



DISPLACED HOMEMAKER PROGRAM

Program Guidance Letter

September 27, 2013

Displaced Homemaker Guidance Letter No. 1.1

TO: Local Displaced Homemaker Program (DHP) Operators

SUBJECT: DHP Program Eligibility and Reporting Requirements

ACTION: Local DHP Coordinators must ensure these guidelines are followed.

This guidance letter rescinds Guidance Letter No. 1.

Displaced Homemaker Eligibility Requirements

For displaced homemaker services provided with the State Aid to Localities funding, the term "displaced homemaker" means an individual who:

- (a) has worked in the home, providing unpaid household services for family members;
- (b) is not gainfully employed, or is underemployed;
- (c) has had, or would have difficulty in securing employment; and
- (d) has been dependent on the income of another family member but is no longer supported by such income, or has been dependent on federal assistance but is no longer eligible for such assistance, or is supported as the parent of minor children by government assistance or spousal support (Article 23-B - §826 (1), New York State Labor Laws, Displaced Homemaker Act of 1977).

DHP Services funded with TANF funds

For displaced homemaker services provided with Temporary Assistance for Needy Families (TANF) funds, a displaced homemaker is one who meets the definition of displaced homemaker provided above *and* is a member of one of the following groups:

- (a) **Family Assistance (FA) Recipients** - Adult family members who are in receipt of FA.
- (b) **Safety Net (SN) families** – Adult family members who were in receipt of FA and who have reached their 60-month limit on TANF and have transitioned to SN assistance.
- (c) **Families at or below 200% of Poverty** – Adult family members whose gross monthly household income is at or below 200% of the federal poverty level and meet the certification requirements. To be eligible under the 200% guidelines, an individual must:
 - Be a resident of New York State;
 - Be a United States citizen or qualified TANF non-citizen;
 - Be a member of a family that includes a minor child or pregnant woman or be a non-custodial parent of a minor child. A minor child is defined as a child under the age of 18, or under age 19 and attending secondary school or its equivalent; and

- Have gross family income that does not exceed 200% of the most recent federal poverty level as determined by the federal Health and Human Services (HHS) agency. NYSDOL's Research and Statistics Division prepares a county specific chart each year. The 2013 Poverty Table is included as [Attachment A](#).

Form LDSS-4726, TANF Services Application/Certification ([Attachment B](#)) has been provided by the NYS Office of Temporary and Disability Assistance (OTDA) to determine whether or not federal TANF funds may be used. This form should be used to document TANF eligibility and retained in the participant's file.

Eligibility Documentation Requirements

Eligibility documentation is expected to be maintained in participant files.

Documentation for "not gainfully employed," "underemployed," and "has had, or would have difficulty in securing employment":

- ◆ Each of these terms requires a judgment to be made by the employee of the Center. That judgment is likely based upon conversations with the applicant and possibly other information provided by the applicant. Any and all information considered in this determination should be clearly documented in the file.

For verification of loss of support by a Family member:

- ◆ Copy of a tax return that shows participant as a dependent; or
- ◆ Copy of Divorce Decree issued by a Court system; or,
- ◆ Other documents, as deemed appropriate by the program operator, that show loss of support from a family member, or;
- ◆ Signed self-attestation* to loss of support from family member.

- or -

For verification of government assistance (parent of minor children):

- ◆ Copy of TANF eligibility determination.

- or -

For verification of spousal support for minor children:

- ◆ Copy of court order; or,
- ◆ Signed self-attestation.*

Services to Be Provided

In addition to conducting outreach and determining displaced homemaker eligibility, center staff may provide any core or intensive service as defined under the Workforce Investment Act. In general these services include: orientation to available services, initial assessment, job search assistance and placement services, career guidance and planning services, provision of employment statistics information and labor market information, comprehensive assessments of skills levels (thorough diagnostic testing and interviewing to identify barriers to employment), development of individual

employment plans, individual and group counseling, provision of and/or referrals to supportive services, and short-term, prevocational training.

Participant Data Entry and Tracking

NYSDOL's One-Stop Operating System (OSOS) will be used to record participant information for the DHP. Instructions for entering data into OSOS are contained in the Displaced Homemaker User Guide ([Attachment C](#)).

Performance Requirements

Each Displaced Homemaker Center, through its sponsoring agency, develops a contract with the NYSDOL. The contract narrative must include anticipated levels of performance based on the State definition of Displaced Homemaker and the Center's allocated funding levels by funding source. NYSDOL expects the performance levels identified in Center narratives to be consistent with previous years' performance expectations, taking into consideration funding fluctuations. Outcomes for the program include: number of participants served, number of participants who *enter* employment, and number of participants who *retain* employment for at least three months (90 days).

Attachment A: [2013 Poverty Tables](#)

Attachment B: [LDSS-4726, TANF Services Application/Certification](#)

Attachment C: [Displaced Homemaker User Guide](#)