections to OMH program models.
5. Tracking Mechanisms – DRCs must complete established tracking and reporting mechanisms.
6. Public Benefits Advisement – As described under Section A.3.b. above, DRCs must provide benefits advisement and work incentive counseling, join the NYESS

WIN upon certification, and emphasize the enhanced partnership between DRCs and NYESS.

7. Partnership Development – DRCs must develop and maintain partnerships, provide semi-annual in-person information sessions, and establish a mechanism to track information sessions as outlined in the MOU.

BACKGROUND

USDOL ETA previously awarded NYSDOL four rounds (4) of Disability Employment Initiative (DEI) funding to support DRCs in selected LWDAs in NYS. These funds were used to implement activities targeted at improving education, training, and employment outcomes for individuals with disabilities who were unemployed, underemployed, and/or receiving Social Security disability benefits.

The purpose of the DEI was to expand the capacity of Career Centers to provide services to individuals with disabilities and to promote the use of existing career pathways to serve:

- Adults (ages 18 and older) with visible, non-visible, and significant disabilities, including those who have acquired disabilities in adulthood; and
- Youth (ages 14-24) with visible, non-visible, and significant disabilities, including those who have chronic health conditions.

DEI projects focused on improvements needed to make existing career pathways systems fully inclusive of, and accessible to, individuals with disabilities. Examples of success stories from these DEI projects are available on the NYSDOL website.

REFERENCES

USDOL WorkforceGPS DEI Front Line Resources for Disability Resource Coordinators

Minnesota DEI Project for best practices, resources, and sample documents to assist in implementation.

Training and Employment Guidance Letter (TEGL) No. 03-23: Allowable Uses of Funds for Outreach Activities for Federal Formula and Competitive Grant Awards

Training and Employment Notice (TEN) No. 24-18: Updated Promising Practices in Achieving Nondiscrimination and Equal Opportunity: A Section 188 Disability Reference Guide

WDS TA #18-06 3: Primary Indicators of Performance for Titles I and III under the Workforce Innovation and Opportunity Act (WIOA)

WDS TA #21-04: Monitoring – New York State Department of Labor (NYSDOL) Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of and

Provision of Technical Assistance to Local Workforce Development Boards (LWDBs) and LWDB Responsibilities Relating to NYSDOL's Monitoring Process

INQUIRIES

Please direct all questions regarding this WDS to SpecialPopulations@labor.ny.gov.

ATTACHMENTS

A. Disability Resource Coordinator (DRC) Job Description and Recommended Minimum Qualifications

B. New York Systems Change and Inclusive Opportunities Network (NY SCION) Implementation Plan

C. New York Systems Change and Inclusive Opportunities Network (NY SCION) Disability Resource Coordinator (DRC) Quarterly Report

DISABILITY RESOURCE COORDINATOR (DRC) JOB DESCRIPTION AND RECOMMENDED MINIMUM QUALIFICATIONS

A. Job Description

The DRC job description as outlined below was developed over time by the New York State Department of Labor (NYSDOL) and the United States Department of Labor Employment and Training Administration (USDOL ETA), in partnership with the Office of Disability Employment Policy (ODEP) and the National Disability Institute (NDI).

The DRC position can be part-time (15-29 hours per week) or full-time (30 hours or more per week), and can be filled through hiring a new, or designating an existing, local staff person.

DRCs should possess a strong belief that individuals with disabilities, including individuals with intellectual, developmental, and other significant disabilities, can and deserve to work in their communities.

