

FAMILY AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. 2026014

RE: AUTHORIZING AMENDMENT OF FUNDING UNDER THE TRADE
ADJUSTMENT ACT

Legislators ARNOFF, KAUL, VALDÉS SMITH, ATKINS, MUNN, BRENDLI, CASWELL, DRAGO, KEARNEY, LAWLER, REDL, RHODES, SHAH and WINSBY, 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, Dutchess County has been awarded up to \$500,000 to administer a new five-year statewide initiative known as the New York Systems Change and Inclusive Opportunities Network (NY SCION), made possible by a grant from the United States Department of Labor (USDOL) to the NYS Department of Labor (NYDOL) under the Workforce Innovation and Opportunities Act (WIOA), and

WHEREAS, the New York State Department of Labor has provided a \$100,000 allocation to Dutchess County for the fourth year for the operation of NY SCION OMH- Program Year 2025 ("PY25 SCION OMH") funding for the period of September 16, 2025 through July 31, 2026, and

WHEREAS, PY25 SCION OMH, is a NOA, 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 allocation of funding under the above NY SCION OMH Program and amend the following accounts:

APPROPRIATIONS

Increase

CD6292 .2025 .4 846	NY SCION OMH Program Funding	\$30,000
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REVENUES

Increase

CD6292.2025 .4 7910.51	NY SCION OMH Program Funding	\$30,000
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CA-007-26; LMIBPL/rjw; G-1263; 01/05/2026; Fiscal Impact: See Attached.

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 20th day of July, 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 21st day of July, 2026.

APPROVED

Susan J. Serino

SUSAN J. SERINO
COUNTY EXECUTIVE

Date *Jan 22, 2026*



Julia Shiroishi
JULIA SHIROISHI, CLERK OF THE LEGISLATURE

Roll Call Sheets

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

Present: 23
Absent: 2
Vacant: 0

Resolution: _____
Motion: Polasek
Kaul 2nd

Total : 23 0
Yes **No**
Abstentions: _____

2026014 AUTHORIZING AMENDMENT OF FUNDING UNDER THE TRADE ADJUSTMENT ACT

January 20, 2026



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

SUBMISSION DATE: December 16, 2025

NOA RECEIVED: December 14, 2025

RE: SCION resolution

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 New York State Department of Labor (NYSDOL) has awarded our local area \$30,000. This program is currently operating and is unable to proceed without acceptance of this funding. The DCWIB respectfully requests that this resolution is presented at the next meeting of the Dutchess County Legislature.

NOA- \$30,000

- Program Year: PY25
- Date Range: 9/16/2025-7/31/2026

Please find (attached) the SCION Resolution to accept PY25 funding.

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

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*

FISCAL IMPACT STATEMENT

☐ NO FISCAL IMPACT PROJECTED

APPROPRIATION RESOLUTIONS

(To be completed by requesting department)

Total Current Year Cost \$ 30,000

Total Current Year Revenue \$ 30,000
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 \$ _____

Nature/Reason:

Anticipated Savings to County: _____

Net County Cost (this year): _____

Over Five Years: _____

Additional Comments/Explanation:

Prepared by: Louise McLoughlin

Prepared On: 12/16/2025

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Kathy Hochul, Governor
Roberta Reardon, Commissioner

December 5, 2025

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

Dear Ms. Serino:

Congratulations. Your Local Workforce Development Area (LWDA) has been approved for PY25 Year 3 of the New York Systems Change and Inclusive Opportunities Network (NY SCION) Program leveraged by the New York State Office of Mental Health (OMH) in the amount of \$30,000.00. The effective period is **September 16, 2025 through July 31, 2026**. Please note that the final day to draw cash for these funds will be September 14, 2026.

As the pass-through entity of funds to your local area, the NYS Department of Labor (NYSDOL) is required to execute the attached Subrecipient Agreement incorporating all administrative, fiscal, and operational aspects of the grant and includes the following sections:

- Subrecipient Cover Page
- Notice of Obligational Authority (NOA)
- Memorandum of Understanding (MOU) between NYSDOL and OMH
- Revised Technical Advisory (TA) 21-06.4, Revised guidance for implementation of the New York Systems Change and Inclusive Opportunities Network (NY SCION) Program dated April 5, 2025
- Attestation for receipt of PY25 Year 3 funding

Per the revised TA above, LWDBs **must** expend all OMH funds prior to spending State-level WIOA RR SCION funds.

All expenditures, accruals and obligations for this disbursement must be reported monthly in PeopleSoft under Program Code **346** for Program Year 2025 (PY25) using the account codes appropriate to Dislocated Worker services. Please note, funds remaining unexpended at the end of this project will be de-obligated and will no longer be available for use by your Local Workforce Development Area.

Please review the attached Subrecipient Agreement and complete and return the attestation document by **COB, Friday, December 26, 2025**. The attestation requires signature by the Chief Elected Official (CEO) or an authorized signatory.

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

Sincerely,

A handwritten signature in cursive script that reads "Kerry Douglas-Duffy". The signature is written in black ink and is positioned above the printed name.

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. Regina Ngan
Ms. Rachel Adler



NEW YORK
STATE OF
OPPORTUNITY.

**Department
of Labor**

Subrecipient Agreement

NY SCION OMH

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

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SECTION 1

SUBRECIPIENT COVER PAGE

NY SCION OMH – SUBRECIPIENT AGREEMENT

NYS Department of Labor Division of Employment & Workforce Solutions	Subrecipient Agreement Notification of Award/Obligation:
	NY SCION OMH Year 3, PY25

Subrecipient:	Susan J. Serino Dutchess County Executive
UEI Number:	D3RRG8P2LNQ4
Project Description:	NY SCION OMH - Program Year 2025
Subaward Period of Performance:	September 16, 2025 to July 31, 2026
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>



SECTION 2

NOTICE OF OBLIGATIONAL AUTHORITY (NOA)

**NYS Department of Labor
Division of Employment & Workforce Solutions**

NOTICE OF OBLIGATIONAL AUTHORITY (NOA)

Funding for the first year of the OMH SCION Grant is authorized for the period 01/01/2024 through 12/31/2028. (PY23)
Funding for the second year of the OMH SCION Grant is authorized for the period 01/01/2025 through 12/31/2028. (PY24)
Funding for the third year of the OMH SCION Grant is authorized for the period 9/16/2025 through 7/31/2028. (PY25)

Program: NY SCION OMH
NOA Number: NY SCION OMH PY23-3
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)	\$30,000.00	\$0.00	\$30,000.00
NY SCION OMH - Year 2 (PY24)	\$71,200.00	\$0.00	\$71,200.00
NY SCION OMH - Year 3 (PY25)	\$0.00	\$30,000.00	\$30,000.00
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	\$101,200.00	\$30,000.00	\$131,200.00

NYSDOL Contact Information

Representative Name: Nicholas Gratch
Phone Number: (518) 457-3239

Approval Signature: _____

Kerry Douglas-Duffy

Director

Bureau of Workforce Innovation & Quality

9/16/2025

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 better 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 Campus, 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:

(Signature)

Bob Moon, Deputy Commissioner

(Print Name and Title)

(Date)

NEW YORK STATE DEPARTMENT OF LABOR

BY:

(Signature)

Scott B. Melvin, Executive Deputy Commissioner

(Print Name and Title)

5/9/2024

(Date)

SECTION 4

TECHNICAL ADVISORY 21-06.04 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 #21-06.4
July 15, 2025**

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) on 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.

Additional NYS OMH funds may be available to each LWDB that requires additional funds for NY SCION programming, and projects exhausting both their OMH and WIOA funds by the deadline established in the Notice of Obligational Authority (NOA). LWDBs will request additional OMH funds via their assigned Fiscal Oversight and Technical Assistance (FOTA) monitors.

Note: LWDBs are to expend all OMH funds prior to spending State-level WIOA NY SCION funds.

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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, allocated and direct Non-Personnel Services costs of designated staff that support DRC activities and DRC supervision, supportive services, and training costs. 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.

Note: LWDBs may contact their FOTA representative for technical assistance related to allowable costs and spending activities under NY SCION.

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)** – A person-centered, cross-system coordination model central to NY SCION. They align the resources and expertise of two or more service systems to support shared customers, improve employment outcomes, and streamline service delivery. By fostering collaboration, IRTs help providers meet performance goals more efficiently while reducing the time required to 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

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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. **Disability Resource Coordinators (DRCs)** will conduct targeted outreach to businesses to promote inclusive hiring practices and establish partnerships that support work experiences, training opportunities, and job placements for individuals with disabilities. DRCs are responsible for actively promoting the placement of job seekers with disabilities into competitive, integrated employment. Outreach efforts also address employer needs and challenges related to recruiting, hiring, training, retaining, promoting, and advancing employees with disabilities, with the goal of building inclusive
- b. **Outreach and 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: The United States Department of Labor (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

