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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-62

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: November 9, 1990

SUBJECT: Revision to DSS-3825, "JOBS Expenditures" (Formerly  
 "Comprehensive Employment Program Expenditures") and  
 Cancellation of DSS-3824, "Food Stamp Employment and  
 Training Programs Expenditures"

SUGGESTED  
 DISTRIBUTION: Employment Coordinators  
 Accounting Staff  
 Staff Development Coordinators

CONTACT PERSON: Local District Technical Advisors for Employment  
 Programs at 1-800-342-3715, extension 3-8744

ATTACHMENTS: Attachment - DSS-3825, JOBS Expenditures - not  
 available on-line.

FILING REFERENCES

| Previous<br>ADMs/INFs  | Releases<br>Cancelled | Dept. Regs. | Soc. Serv.<br>Law & Other<br>Legal Ref. | Manual Ref.                                     | Misc. Ref. |
|------------------------|-----------------------|-------------|---|---|------------|
| 90 ADM-27<br>87 INF-43 | 87 INF-43             |             |   | <u>Employment</u><br><u>Manual</u><br>Section v |            |

This release notifies local districts that the DSS-3825 has been revised and retitled "JOBS Expenditures" to accommodate federal reporting requirements mandated by the Job Opportunities and Basic Skills Training (JOBS) Program. Also, districts are advised that effective with the October 1990 report month, the DSS-3824 "Expenditures for Food Stamp Employment and Training Programs" will no longer be used.

As a result of Federal and State legislation, several employment activities were added, deleted or renamed as a part of the JOBS program. It was therefore necessary to incorporate these changes into the revised DSS-3825 as follows:

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|--------------------|---|
| Activities Added   | Orientation/Notification<br>Post Secondary Education<br>Job Development/Placement - Referral to Job Service<br>On the Job Training<br>Self Initiated Training<br>Case Management  |
| Activities Renamed | TEAP = Work Supplementation (TEAP)<br>Vocational Training = Job Skills Training<br>Employment Readiness Training = Job Readiness Training<br>Supervised Job Search = Job Search<br>Work Experience = Community Work Experience Program (CWEP) |
| Activities Deleted | Voluntary Work Experience<br>Job Club<br>Home Relief Employment Expenditures  |

To separate federally reimbursable costs from non-federally reimbursable costs, all Home Relief employment costs are reported on Part II of the DSS-3825.

The DSS-3825 is not a claiming document for reimbursement to local districts, but will be used to capture costs associated with each JOBS activity. This information will assist us in determining the amount expended for both target and non target group individuals.

Detailed instructions for the preparation of the revised DSS-3825 are now included on the reverse side of the form. Local district staff are to begin using the revised DSS-3825 in November 1990 for the reporting of expenditures during the month of October 1990. Consistent with current procedure, the form is to be submitted within twenty (20) days after the completion of the reporting month to:

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Bureau of Administrative Operations, 7C  
Division of Income Maintenance  
New York State Department of Social Services  
40 North Pearl Street  
Albany, New York 12243

Each local district will have to locally reproduce the DSS-3825 until the Department's printed copies are available. At that time your Employment Coordinator will automatically receive a supply of this form.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance