



# INSIDE OUT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient.

## Executive Director's Update:

- Thank you for helping to make 2012 another successful year at Community Action! Despite a continued extremely challenging funding environment, because of YOU, we have continued to provide high quality services to our community with a very high level of service outcomes. In the face of the stress of challenging budget news coming out of Washington and Albany, our agency has continued to meet or exceed program expectations and outcomes. Your hard work is deeply appreciated! On behalf of the board of directors, the directors' team, and most importantly our customers, I thank you for your continued hard work and dedication to serving our community!
- As you likely know, automatic budget cuts (called "sequestration") to this year's federal budget are in effect. This funding reduction is the result of the inability of Congress to agree on a plan to reduce the Federal budget deficit. The sequester was part of a "deal" in Congress to extend the debt ceiling in 2011 that appointed a "super committee" to develop a deficit reduction plan. The sequester was supposed to be so unthinkable that neither political party would possibly allow it to happen, thus forcing them to compromise on a deficit reduction plan. Sadly, the super committee failed to pass a plan and Congress has also failed to pass a plan, so the automatic cuts are in effect.

So... what does the sequester mean for our agency and programs? Many of the details are still lacking, but we've been told that all 2013 Federal funding will be cut by approximately 5%. For our funding that is a direct Federal allocation (Head Start and CSBG), we can easily calculate the amount of the funding reduction. For Federal funding that flows through the State using a variety of allocation methods (Weatherization, CCR&R, ACT, etc), the impact is less direct and harder to predict. As you know, we've made several adjustments to programs and staffing over the past couple of years to "live within our means" while trying to minimize the impact on direct services to our community. The very sad reality is that we simply cannot reduce our budgets by 5% and still provide the same level of services to our community. The management team is working hard with the board of directors to develop plans to deal with this situation. Our goal is to adjust our operations to the realities of the funding situation, to continue to provide high quality services, and to maintain balanced budgets with as minimal impact as possible on our staff and our customers. This will certainly not be an easy task, but I know that we are a strong organization made up of dedicated people who will do what we need to do to work through this challenge. **We will continue to be a significant force for good in our communities, continue to provide high levels of excellent service, and continue to be a source of hope for people who need us.** We should have much more information over the next 30 – 60 days and will do our best to keep you informed as decisions are made.

- April 12<sup>th</sup> will be our annual spring in-service, held at the Genesee Community College campus in Batavia. We will be located in the BEST center portion of the campus (southwest entrance). Registration will take place from 8:15 – 8:45am. A change this year – coffee and continental breakfast will be available during the morning training session, but **not** during the registration time. So... if you're addicted to coffee (like some of us!), you might want to consume enough before you come to GCC to get you through to 9am when the training begins☺. Enclosed with this newsletter is the nomination form for the annual staff awards and recognitions. Please take a few minutes to give us your recommendation for this year's award recipients! Nominations are due to me by 3/22. We have arranged to provide transportation to/from the in-service from the Albion, Medina, and Batavia locations. Mileage reimbursement will be permitted only if you have a valid reason for not taking the bus. You will receive further details regarding bus times from your site coordinator or supervisor.

- Our agency will have our triennial on-site review of our CSBG program by NYS Department of State, called the “Comprehensive Organizational Review and Evaluation” (aka CORE), on April 16 to 18<sup>th</sup>. The CORE is similar in scope to the on-site review by Head Start, however, it is more focused on overall agency functioning in addition to the program level. All staff should have been provided with the opportunity to provide DOS with input via a staff survey. If you have not already done so, there is still time to complete the survey. Please ask your supervisor to provide the link to the survey. The directors’ team is working through the entire CORE document (93 pages) in preparation for the review. So... you might see some unfamiliar faces around the agency from April 16-18th. Please make efforts to have all of our locations as “presentable” as possible. I’m even going to clean off my desk!
- We’re very disappointed that our application for RESTORE funding (emergency home repairs for low income seniors) and our application to DOL for the Unemployed Worker Training program (Main Street Store employment program) were not funded. We have been awarded \$5,000 from Orleans United Way for the employment program, which will help.

