

**Workforce Development System  
Technical Advisory # 21-06  
November 17, 2021**

**To:** Workforce Development Community

**SUBJECT:** The New York Systems Change and Inclusive Opportunities Network (NY SCION) Disability Resource Coordinator (DRC) Pilot Program

**PURPOSE**

Notify Local Workforce Development Boards (LWDBs) of a three-year New York State (NYS) pilot program to fund the expansion of the DRC position to each Local Workforce Development Area (LWDA), and provide guidance to LWDBs on implementing the NY SCION program.

**POLICY**

Each LWDA must have at least one DRC on staff to build capacity within the workforce development system in serving individuals with disabilities, including individuals with developmental and/or intellectual disabilities, ages 18 and older.

The DRC position will be filled through the hiring of a new, or designation of an existing, full-time local staff person who will be required to develop a model of sustainability for the position beyond the three-year pilot period.

To assist with implementation, each LWDB will receive up to \$100,000 annually for three consecutive years, from January 1, 2022-December 31, 2024. New York City will receive up to \$500,000 annually for a DRC for each borough.

Each DRC must develop a process to convene Integrated Resource Teams (IRTs) in the LWDA to advance individuals with disabilities in their chosen education, employment, training, and/or career pathways goal(s).

To coordinate and streamline funding across NYS to better serve individuals with disabilities, each LWDB not currently registered under the New York Employment Services System (NYESS) Administrative Employment Network ([AEN](#)) is strongly encouraged to do so. If not registering with the NYESS AEN, each LWDB must be registered with an AEN or be their own Employment Network.

**ACTION**

- A. Prior to the release of funding through the Notice of Obligational Authority (NOA) process, LWDBs must provide the NYS Department of Labor (NYSDOL) with an implementation plan that outlines the core requirements of the DRC position within the LWDA, which may include, but will not be limited to:
1. Increasing the capacity of the Career Center and surrounding career pathway programs to serve individuals with disabilities;
  2. Identifying and leveraging multiple disability-related resources and partners including, but not limited to, 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);
  3. Advising the workforce development system on how to effectively promote the participation of individuals with disabilities in existing career pathways systems and programs;
  4. Assisting and training the LWDB, Career Center staff, businesses, community colleges, and other training providers on topics including, but not limited to, rights under the Americans with Disabilities Act (ADA), Ticket to Work (TTW), accommodations, assistive technology, and assessments; and
  5. Developing a plan for evaluation and sustainability of the NY SCION program in the local area beyond the initial three-year period of funding. A sample Sustainability Plan is available on the NYSDOL [website](#).

NYSDOL created a template for the implementation plan, included in this Workforce Development System Technical Advisory (WDS TA) as **Attachment A: New York Systems Change and Inclusive Opportunities Network (NY SCION) Implementation Plan**. This plan must be submitted to [SpecialPopulations@labor.ny.gov](mailto:SpecialPopulations@labor.ny.gov) by November 30, 2021.

- B. The DRC must be hired or designated by January 14, 2022. A full description of the DRC position and its recommended minimum qualifications is included in **Attachment B: Disability Resource Coordinator (DRC) Job Description and Recommended Minimum Qualifications**. Once hiring or designation takes place, the following will be required:
1. By April 1, 2022, the DRC must convene LWDA workforce development system stakeholders to develop, or join existing, IRTs to maximize collaboration and minimize the duplication of services to individuals with disabilities.

IRTs should be comprised of stakeholders within the disability services community including, but not limited to, Vocational Rehabilitation Counselors, VR service providers, Integrated Employment Specialists, Independent Living Center

staff, job coaches, Business Services Representatives, businesses, and/or Veteran Services staff.

The purpose of this group will be to advance individuals with disabilities in their chosen education, employment, training, and/or career pathways goal(s). In areas where an appropriate workgroup or IRT already exists, this requirement can be satisfied by the DRC joining one or more of these groups and working with membership on the interventions and best practices described in **Attachment B**.

More information on IRTs can be found on the NYSDOL [website](#).

2. By April 1, 2022, each LWDB must be registered with the NYESS AEN, a separate AEN, or be their own Employment Network. Full details on NYESS AEN registration are posted on the NYSDOL [website](#).
3. Timely One-Stop Operating System (OSOS) data entry to ensure required performance outcomes are met, both quantitative and qualitative, for individuals with disabilities and individuals receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI).
  - a. Required quantitative performance measures for both groups of individuals will include, but not be limited to:
    - The six Workforce Innovation and Opportunity Act (WIOA) primary indicators of performance as detailed in WDS TA #[18-6.2](#);
    - Total participants entering and completing career pathways training;
    - Total participants entering and completing a work experience;
    - Total participants receiving an industry-recognized/post-secondary certificate or credential; and
    - Total participants entering unsubsidized employment.
  - b. Required quantitative performance measures for individuals receiving SSI or SSDI will include, but not be limited to:
    - Tickets assigned to the LWDB;
    - Milestones achieved;
    - Outcomes achieved; and
    - TTW revenue generated.
  - c. Required qualitative performance outcomes and success stories will be submitted by the DRC as a quarterly report. NYSDOL developed a template for this report, included in this WDS TA as **Attachment C: New York**

## **Systems Change and Inclusive Opportunities Network (NY SCION) Disability Resource Coordinator (DRC) Quarterly Report.**

Additional information on OSOS data entry and performance-related NY SCION requirements can be found on the NYSDOL [website](#).

- C. 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](#).

### **BACKGROUND**

The United States Department of Labor Employment and Training Administration (USDOL ETA) previously awarded NYSDOL four rounds of Disability Employment Initiative (DEI) funding to support DRCs in selected LWDBAs 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 individual 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**

United States Department of Labor (USDOL) WorkforceGPS [DEI DRC Job Description](#)

USDOL WorkforceGPS [DEI Front Line Resources for Disability Resource Coordinators](#)

[Minnesota DEI Project](#)

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 #[18-6.2](#): 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](mailto:SpecialPopulations@labor.ny.gov).

### **ATTACHMENTS**

- A. New York Systems Change and Inclusive Opportunities Network (NY SCION) Implementation Plan
- B. Disability Resource Coordinator (DRC) Job Description and Recommended Minimum Qualifications
- C. New York Systems Change and Inclusive Opportunities Network (NY SCION) Disability Resource Coordinator (DRC) Quarterly Report