



Department of Human Resources
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FIA ACTION TRANSMITTAL

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

**RE: INTERAGENCY AGREEMENTS FOR TEMPORARY CASH
ASSISTANCE (TCA) CUSTOMERS ATTENDING JTPA TRAINING**

PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OPA/ DIVISION OF WORK OPPORTUNITIES

BACKGROUND INFORMATION:

During the 1996 legislative session, the State Legislature recognized that placing Temporary Cash Assistance (TCA) customers into unsubsidized jobs will require a coordinated effort involving agencies outside the Department of Human Resources (DHR). Specifically, the Legislature recognized the value of Service Delivery Area (SDA) agency efforts in preparing Temporary Cash Assistance (TCA) customers for employment. In one of the notes attached to budget legislation, the State Legislature asked the Governor's Work Force Investment Board (GWIB), in cooperation with the Department of Labor, Licensing and Regulation and the Department of Human Resources, to study the use of federal Job Training Partnership Act (JTPA) incentive funds to encourage greater emphasis by SDAs on moving TCA customers to work. Under the incentive policy which was developed, SDAs will be rewarded (with approximately \$125,000 of reserved JTPA funds) for **exceeding** their required placement level for TCA customers. Note also that the federal JTPA legislation continues to require SDAs to serve a sizeable number of welfare recipients in their Title IIA (Disadvantaged Adults) program each year as a maintenance of effort provision.

In connection with the new JTPA incentive policy, we ask for your cooperation with your respective SDA administrative office, if that office chooses to use the attached **Training Agreement** (or a variation of it). We envision this Agreement being used only when the SDA enrolls a TCA customer in a JTPA funded program **and only on rare occasions**. We view it as a tool whose use, while not required nor even encouraged, may prove helpful in certain situations where it is important to document DSS agreement with the service plan developed for a TCA customer by the SDA.

Note that usually, and in most areas, the DSS and SDA will be working together and complementing each other's efforts. When a good working relationship exists locally, the use of a formal agreement about the services provided to to an individual TCA customer should be unnecessary.

ACTION TO BE TAKEN:

The Department of Human Resources is committed to encouraging and supporting interagency efforts to serve our TCA customers. We support both the State and federal legislative mandates for SDAs to assist in placing TCA customers in jobs and will continue to work with DLLR in exploring viable means of coordinating our respective programs.

To encourage efficient use of local resources, DHR will provide information and training to the SDAs about the types of activities that are defined by the federal government (HHS) as countable work activities. DHR will encourage the SDAs to choose a strategy for preparing a TCA customer for employment that meets the definition of a countable work activity.

In most local areas, we anticipate that the DSS and SDA staff will want to work together to serve TCA customers, whether under a financial agreement or a more informal arrangement. In these areas, the local agencies will probably agree that the use of the Training Agreement is not necessary. However, in a few areas, the SDA may choose to use the enclosed Training Agreement for a variety of reasons in order to obtain formal agreement from the DSS about the specific services planned for a TCA customer who has been enrolled (or is expected to be enrolled) in a JTPA funded program.

A completed Training Agreement should detail the specific activity(ies) in which the customer is (will be) engaged, and stipulate that the customer shall not be required to participate in a conflicting, DSS work activity. The proposed agreement then would be submitted to the DSS for review and signature. By counter-signing the Training Agreement, the DSS will be agreeing with the service plan developed by the SDA for the TCA customer and, therefore, will be precluded from requiring the TCA customer to engage in a conflicting DSS sponsored work activity. **If the DSS does not agree with the SDA plan for serving the TCA customer, the DSS is not obligated to the sign the Training Agreement.** The DSS can either:

1. seek agreement from the SDA to modify the original plan; or,
2. decide to **not** sign the Training Agreement. The DSS then will be free to require the customer to participate in a different, DSS sponsored activity.

If the SDA serves a TCA customer, **regardless of whether or not a training agreement is utilized**, the DSS should arrange to collect, and enter in the WO MIS, the necessary information about the activity(ies) provided. Having this information will permit the DSS to document in the WO MIS that the customer is a participant in a Work Activity which is countable towards the State's participation rate requirement. If the customer enters employment, the DSS should also

document this achievement in the WO MIS.

ACTION DUE DATE:

Upon receipt.

INQUIRIES:

Please contact Fred Schroeder (767-8192) or any of the staff in the Division of Work Opportunities.

**cc: FIA Management Staff
Constituent Services**

**TRAINING AGREEMENT
for TCA Customers**

SDA USE ONLY:

Local SDA/PIC: _____ LDSS: _____

TCA Applicant/Recipient Information:

Name: _____ SS#: _____

Address: _____

_____ Zip: _____ Phone: _____

Job Goal: _____ DOT: _____

SDA Program Information:

Training Facility: _____

Address: _____

Facility Rep: _____ Phone: _____

Course/Program Title: _____

	Activity 1	Activity 2
Activity Code:	_____	_____
Training Start Date:	_____	_____
Est. Training End Date:	_____	_____
Hours per week:	_____	_____

TCA customer signature: _____ Date: _____

SDA/PIC representative signature: _____

Date: _____

LDSS USE ONLY:

DSS APPROVAL

I agree with the SDA's selection of the person named above for the training described. Further I agree that the person named above shall be excused from participating in any other DSS work program activities until he/she completes the program described above or until evidence becomes available showing that he/she is not performing satisfactorily in the training program.

LDSS representative signature: _____ Date: _____