DRCs should **not** function as case managers but should work toward systems change for individuals with disabilities, including individuals with intellectual, developmental, and other significant disabilities, by:

- Increasing the capacity of the Career Center and surrounding career pathways programs to serve individuals with disabilities;
- Identifying and leveraging disability-related resources and partners, including the NYS Education Department's (NYSED) Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) and the Office of Children and Family Services/NYS Commission for the Blind (OCFS/NYSCB), to support collaboration around a job seeker's employment and/or training goal(s);
- Advising the workforce development system on how to effectively promote the participation of individuals with disabilities in existing career pathways systems and programs;
- Assisting and training the Local Workforce Development Board (LWDB), Career Center staff, businesses, community colleges, and other training providers on such topics as rights under the Americans with Disabilities Act (ADA), Ticket to Work (TTW), accommodations, assistive technology, and assessments;
- Coordinating with career pathway programs' direct service delivery staff, including career coaches;
- Assisting in the recruitment of and outreach to individuals with disabilities and TTW eligible individuals to increase enrollments in Career Center services including participation in Career Pathways programs and funded Career Pathways training;
- Identifying career, training, and employment opportunities for individuals with disabilities using assessments;

- Obtaining and maintaining a credential to provide benefits advisement and work incentive counseling to job seekers in receipt of Social Security Administration (SSA) benefits (e.g., Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI));
- Helping to expand the workforce development system's participation as an Employment Network (EN) under the TTW Program, including the assignment of appropriate Tickets to the Career Center under the New York Employment Services System (NYESS) Administrative Employment Network (AEN);
- Helping ensure that individuals with disabilities access all the different programs and services they need, including career and training services offered through the Career Centers to participate in existing career pathways programs;
- Facilitating an effective approach to leverage resources needed for individuals with disabilities to fully participate in existing career pathway programs and to achieve their employment and/or training goal(s);
- Supporting and facilitating the development of a sustainability plan and strategies that will continue the successful project components beyond the funding period. A sample sustainability plan is available on the NYSDOL website; and
- Implementing sustainability planning through the project cycle, including partnership development, revenue identification, and through continuous evaluation of programmatic operations.

Additional responsibilities of the DRC may include, but should not be limited to:

- Engaging stakeholders from multiple service delivery systems to enhance inclusive career pathway entry, advancement, and related outcomes;
- Coordinating career pathways services across disability-focused and generic agencies through local Integrated Resource Teams (IRTs);
- Engaging businesses to increase awareness about the low cost of accommodations, making the business case for hiring individuals with disabilities, and providing work-based experiences, placements, and mentoring to improve employment outcomes;
- Ensuring local Career Centers are fully accessible for persons with disabilities. In addition to working with the disability community and partners in recruiting individuals to the Career Centers, the DRC also works to ensure the delivery of services is seamless by addressing physical, communication, and programmatic access issues;
- Assisting Equal Opportunity Officers (EOO) in the Career Center's physical, communication, and programmatic accessibility;
- Supporting collaboration between internal employees, businesses, and community partners to support project activities and long-term sustainability strategies; and

- Developing, implementing, evaluating, and monitoring sustainability activities to continue successful project components and support continuous quality improvements.

B. Recommended Minimum Qualifications

Depending on the capacity building needs and systems change goals of each local area, LWDBs are given discretion as to the desired experience and qualifications of a potential DRC. NYSDOL recommends utilizing one or more of the following minimum qualifications when selecting a candidate:

- A background in one of the following fields: Human Services, Social Work, Special Education, or Vocational Rehabilitation;
- Bachelor's Degree (Master's preferred) in career development, counseling, education, psychology, occupational therapy, human services, vocational rehabilitation, or social work;
- Three to five years working with the underserved (e.g., individuals with disabilities, individuals with involvement in the criminal justice system, disadvantaged youth, low income individuals, English language learners);
- Knowledge of federal, state, and local laws, policy, and procedures relating to equal opportunity and non-discrimination employment of individuals with disabilities and other protected classes. In addition, knowledge on topics such as sustainability, customized employment, supported employment, intersectionality, and person-centered planning is preferred;
- Knowledge of SSA work incentives, and how work affects government benefits. Having credentials to provide work incentive counseling is preferred;
- Knowledge of local community agencies, providers, stakeholders, and other disability resources;
- Relevant program management experience in order to create, implement, and monitor sustainability strategies and continuous quality improvements;
- An ability to communicate with diverse stakeholders, including business leaders, customers in minority groups, and workforce development staff;
- Experience with grant writing and budget design, and a demonstrated track record on securing grant funding for project work;
- Strong oral and written communication skills;
- Strong knowledge of job search processes (e.g., resume/cover letter writing, interviewing skills, networking) and how to teach them to job seekers; and
- Computer and digital literacy with a strong ability to conduct remote meetings.

NEW YORK SYSTEMS CHANGE AND INCLUSIVE OPPORTUNITIES NETWORK (NY SCION) IMPLEMENTATION PLAN

Introduction

The New York State Department of Labor (NYSDOL) is implementing the New York Systems Change and Inclusive Opportunities Network (NY SCION).

The mission of NY SCION is to improve the participation of individuals with disabilities, including individuals with intellectual and developmental disabilities, in workforce systems and improve their employment outcomes via a sustainable, job-driven, inclusive model that involves businesses and workforce demand.

The specific goals of the program are to:

1. Improve employment outcomes for individuals with disabilities, ages 18 and older, using existing training, career pathways, Integrated Resource Teams (IRTs), Ticket to Work (TTW), asset development, and other promising and proven interventions;
2. Expand available career services provided in the New York State (NYS) Career Center network to job seekers with disabilities;
3. Support and expand partnerships, collaboration, service coordination, and service delivery across multiple education, workforce, and disability systems; and
4. Support evaluation, sustainability planning, and implementation strategies including partnership development, business and funder outreach, and revenue identification.

NY SCION funds can be used to hire and support a new, or designate an existing, part-time (15-29 hours per week) or full-time (30 hours or more per week) Disability Resource Coordinator (DRC). The DRC role is described in greater detail in **Attachment A: Disability Resource Coordinator (DRC) Job Description and Recommended Minimum Qualifications**.

Local Workforce Development Boards (LWDBs) are being asked to demonstrate their **current** capacity to serve individuals with disabilities, as well as the gaps in strategy a DRC will help to address, through responses to the implementation and sustainability questions below. Revised plans must be submitted **annually** by August 1 to SpecialPopulations@labor.ny.gov.

Program Delivery Description

1. Describe current efforts to enroll individuals with disabilities ages 18 and older in career services that support career exploration, career advancement, and resource planning.

   Highlight strengths of the current strategy.

Highlight the gaps in the current strategy and how a DRC in your local area will address those gaps. If your area already has a DRC, or if you intend on designating a pre-existing staff to serve in role, please advise how this individual will now be able to address those gaps.

Click or tap here to enter text.

2. Describe current service delivery strategies targeted to individuals with disabilities and any recent efforts to improve their employment outcomes.

   Highlight strengths of the current strategy.

   Click or tap here to enter text.

   Highlight the gaps in the current strategy and how a DRC in your local area will address those gaps. If your area already has a DRC, or if you intend on designating a pre-existing staff to serve in role, please advise how this individual will now be able to address those gaps.

   Click or tap here to enter text.

3. Describe current collaborations and/or partnerships with employment service providers to effectively meet the needs of businesses.

   Highlight strengths of the current strategy.

   Click or tap here to enter text.

   Highlight the gaps in the current strategy and how a DRC in your local area will address those gaps. If your area already has a DRC, or if you intend on designating a pre-existing staff to serve in role, please advise how this individual will now be able to address those gaps.

   Click or tap here to enter text.

4. Describe current efforts to promote career pathways entry, benefits advisement, job placement, work experiences, and/or employment placement services for individuals with disabilities.

   Highlight strengths of the current strategy.

   Click or tap here to enter text.

   Highlight the gaps in the current strategy and how a DRC in your local area will address those gaps. If your area already has a DRC, or if you intend on designating a pre-existing staff to serve in role, please advise how this individual will now be able to address those gaps.

   Click or tap here to enter text.

5. Describe current efforts to recruit and serve Social Security Administration (SSA) beneficiaries (e.g., recipients of Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI)) under the TTW Program in your capacity as a participating Employment Network under the New York Employment Services System (NYESS) Administrative Employment Network (AEN).

