

KEY TA INSTITUTE TOPICS

All topics for the 10-day ITAP are listed below. Selected topics for the 5-day program are designated in **blue/bold**.

- ◇ **The Social Service Environment**
- ◇ Application Process
- ◇ **Assistance Programs**
- ◇ **Time Limit and Time Limit Exemptions**
- ◇ **Temporary Assistance Program Requirements**
- ◇ **Welfare-To-Work Requirements**
- ◇ Child Support Enforcement Requirements
- ◇ Communication and Relationship Building Skills
- ◇ Conducting the Eligibility Interview
- ◇ The WMS Authorization Process
- ◇ The Certification Process
- ◇ **Temporary Assistance Budgeting**
- ◇ Re-certification
- ◇ **Information and Referrals**
- ◇ **Overview of the Food Stamp Program**
- ◇ **Food Stamp Budgeting**
- ◇ **Temporary Assistance and Food Stamp Resource Decisions**
- ◇ **Transitional Benefits**
- ◇ Supporting Personal Responsibility

Reminder: ITAP nominees or registrants should review ITAP Wrap-Around Pre-Training (Phase One) Materials located on trainingspace.org prior to program attendance.

*For more information about program offerings please refer to corresponding training announcements on STARS or review listings in the **OTDA/TAMA Opportunities for Training and Technical Assistance Catalog**. Also, please direct questions, on-site training requests, or suggestions for program improvements to OTDA's Bureau of Training and Management Analysis (TAMA) at (518) 402-9600.*



*New York State
Office of Temporary and Disability Assistance*

A COMPARISON OF TEMPORARY ASSISTANCE TRAINING INSTITUTE OFFERINGS



**PROFESSIONAL
DEVELOPMENT PROGRAM
ROCKEFELLER COLLEGE**
UNIVERSITY AT ALBANY
State University of New York

INSTITUTE FOR TEMPORARY ASSISTANCE PROGRAMS - "ITAP"

(a 10-day program)

Program Description

This 10-day "Institute" is the primary vehicle for delivering core, performance-based training to new Temporary Assistance (TA) workers from local social service districts (LDSS) across New York State. The ITAP provides uniform, consistent knowledge and skill development opportunities related to TA, WTW, and FS policies and procedures, eligibility documents, and coding. This program is a key component in a training resource system (TRS) for new TA workers, which includes "wrap-around" learning activities and should be supplemented and reinforced at local districts in order to assist new TA workers in becoming proficient in performing job tasks over time. ITAP Wrap-Around Materials are available on trainingspace.org.

Focus of Training

The focus is on state and federal policies as they pertain to the job tasks of the local TA eligibility worker. The training provides a strong foundation of knowledge and skills related to the process of TA eligibility determination, reduction of error, maintaining professional standards, and promoting client dignity and worth while coaching the client toward self-sufficiency.

Who Should Attend

- New or recently hired staff who:
 - Perform TA intake, eligibility, and undercare functions; and
 - Have 1 to 3 months of on-the-job experience in current position (with 6 to 8 weeks experience being optimal)
- Other program area staff in need of a basic foundation for understanding Temporary Assistance policy.

(Others may attend, but should recognize the ITAP is designed as a course for new TA workers.)

Where Held

The training is held in Albany as well as in some other regions of the state.

SELECTED TOPICS FROM THE INSTITUTE FOR TEMPORARY ASSISTANCE PROGRAMS

(a 5-day program)

Program Description

This 5-day "Selected Topics" program consists of selected topics from the ITAP and assumes participation by local district staff with higher levels of program area experience, less suited for full ITAP participation. Policy overviews are provided and emphasis is on making accurate eligibility determinations for TA and FS. Through in-depth review of TA eligibility areas, the program provides opportunity to increase knowledge and skill in more complex and challenging case situations. Given the increased experience levels of attendees, training methodologies utilized incorporate more simulation, practice, and facilitated discussion to most effectively challenge and meet the needs of the trainees.

Focus of Training

The focus is on employing existing trainee/staff experience to build greater understanding of TA program goals and philosophy. Topics are covered in the context of precision and consistency when applying policy as well as the more complex knowledge needed to ensure accuracy in documenting and determining eligibility.

Who Should Attend

- TA supervisors.
- Staff with prior TA experience returning to TA from other program areas within the LDSS.
- Staff who previously completed the ITAP (10-day program) and desire a TA refresher course.

Where Held

The training is held in Albany and other regions of the state and may also be requested by districts as an on-site delivery.

(Please refer to OTDA/TAMA's local district training request procedure as needed.)