# PERFECT ATTENDANCE

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## October – November - December

Kylie Armstrong	Amber Batdorf	Jeff Bater	Lisa Boyle	Virgie Brooks
Angelica Brown	Donna Caton	Linda Davis	Veronica Dodge	Willie Drisdorf
Nancy Eastlack	Andy Ebbs	Gary Elich	Jennifer Forward	Michele George
Kim Gloskowski	Pam Hage	Laura Harvey	Ruth Higgins	Cassandra Kinne
Larry Kurzawski	Larry Montello	Kari Powers	Deb Rothmund	Sam Seager
Andrea Skowneski	Angel Slick	Sally Snider	Lorri Snyder	Jim Straight
Wendy Thering	Nate Varland	James Willis	Donna Wojdat	Joann Zajackowski

## *E*mployee *A*ssistance *P*rogram

This is a program that is available to all part time and full time employees and their families. The Employee Assistance Program is a very valuable benefit that we have here at Community Action of Orleans & Genesee, Inc. Most of you are probably not even aware of the access we have to this helpful service. This service can help with so many daily issues, or what some people refer to as life issues. If you are having problems with juggling family & work, marital problems, depression or just need some support to make some changes in your life, this service is there for you to help with these frustrations.

**CALL 1-800-451-3281 for help**  
**REMINDER – THIS IS A CONFIDENTIAL PROGRAM**

# IN THE SPOTLIGHT



ANDREA SKOWNESKI –

Case Manager – Albion

I assist people in crisis situations by providing referrals, assistance with bill payments, etc. Often times, I am simply a third party to talk to when life becomes overwhelming; sometimes people just need to bounce their thoughts off someone else in order to get things figured out. I orchestrate such events as the holiday basket giveaway, school supply giveaway, Easter Egg Hunt, Elderly Afternoons, etc.

<u>Family:</u>	Husband- Alex Skowneski, Son- Liam Skowneski
<u>Favorite food:</u>	Chicken Alfredo
<u>Pastime:</u>	Spending time with family.
<u>Favorite Movie:</u>	The Pursuit of Happiness
<u>Favorite drink:</u>	Mountain Dew
<u>Favorite color:</u>	Green/Purple
<u>Favorite place to vacation:</u>	There's no place like home
<u>Favorite song:</u>	"Somebody that I used to know" Gotye
<u>Favorite TV Show:</u>	House
<u>Pets:</u>	4 cats, 1 dog (Chihuahua)

## **ACTION TEAM NEWS**

### **CUSTOMER SERVICE ACTION TEAM**

At Community Action, our mission is to 'provide services, with dignity and respect, that help people become self-sufficient.' At this very busy, sometimes stressful time of the year, the *Community Action Customer Service Action Team* would like everyone to take a quiet moment to review the core values and principles that support that mission:

- **Compassion** --- We have the ability to understand needs and treat people with dignity and respect.
- **Respect** --- We will understand the views of others without judging, and behave accordingly.
- **Fairness** --- We will deal with people with understanding, honesty, and consistency.
- **Trust** --- We will be true and loyal to ourselves, to others, and to our Mission.
- **Integrity/Honesty** --- We will say what we mean and mean what we say, and be consistent.
- **Hope** --- We will encourage people to be optimistic while pursuing their goals and dreams.
- **Continuous Improvement** --- We will continually work toward improvement in all that we think, say, and do with regard to our people, programs, and services.

We'd like to thank everyone for making these concepts a priority in all of our interactions with both clients and fellow employees.

**STAFF ACTION TEAM** Members: Director – Ed Fancher, Team Leader – Diane Bechteler, Secretary – Ruth Bell, Staff – Lisa Church, Edna Schramm, Carol Berray – Board Member – Sue Baker

Our goals are:

- Conduct annual staff satisfaction survey, analyze results.
- Develop tools to incorporate comprehensive staff development/training plans into annual staff performance evaluations.
- Explore ways to identify commonalities in training needs across agency programs.
- Develop and refine tool for “stay interviews” – analyze data and trends to identify areas for improvement in agency and job specific new employee orientation.