   Please note: Under NY SCION, we strongly encourage every LWDB to be registered as an Employment Network (EN) under the NYESS AEN. If your area is not a participating EN – whether under the NYESS AEN, a separate AEN, or your own EN – please also answer question 6 below.

   Highlight strengths of the current strategy.

   Click or tap here to enter text

   Highlight the gaps in the current strategy and how a DRC in your local area will address those gaps. If your area already has a DRC, or if you intend on designating a pre-existing staff to serve in role, please advise how this individual will now be able to address those gaps.

   Click or tap here to enter text

6. Each LWDB is required to be a participating EN – whether under the NYESS AEN, a separate AEN, or your own EN – under NY SCION. If the LWDB is not currently a participating EN, please provide a rough timeline and necessary action steps your area will take to become a participating provider by August 1. Please indicate "N/A" if your area already meets these criteria.

   Click or tap here to enter text

IMPLEMENTATION PLAN

LWDBs are being asked demonstrate capacity to expand services for individuals with disabilities ages 18 and older to create a Project Implementation Plan.

OBJECTIVE #1

BUSINESS EDUCATION, OUTREACH, AND ENGAGEMENT STRATEGY

- Describe any education and outreach that will be used to promote the value of recruiting, hiring, training, and retaining people with disabilities.

  Click or tap here to enter text

- Describe any strategy(ies) that will be used to develop relationships with businesses in in-demand, growth sectors to increase work-based learning and job placement opportunities for individuals with disabilities ages 18 and older.

  Click or tap here to enter text

- Describe any plans to adapt and modify policies and procedures to support business education, outreach, and engagement strategies.

  Click or tap here to enter text

- Describe evaluation and sustainability planning that will support continuation of the strategies outlined above.

  Click or tap here to enter text

Policy Change (Y/N):

ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result

OBJECTIVE #2

DISABILITY AWARENESS AND PROGRAM ACCESSIBILITY TRAINING STRATEGY

- Describe any training that is or will be available to local staff and partners on disability etiquette, programmatic accessibility requirements under WIOA Section 188, and related requirements of the Americans with Disabilities Act (ADA).

  Click or tap here to enter text

- Describe any plans to adapt and modify policies and procedures to support disability awareness and program accessibility training.

  Click or tap here to enter text

- Describe any training that will support evaluation and sustainability planning and implementation.

  Click or tap here to enter text.

Policy Change (Y/N):

ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result

OBJECTIVE #3

SKILL DEVELOPMENT, JOB RETENTION, AND CAREER PATHWAY TRAINING STRATEGY

- Describe any training that is or will be available to individuals with disabilities and businesses to support skill development, job retention, and career entry and advancement.

  Click or tap here to enter text

- Describe any plans to adapt and modify policies and procedures to support skill development, job retention, and career pathway training for individuals with disabilities.

  Click or tap here to enter text

Policy Change (Y/N):

ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result

OBJECTIVE #4

COORDINATION STRATEGY

- Describe any activities to coordinate employment services (e.g., career exploration, training, asset development, benefits advisement, job placement, work experiences, and other services) with other systems providers (e.g., Independent Living Centers, Mental Health, Disability, and other Community Organizations).

  Click or tap here to enter text.

- Describe any activities to expand linkages between these organizations and programs including TTW-related activities.

  Click or tap here to enter text.

- Describe activities to support sustainability planning and implementation for the above activities.

  Click or tap here to enter text.

Policy Change (Y/N):

ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result

OBJECTIVE #5

SERVICE STRATEGY[1] EVALUATION AND SUSTAINABILITY

- Describe the LDWB's service approach and implementation including products that will be managed and facilitated by the DRC.

  Click or tap here to enter text

- How will success be measured, including data collection? (e.g., skill gains, changes over time, long-term impacts).

  Click or tap here to enter text

- Describe strategies to support sustainability planning, including the retention of the DRC position and related services. (A sample sustainability plan is available on the NYSDOL website as a resource to guide your future work.)

  Click or tap here to enter text

- Describe plans to generate alternate revenue to support project continuation.

