



NYESS Service Group	Countable Group Activities	Weight	DOL Service Group	Countable Group Activities
Notes/Meetings/Phone Calls	<ul style="list-style-type: none"> • Case Notes • Meetings with Team & Family • Meetings with Team • Billing Preparation • Meeting with Employer Supervisor • E-Mail/Phone Calls: Employer Related • E-Mail/Phones Calls: Service Related 	5%	Supportive Services	<ul style="list-style-type: none"> • Referred to Supportive Services: Housing, Child Care, Dependent Care, Transportation SNAP, TANF, Health Insurance Assistance, Child Support Assistance, Tax Preparation Support, Other Federal or State Assistance Programs, and Financial Literacy Training • Referred to VA Services: VR & E, Post 9/11 GI Bill, Montgomery GI Bill, Other VA Services • Asset Development Strategies/Supports • Job Accommodations Assistance • Bilingual (Staff Assisted) • Telephone Interpreter (Via Vendor) • Language Bank Staff (Volunteer Staff) • In-Person Interpreter (Via Vendor) • Community Volunteer • Sign Language • Language Assistance Waived • Documents Translated Upon Request • Referred to Career Center Workshop • Referred to an Employment Counselor • Referred to ESL Classes

				<ul style="list-style-type: none"> • Referred to High School Equivalency Classes • Referred to Department of Social Services • Referred to CBO for Assistance with other Employment Barriers • Referred to Other Partner Service
Outreach	<ul style="list-style-type: none"> • Collateral Contact • Contact Attempted – Successful • Contact Attempted – Unsuccessful • No Supports Currently Needed 	5%		
Service Plan	<ul style="list-style-type: none"> • Employment/Service Plan Development 	5%	Assessment Orientation IEP	<ul style="list-style-type: none"> • Assessment Interview • Initial Assessment • Orientation (UI Employment Service) • Individual Employment Plan
Case Management	<ul style="list-style-type: none"> • Benefits and Entitlements • Education and Achievement • Financial Literacy • Healthcare • Housing • Legal Services • Program/Service Eligibility • Substance Use/Addiction • Transportation 	10%		

Assessment	<ul style="list-style-type: none"> • Screening Assessment • Skills Assessment <ul style="list-style-type: none"> ▪ Vocational Testing ▪ Situational Assessment ▪ Job Shadowing ▪ Job Try-Out ▪ Volunteer ▪ Site Assessment ▪ Discovery ▪ Engagement 	10%	Counseling Assessment Counseling	<ul style="list-style-type: none"> • Career Guidance-Basic • Career Guidance Individualized • Test Administration • Assessment – Comprehensive and Specialized Skill Levels • Career Guidance - Intensive • Counseling Individual or Group • Integrated Resource Team • GATB Test • NATB Test • BEAG Test • Literacy Test • Math Test • Proficiency Test • SATB Test • GATB/VG
Job Preparation	<ul style="list-style-type: none"> • Clothes Shopping • Job Interview Practice • Resume Writing • Business Tours • Travel Training • Mobility Training • Career Exploration 	10%	Job Search Assistance	<ul style="list-style-type: none"> • Bonding Assistance • Job Finding Club • Resume Preparation Assistance • Resume Writing Workshop • Workforce Information Services • Short-term Pre-Vocational

				<p>Skills</p> <ul style="list-style-type: none"> • Career Exploration Workshop • Interviewing Workshop • Networking Workshop • Transferable Skills Workshop • Workshop (Other) • Referred to Job Fair/Recruiting Event • Referred to Occupational Training • Referred to Vocational Rehab Services
Job Search Assistance	<ul style="list-style-type: none"> • On-line Applications • Offline Applications/Resumes • Job Lead Research • Interview: Coordination & Support • Job Structuring/Task Design • Task Analysis 	25%	Job Search Assistance	<ul style="list-style-type: none"> • Job Search Planning • Job Development • Job Search Workshop • External Job Referral • Referral to Jobs (System Generated Thru Match and Referral) • Employer Outreach for Benefit of Customer with Disability • Identification of Resources to Support Job Placement

<p>Training</p>	<ul style="list-style-type: none"> • Job Placement • Job Coaching • Social Skills • Life Skills Training • Assistance with Employer Orientation and Training • Work Performance/Behavior Intervention • Money Management <ul style="list-style-type: none"> ○ Budgeting ○ Asset Building ○ Benefits Planning 	<p>45%</p>	<p>Training</p>	<ul style="list-style-type: none"> • Report of New Employment • Training • Beneficiary Outreach Event / Consulting • Benefits and Work Incentive Advisement <ul style="list-style-type: none"> (a) Initial Intake and Basic Review (b) Development of Benefits and Advisement Reports • Follow Up Advisement • Job Coaching
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