# ANNUAL STAFF SURVEY

Time once again for the annual staff survey. We are asking for you to please complete this survey honestly and freely in an effort to find out what parts of your job are important or of concern to you.

I will be sending the link to the survey to everyone who I have an email address for. Please take the 5 or 10 minutes to answer this so that our Action Team will have an idea what to focus our efforts on for the year 2013.

Survey results will be distributed at the Annual Agency In-service.

Please complete the survey by March 25, 2013.

**Thank you for your input.**

**SAFETY ACTION TEAM REPORT** – Members: Director – Donna Wojdat – Chairperson – Cathy French, Secretary – Diane Bechteler (with assistance from Andy Ebbs), Staff Members – Mary Guzik, Laura Harvey, Andy Ebbs, Julie McAdoo, and Jim Soccio.

## **2012 SUMMARY OF SAFETY**

- There were 31 incident reports – of these 7 were slips and falls, 11 were child related, 1 was from lifting, and the other 12 were miscellaneous things ( Ex: slamming finger in drawer, burn from hot pan, etc)
- 21 of these reports were informational only with no substantial loss of time from work or needing medical attention
- 7 of these were minor incidents with no loss of time from work, but in need of some medical treatment
- 3 became workers compensation cases.

## GOODWILL NEWS

The *Goodwill Committee of Community Action* would like to take this opportunity to thank all of its members for your support and generosity. It's through your donations that we are able to help Community Action employees in the good times and the bad; to celebrate the precious joys of life and to ease the pain of hard times.

If you'd like to become a member, increase your donation, or let us know about someone who should be recognized or comforted with a gift or card, please contact any of the following committee representatives.

Janet Foppes	343-3807	<a href="mailto:jfoppes@caoginc.org">jfoppes@caoginc.org</a>
Amy Lester	589-5605	<a href="mailto:alester@caoginc.org">alester@caoginc.org</a>
Judy Martino	343-7727 opt. 1	<a href="mailto:crrgen@caoginc.org">crrgen@caoginc.org</a>
Pam Wadhams	589-5683	<a href="mailto:pwadhams@caoginc.org">pwadhams@caoginc.org</a>
Christina Robertson	798-0030 x100	<a href="mailto:crobertson@caoginc.org">crobertson@caoginc.org</a>

# ANNIVERSARIES - JANUARY - FEBRUARY - MARCH

## JANUARY

Heidi Wyant – 01/08/1990  
Carol Berray -01/23/1996  
Lisa Friesen – 01/07/2008  
Elissa Davies – 01/31/2011  
Lynda Litchhult – 01/30/2012

Jeff Atwell – 01/29/1991  
Michele George – 01/29/2001  
Joe Jensen – 01/12/2009  
Lorri Snyder – 01/06/2012

Jan Albanese -01/01/1996  
Nancy Eastlack – 01/03/2006  
Stacy Heideman – 01/15/2009  
Shannon Moscicki – 01/09/2012

## FEBRUARY

Diane Bechteler – 02/19/1991  
Bonnie Gilbert – 02/18/2011

Mary Bennett – 02/16/2006  
Dyllon Soccio – 02/28/2012

Lesley Payne – 02/01/2007

## MARCH

Sherry Martin – 03/08/1976  
Jennifer Forward-Rumsey – 03/21/2011

Freddie Stewart – 03/01/1977  
Juanita Webster – 03/01/2012

Magali Converso – 03/02/2010



*Announcing  
the 5<sup>th</sup> Annual Chinese Auction  
to benefit the  
Community Action Goodwill Fund,  
to be held on April 12<sup>th</sup>, 2013  
at the Community Action In-service Training.*

Raffle tickets for gift baskets will be on sale at just  
*\$3 for a whole sheet!*