  Click or tap here to enter text

- Describe how the DRC will prioritize the systems change activities outlined in this implementation plan – particularly if the area has chosen to hire a part-time DRC.

  Click or tap here to enter text

Policy Change (Y/N):

ACTION PLAN

[1] Outreach, intake, and orientation; assessment and program referral; supportive services; career planning and counseling; financial literacy and capability training; occupational skills training; on-the-job training; internships and work experiences

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result

NEW YORK SYSTEMS CHANGE AND INCLUSIVE OPPORTUNITIES NETWORK (NY SCION) DISABILITY RESOURCE COORDINATOR (DRC) QUARTERLY REPORT

Please identify only those activities performed during the reporting period.

Date Submitted:

Reporting Period:

Prepared by:

LWDB:

SECTION ONE – NARRATIVE SUMMARY OF ACTIVITIES

For categories 1-10 below, please summarize key activities and outcomes that address each topic. ***Please only discuss activities that occurred during the quarter.*** *In addition, please:*

- Use your implementation plan as the basis for your reporting.
- If you are building on successes/events that took place in previous quarters, please include a brief status in your narrative to demonstrate progress made or challenges identified.
- Focus on activities and outcomes of activities that address systems change.
- Identify any new or innovative strategies undertaken or implemented.

If there is nothing to report, that should be specified.

Partnerships and Collaborations

1. New partnerships and/or collaborations. Specify the total number of new partnerships established during the previous quarter. Include any new workgroup (*e.g., Employment Resource Teams, or WIOA Disability Standing Committee*) or collaborative activities here.

Career Pathways

2. Career exploration and career pathways best practices (*e.g., creation of micro-credential programs in partnership with community colleges, development of accessible curriculum*). Include any training or work experience programs that have been created and/or expanded. Include the number of work experience placements that have led to unsubsidized employment.

Service Delivery

3. Linking customers to partners and community resources through Integrated Resource Teams (IRTs). Please focus on activities that support occupational skills training, or those that support or lead to unsubsidized employment goals. Specify the total number of IRT meetings during the quarter that assisted customers with disabilities.

   Click or tap here to enter text.

4. Customer employment outcomes that occurred during the quarter resulting from IRTs.

   Click or tap here to enter text.

5. Customer training completed other than occupational skill training (*e.g., disability disclosure, Work Incentive Seminar Events (WISE), Americans with Disabilities Act, accommodations*). List number of trainings, as well as who facilitated and the audience that attended.

   Click or tap here to enter text.

6. Staff capacity building (*e.g., staff training facilitated by DRC/providers, DRC professional development, NY SCION One-Stop Operating System (OSOS) Custom Tab training*). Please include training topics, who provided the training, a general description of the types of staff who received the training (*e.g., partner staff, front line staff, employment counselors*), and number trained.

   Click or tap here to enter text.

7. Benefits advisement (*i.e., social security administration and other public benefits*) and work incentive counseling. Please include the number of participants to whom you are currently providing these services and a broad summary of those services (*e.g., beneficiaries using impairment related work expenses, opening ABLE accounts, participating in the Medicaid Buy-In Program*).

   Click or tap here to enter text.

8. Promotion, marketing, and other activities related to the Ticket to Work Program.

   Click or tap here to enter text.

Challenges/Barriers

9. Describe any challenges or delays encountered during the reporting period and

actions or plans to resolve them. Only describe significant challenges that may impede project progress.

Click or tap here to enter text.

Next Steps

10. Describe any upcoming activities that will support and build upon the goals in your implementation plan.

Click or tap here to enter text.

SECTION TWO – SUSTAINABILITY

For questions 1-3 below, please focus on how the activities above have led to sustainable systems change. You should use your implementation plan as a guide.

1. Based on your implementation plan and milestones/outcomes achieved this quarter, describe how you have assessed and/or evaluated progress toward intended goals. Further, describe how you have evaluated achievement of intended goals.

Click or tap here to enter text.

2. Please describe any project outcomes and goals from your implementation plan that have been changed.

3. Please describe any leveraged funding (e.g., grants, public/private funding) that has been secured, and include the number of funding sources and the total funds awarded or received.