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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, 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** – DRCs are responsible for promoting the participation of individuals with disabilities in career pathways, structured sequences of education, training, and employment that support long-term advancement and economic self-sufficiency. Rather than focusing on one-time job placements, DRCs must connect individuals to opportunities such as apprenticeships, credential programs, and sector-based training that lead to competitive, integrated employment.
- g. **Promotion of Career Center and Partner Services** – Actively promote inclusive and accessible Career Center services and programs, focusing on Benefits Advisement, promoting available assistive technology within the Career Centers, and promoting Career Pathways in in-demand sectors.
- h. **New York Employment Services System (NYESS) Outreach and Coordination** – Conduct targeted outreach to Social Security Administration (SSA) Disability Beneficiaries, with a focus on individuals with Serious Mental Illness (SMI), including conditions such as schizophrenia spectrum disorders, bipolar disorder, and major depression, as well as other mental health conditions. Support increased participation in employment services through NYESS and coordinate referrals to the NYESS Administrative Employment Network (AEN) as appropriate.
- i. **Resource Leveraging** – Coordinate and leverage resources across workforce, education, mental health, and community-based systems to enhance service delivery for individuals with disabilities. This includes identifying and aligning funding, programs, and supports to improve access to competitive, integrated employment; and effectively leveraging resources from multiple systems and partners for the full participation of individuals with disabilities in existing career pathways and related programs.

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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.

Beginning 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 and Credentialing Requirements** – In alignment with its partnership with OMH and NYESS, the NYS Department of Labor (NYSDOL) shall support LWDB provider affiliates and DRCs in delivering employment and career development services, including benefits advisement and job placement, to individuals receiving SSA Disability Benefits, including those with SMI and other diagnosed mental health conditions.

To be eligible to perform benefits advisement functions, all DRCs must obtain and maintain active certification in Work Incentive Counseling and Benefits Advisement. Acceptable certification programs include those offered by either the Yang-Tan Institute at Cornell University or Virginia Commonwealth University. Certification must remain current at all times as a condition of fulfilling DRC responsibilities.

- c. **Provision of Services to SSA Disability Beneficiaries** – DRCs shall provide comprehensive services to SSA Disability Beneficiaries that support the pursuit of competitive, integrated employment. Services must include:
 - i. **Benefits Counseling** – DRCs shall deliver accurate, individualized counseling on the impact of employment income on SSA benefits, including but not limited to, SSI and Social Security Disability Insurance (SSDI).
 - ii. **Service Navigation and Referral** – DRCs shall connect beneficiaries to employment services through the NYESS AEN or another approved Employment Network (EN), as appropriate.

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- iii. **Documentation and Recordkeeping** – DRCs are responsible for maintaining complete, timely, and accurate documentation within the One-Stop Operating System (OSOS), including case notes sufficient for tracking service delivery and fulfilling all reporting requirements.

All services must comply with applicable federal and state regulations and adhere to established NYSDOL policies and protocols.

In local areas where there is a high volume of customers who are SSA Disability Beneficiaries and it is impractical for the DRC to effectively serve all such individuals, the DRC shall coordinate with other appropriate staff to share responsibility for service delivery. This team-based approach ensures that SSA Disability Beneficiaries continue to receive timely and effective support.

DRCs are encouraged to coordinate with trained benefits planners or legal aid organizations when the complexity of the case exceeds their scope of certification or expertise.

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

B. Implementation – To ensure NYS workforce systems are responsive to the needs of individuals with disabilities, LWDBs 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 31 to AccessAbility@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 31 to AccessAbility@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](#)

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- 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.

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:

- a. The six (6) WIOA primary indicators of performance as detailed in WDS TA #18-06.4;
- 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.

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:

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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.

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

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overview, including specific Mental Health (Disability Awareness) training. IPS is a model of supported employment for people with SMI.

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 LWDA 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

[Minnesota DEI Project](#) for best practices, resources, and sample documents to assist in implementation.

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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 #18-06.4: 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 TA to AccessAbility@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 \(NY SCION\) Quarterly Report](#)



SECTION 5

SUBRECIPIENT ATTESTATION

NY SCION OMH – SUBRECIPIENT AGREEMENT

NY SCION OMH Year 3 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 statutes, 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:	Signature:	
Mr. ☐	Typed Name of Signatory:	
Ms. ☐		
Other ☐		
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