*Plus,*

four special prizes will be raffled off at just *\$1 a ticket!*

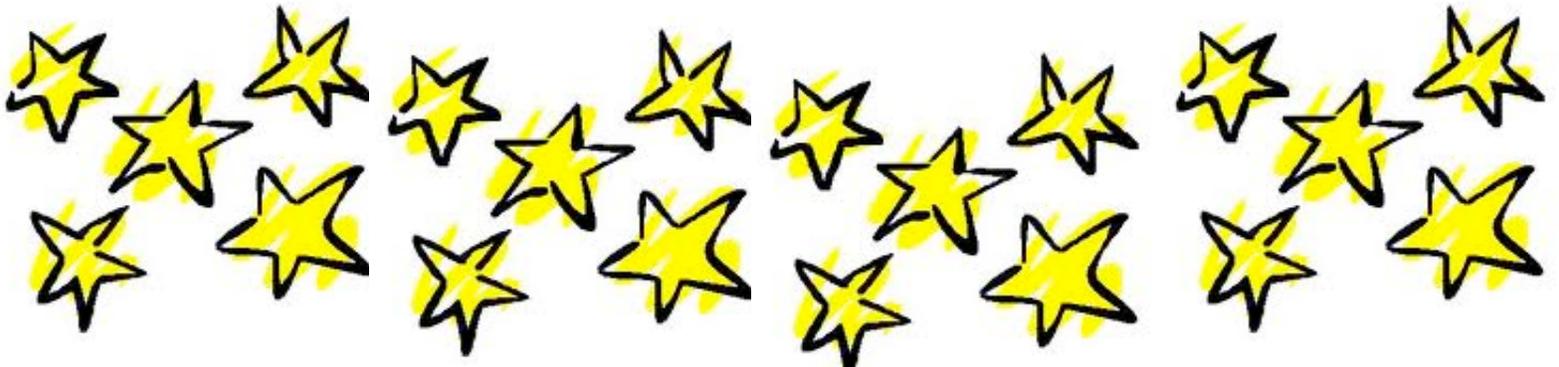
- > 50/50 Raffle <
- > \$50 Walmart Gift Card <
- > \$50 Visa Card <
- > \$50 Lottery Card Tree <



*You don't have to be a Goodwill member to participate!*

All Chinese Auction baskets are generously donated by  
Community Action Goodwill representatives.

Proceeds from the auction and raffles will go to the Goodwill Fund so that we are more able to  
lift the spirits of members who are experiencing rough times  
and help celebrate the joyous occasions in their lives.



# **NEW STAFF**

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## **Nancy Snider – 10/15/2012- Substitute Head Start**

Nancy lives in Lyndonville and is a sub in the Medina Center.

## **Debra Deary – 10/15/2012 – Substitute Head Start**

Debra is a sub in the Medina Center. She lives in Medina with her 4 children, Alexis (11), Trenton (7), Rebecca (6), and Tucker (4) and her husband Trevor. Her son Tucker goes to Head Start. She enjoys reading, walking, writing, and playing blocks and coloring with the kids.

## **Jackie Nelson – 10/15/2012 – Substitute Head Start**

Jackie lives in Medina with her daughter, Geavonna, her main focus. She works in the Medina Center.

## **Ayriel King – 10/15/2012 – Substitute Head Start**

Ayriel lives in Medina and she is a substitute at the Medina Head Start Center.

## **Kaileigh Chappell – 11/07/2012 – Substitute Head Start**

Kaileigh lives in Batavia and is Batavia Head Start Center. Her son, Brayden, is in Early Head Start.

## **Rodney Lipscomb – 11/19/2012-Temporary Bus Driver**

Rodney lives in Albion. His family consists of his Dad, AJ, his Mom, Alther, and his daughter, Tia.

## **Sheila Colf – 12/06/2012 – Substitute Head Start**

Sheila has returned to working in the Medina Center. Sheila lives in Middleport with her daughter, soon to be 18. Her daughter loves to volunteer at the Medina Center to read and play with the children.

## **Ann Dhanda – 12/17/2012 – Head Start Lead Teacher**

Ann is working at the Batavia site. She lives in East Bethany with her 3 sons. Ann enjoys cooking, baking, doing crafts and reading. Her cooking specialty is Indian Cuisine. Her grandchildren are a treasured blessing and she loves being with them.