SECTION THREE – SUCCESS STORY[1]

Please only provide exceptional examples of systems level change to policy and practice. If there is nothing to report, that should be stated.

Style reminders:

- *Do not use case notes.*
- *Keep paragraphs short – no more than 5-6 sentences.*
- *Keep story to no more than two pages.*
- *Stick to the facts.*
- *Avoid using passive voice (e.g., "Trainings were provided."). Use active voice (e.g., "X partner provided Y trainings to Z participants.") and be clear about who is doing the action in every sentence.*
- *Include direct quotes if they strengthen the story.*
- *Limit use of acronyms. If you use acronyms, spell them out on first mention.*
- *Use plain language.*
- *Avoid jargon. Keep messages simple and concise.*
- *Avoid broad, sweeping statements (e.g., "A significant amount of money was saved").*

1. Success Story Title:

   Click or tap here to enter text.

2. Problem Overview:

   Click or tap here to enter text.

   Self-Check – Have you:

- *Described the problem being addressed and why it's important?*
- *Used data to frame the problem?*
- *Specified the affected population(s)?*

3. Program and/or Activity Description:

   Click or tap here to enter text.

---

[1] This template was adapted from Data Across Sectors for Health (DASH) – Multi-sector community health initiatives.

Self-Check – Have you:

- *Identified who was involved, including your partners?*
- *Described the program/activity that was implemented, including where and when it took place and how it addressed the problem?*
- *Identified the target audience of the program/activity?*
- *Described how the progress of the program/activity is evaluated?*
- *Stated how the grant contributed to the program/activity?*

4. Program and/or Activity Outcomes:

Self-Check – Have you:

- *Identified the short-term or intermediate outcomes that demonstrate how the program/activity addressed the problem (e.g., change in policy, use of curriculum, change in school-level practices, establishment of additional funding, etc.)?*
- *Provided a conclusion to the success story that avoids using broad, sweeping statements?*

NEW YORK STATE OF OPPORTUNITY | Department of Labor

SECTION 5

SUBRECIPIENT ATTESTATION

NY SCION OMH Attestation

I _____ [NAME], in my capacity as
_____ [TITLE] and on behalf of
_____ [SUBRECIPIENT NAME], hereinafter referred to as "Subrecipient":

☐ Affirm and assert that the Subrecipient has received and reviewed Notice of Award/Obligation Subrecipient Agreement and associated attachments, hereinafter collectively referred to as the "Agreement", for the NY SCION OMH grant;

☐ Affirm that the Subrecipient possesses the capacity to fulfill all responsibilities identified in the Agreement and assume liability for funds received; and

☐ Agree to comply with all applicable federal and state statues, regulations, and award terms and conditions as reflected in the Agreement.

Signature of Chief Elected Official (CEO) or authorized signatory for the Local Workforce Development Area for fiscal reporting to NYS Department of Labor is required below.

Date: 05/10/2024	Signature:
Mr. ☐ Ms. ☐ Other ☐	Typed Name of Signatory:
Title:	
Address 1:	
Address 2:	
City:	
State:	Zip:
Phone:	E-mail:

Submittal directions: An original signature is not required for this attestation. Electronic signatures are acceptable. Please complete and save with digital signature (or print and scan). Email the Portable Document Format (PDF) to: Dews.aers-taa@labor.ny.gov or Sharie.FitzGibbon@labor.ny.gov

If you prefer to mail the attestation with an original signature, please mail to:

NYS Department of Labor
Division of Employment & Workforce Solutions
Office of Workforce Investments
Gov. Harriman State Office Campus
Building 12, Room 440
Albany, NY 12226

*Red fields are required

NEW YORK STATE | Department of Labor

Kathy Hochul, Governor
Roberta Reardon, Commissioner

July 31, 2024

Ms. Susan J. Serino
County Executive
Dutchess County
Dutchess County Office Building
22 Market Street, 6th Floor
Poughkeepsie, New York 12601

Dear Ms. Serino:

Attached is a Notice of Obligational Authority (NOA) PY24-2 for Local Workforce Development Area – Dutchess County.

