

**Workforce Development System
Technical Advisory #14-2.2
June 17, 2019**

To: Workforce Development Community

SUBJECT: Reporting Planned Expenditures with Revenue Earned from New York Employment Services System's Administrative Employment Network

PURPOSE

The purpose of this Workforce Development System Technical Advisory (WDS-TA) is to advise Local Workforce Development Boards (LWDBs) participating in the New York Employment Services System (NYESS) Administrative Employment Network (AEN) of specific protocols relating to the receipt of Ticket to Work revenues.

POLICY

In accordance with the Professional Services Agreement between the Provider LWDB and the Research Foundation of Mental Health (RFMH), payments will be used solely to enhance employment services and supports for Social Security Beneficiaries and in accordance with a plan approved by the Office of Mental Health/the New York State Department of Labor (OMH/NYSDOL) Joint Management Committee.

LWDBs will submit an attestation that revenue generated as a result of participation in the AEN will be spent on allowable costs as detailed in this guidance. This attestation will serve as the required plan.

As per the Professional Services Agreement the Ticket to Work funds paid to the provider are subject to audit, and will be included in the program income review conducted annually by NYSDOL Financial Oversight and Technical Assistance staff.

ACTION

Participating Local Workforce Development Boards must:

- Understand and comply with allowable uses of revenue generated from serving individuals under the Ticket to Work incentive; and
- Submit the attached completed attestation including a narrative description of expenditures for the Ticket to Work revenue to SpecialPopulations@labor.ny.gov for Office of Mental Health/Labor Department Joint Management Committee for approval.

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PROCEDURES

Upon receipt of Ticket to Work revenues from the Social Security Administration (SSA), the RFMH will pay out any funds received from SSA to participating LWDBs related to outcomes from the previous time period where wage data is available. Payment amounts will vary depending on the outcomes achieved by the Beneficiaries served by the LWDB. In instances where multiple entities have served a Beneficiary, the payment amount will be adjusted to reflect the level of services provided by the LWDB in comparison to other providers that also served the Beneficiary.

Allowable Costs

Personnel – costs related to the provision of services to Beneficiaries, may include career center staff, Beneficiary Advisement Specialists, Disability Resource Coordinators, Employment/Life Coaches or other staff related to employment support services.

Fringe Benefits – related to the provision of Beneficiary services

Travel – cost of travel related to the provision of Beneficiary services

Assistive Technology and Equipment – purchase of tools and technology needed for the provision of services to Beneficiaries

Supplies – may include cost of printing participant brochures, outreach materials for example

Contractual/Consulting – contracted staff to serve Beneficiaries (e.g., Certified Benefits planner to conduct outreach events or planning and advisement services) or staff training and capacity building

Facilities Costs – related to staff services to Beneficiaries

Participant Training – costs related to classroom or on-the-job training for Beneficiaries

Other – including costs of services to Beneficiaries not elsewhere captured

Administration – allocated administrative overhead charges associated with enhancing employment services and supports for Beneficiaries, capped at 10% of revenue per quarter.

The OMH/NYSDOL Joint Management Committee will advise LWDBs of approval, or request changes to the attestation with 15 calendar days of receipt.

BACKGROUND

LWDBs participating in the NYESS AEN have signed a Professional Services Agreement. The agreement requires an approved plan detailing the use of funds. The completed attestation will serve as this plan.

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INQUIRIES

Questions regarding this TA may be directed to: SpecialPopulations@labor.ny.gov

ATTACHMENTS

[Ticket to Work Plan Attestation](#)

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