## **Taria Jones – 12/18/2012 – Substitute Head Start**

Tara lives in Albion and is a sub at the Albion/Kendall site as a Bus Monitor/Floater. Her family has relocated from Orlando, Florida; she is a native of Albion. UPDATE – Taria is now Part time as a Teacher Assistant/Bus Monitor in Albion.

## **Nora Campbell – 12/18/2012 – Substitute – Head Start**

Nora lives in Medina and is a sub for the Medina site. She enjoys gardening, painting, and drawing.

## **Tiffany Grabowski – 01/07/2013 – Family Advocate**

Tiffany lives in Medina and is working in the Albion Head Start office. She has 3 sons, Drake, age 16, Gage, age 14 and Kole, age 1.

## **Raymond Zuczuski – 02/07/2013 – Bus Driver**

Ray lives in Batavia with his wife, Joan, and his daughters Dianne and Claudia. He enjoys traveling and antique hunting. He is the new Head Start Bus Driver.

## **Della Buzard – 03/07/2013 –Substitute - Head Start**

Della lives in Kendall with her husband, daughter, son, and 2 rabbits, a hamster and 4 fish. She is substituting at the Kendall site. In her spare time she enjoys doing creative projects as she is an art teacher.

## *Nate's Newsletter Report*

### A Note from Nate

Thank you for all of the love over the past few weeks. Julie and Abigail are both doing really well and also appreciate all of the well wishes. Anna and Isaac are pretty excited too - here is a picture from last week:

If you see anyone from **Weatherization** this month, give them a high five, or a cup of coffee (whichever they prefer). They have been going above and beyond to try and finish the current contract by the end of March.

Debbie from the Genesee County office is heavy into emergency **HEAP** applications and has been working hard to meet quality standards from the Department of Social Services.

A recent NYSCAA training on Internet Safety provided some nice reminders about how to travel and what to click on. Here are some highlights:

- NEVER give your Social Security Number or bank PIN number. Just don't do it.
- Be very suspicious of any e-mail that asks for personal information. Even if it looks legit, it is worth making a phone call to check it out. Banks and companies (even online companies like Amazon and Ebay) do not request information via e-mail.
- Do not open e-mail attachments from anyone you do not know. Even people you do know can get infected by a virus and send out links or attachments that are dangerous. Delete these e-mails without opening them if you can.
- Chain e-mails have also become notorious lately for having viruses embedded. Avoid and delete without opening if at all possible.
- Only use your credit card if you are sure the website is safe.
- Use complex passwords with numbers, symbols and upper and lower case letters if possible. Try to use different passwords so that you are less compromised if a hacker gets ahold of one. Also, find a safe spot to store your passwords. A sticky note taped to your monitor is probably not a good idea (you know who you are!).
- If you suspect you have been infected by something, run a virus scan and a malware scan as soon as you can. For the malware scan, I recommend Malwarebytes ([www.malwarebytes.org](http://www.malwarebytes.org)) and click the "Free Download" button).



You can always shoot me an e-mail if you have any questions. Just don't send me viruses!

# **CONGRATULATIONS TO:**

PAPA NATE – This is Abigail Elizabeth Varland.

Abigail was born on February 3, 2013 weighing in at 7lbs. 2 oz.



And to:

Theresa Price – this is her new grandson – Caiden John born on November 27, 2012.

Caiden was 21 inches long and weighed 8 lbs. 10 oz.



## **A JOB WELL DONE TO:**

Congratulations to the following Nutrition Staff for successfully completing the NYS SERVS SAFE Food Handlers L-2 course:

Lisa Church-Cook Batavia  
Denise Straight-Cook Assistant-Batavia

Lisa Boyle-Cook-Albion

Kristina Holmes-Cook- Medina  
Wendy Thering-Cook Assistant-Medina

CONGRATULATIONS to Jacquelyn D. DeMarco-Nutrition Specialist for completing the SERV SAFE MANAGER L-1 COURSE with a near perfect score!! We are extremely thankful to you for your wealth of knowledge and expertise you provide the program.