NOA PY24-2 represents the initial allocation of funding for the Program Year 2024 Workforce Innovation and Opportunity Act's Title IB Adult and Dislocated Worker programs. The obligational authority for the balance of these funds will be made available after October 1, 2024. These funds are available for use for the period July 1, 2024 - June 30, 2026.

Any questions concerning this information should be directed to Mr. Nicholas Gratch, State Representative at 518-457-3239.

Sincerely,

Kerry Douglas-Duffy

Kerry Douglas-Duffy
Director
Bureau of Workforce Innovation & Quality

Attachment(s)

cc: Dr. Louise McLoughlin
Ms. Amanda Dushaj
Mr. Nicholas Gratch
Mr. John Forte
Ms. Fenting Li
Ms. Rachel Adler

Family and Human Services Committee Roll Call

District	*Name*	*Yes*	*No*
District 7 - Hyde Park and Pleasant Valley	Truitt*	✓	
District 25 - Amenia, Washington, Pleasant Valley & Millbrook	Houston*		
District 3 - LaGrange	Polasek*		
District 16 - Fishkill and Beacon	Valdés Smith*		
District 9 - City of Poughkeepsie	Atkins*		
District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie	Travelpiece		
District 5 - Town of Poughkeepsie	D'Aquanni		
District 8 - City and Town of Poughkeepsie	Brendli		
District 11 - Clinton, Pleasant Valley, and Rhinebeck	Kearney		
District 17 - Town and Village of Fishkill	McHoul (VC)		
District 19 - North East, Stanford, Pine Plains, Milan & Red Hook	Drago		
District 22 - Beekman and Union Vale	Garito (C)		

Present: 12
Absent: 0
Vacant: 0

Resolution: ✓
Motion: ____

Total : 12 Yes 0 No
Abstentions: 0

2024149 AUTHORIZING AMENDMENT OF FUNDING UNDER THE TRADE ADJUSTMENT ACT

SEPTEMBER 5, 2024

Roll Call Sheets

District	Last Name	YES	NO
District 7 - Hyde Park and Pleasant Valley	Truitt	✓	
District 25 - Amenia, Washington, Pleasant Valley & Millbrook	Houston		
District 3 - LaGrange	Polasek		
District 16 - Fishkill and Beacon	Valdés Smith		
District 9 - City of Poughkeepsie	Atkins	Absent	
District 1 - Town of Poughkeepsie	Gorman		
District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie	Travelpiece		
District 4 - Hyde Park and Town of Poughkeepsie	Lawler		
District 5 - Town of Poughkeepsie	D'Aquanni		
District 6 - Town of Poughkeepsie	Kaul		
District 8 - City and Town of Poughkeepsie	Brendli		
District 10 - City of Poughkeepsie	Johnson		
District 11 - Clinton, Pleasant Valley, and Rhinebeck	Kearney		
District 12 - East Fishkill	Metzger		
District 13 - East Fishkill and Wappinger	Paoloni		
District 14 - Wappinger and Town of Poughkeepsie	Versaci		
District 15 - Wappinger	Faust		
District 17 - Town and Village of Fishkill	McHoul		
District 18 - City of Beacon and Fishkill	Page	Absent	
District 19 - North East, Stanford, Pine Plains, Milan & Red Hook	Drago		
District 20 - Red Hook, Tivoli, and Rhinebeck	Munn		
District 21 - East Fishkill	Caswell		
District 22 - Beekman and Union Vale	Garito		
District 23 - Pawling, Beekman and East Fishkill	Rolison		
District 24 - Dover and Pawling	House	Absent	

Present: 22 **Absent:** 3 **Vacant:** 0

Resolution: ✓ **Motion:** ___

Total : 22 Yes 0 No

Abstentions: 0

2024149 AUTHORIZING AMENDMENT OF FUNDING UNDER THE TRADE ADJUSTMENT ACT

SEPTEMBER 9, 2024