Many thanks to all of you for providing nutritious, healthy and safe meals to our children and staff, we appreciate your dedication and commitment to the program!

## **BONNIE'S NEWS**

Happy almost spring to all of you! As always there is much going on in all parts of the agency and much to be done! We, along with many others, are facing difficult times as we comply with cuts and regulations in all of the program. Even with this, we continue to provide quality services to so many in both counties: services that people would not receive if it weren't for the dedication, skill and caring of the staff in our agency. A great big thank you goes out to all staff of the agency! You make a difference every single day!

**Head Start-** Congratulations to Pat McCall-Small who has been hired as the new Family/ Community Partnership Manager! Pat has been with us since 1998 in Head Start and most recently was the Operations Manager. She has always been an excellent resource for our families and will do a great job in her new role! Pat can be reached at 589-5683 ext. 104 or [pmccall-small@caoginc.org](mailto:pmccall-small@caoginc.org) if you want to congratulate her. Penny Miller, former FCP Manager, retired on March 1 and has left Pat good systems and procedures to follow. Penny was an integral part of Head Start for 16 years and will be missed! If you visit any classroom this year you will see many examples of how School-readiness goals are being carried out in different activities.

We also welcome Cheryl Cotton as our Head Start Health Specialist. Cheryl is very familiar with the agency and Head Start as she has been a part of the CCR&R program for many years as the Health Consultant. Cheryl is a great asset to the program and will still be working with CCR&R as well!

The classroom staff are all to be congratulated on the work they are doing to prepare children for school. OCFS has assigned a new licenser to us as of January, her name is Tanya Miles. She visited every site in January or February and had wonderful things to say about what she saw happening in our program. This is important for all staff to know as staff at all levels and in all positions have worked very hard over the years to be sure that we meet or exceed all of the OCFS standards. Tanya said she is looking forward to learning much about quality programs from us! Everybody should give themselves a "pat -on-the -back" for this high compliment! As Ed has said in his article, we don't have all of the answers yet about funding for the future. As we go forward we will keep you informed of changes as soon as we are able to do so. Meanwhile, keep up the good work!

Congratulations to Jackie DeMarco and all of the Food Service staff on completion (with many high scores) of the new food handler courses and requirements! Nice job!

All of us at the Head Start Admin office are so happy that Carol Berray will be returning to work on March 11! We have really missed her ☺! A special thank –you goes out to Diane Bechteler for her extra work with human resources and Bonnie Gilbert for keeping the office going in Carol's absence! You both have been great!

**CCR&R-** Lisa and the staff are all very thankful that the national NACCRRRA application for becoming a quality assured program was submitted at the end of December. Special thanks to all of the staff for going through the long process of application but especially to Lisa who was mostly responsible for all of the extra work. We will not know until summer if we “passed” but the work that has been done has made the program even higher quality than before! Nice job staff! CCR&R needs referrals in both counties.

**If you or anyone you know is looking for child care please have them call CCR&R-  
589-5088- Orleans County 343-7727 Genesee County  
Or visit the website for an on-line referral caoginc.org- then click the CCR&R page**

The CCR&R program receives their funding based upon “milestones” and referrals are one type of milestones. Our numbers are especially low in Orleans County due to the high unemployment and people using family members for care. By contacting CCR&R a person will be given a number of different possible child care options based upon their needs (time of day, type of care, number of children, etc). Please refer people to CCR&R and help us meet our milestones!

**ACT-** Jan, Stacey and Cathy continue to make a difference in education for youth in both counties related to positive relationships, sex education, pregnancy and STD prevention. They work with groups in schools, community agencies or specific request groups for a period of time and present a regular curriculum. In addition, they provide education for parents (Head Start families loved Stacey's meeting). Call them at 589-5754 if you would like to know more about what they do or have ideas for groups they might be able to work with. They have strict guidelines as far as their curriculum so they may not be able to meet all requests.

**Holley Youth-** See information on Holley Youth below. Deb Rothmund, Amber Batdorf and Leanne Serrato (AmeriCorps) as well as volunteers make a big difference for the youth in Holley! Hats off to the Holley Youth program!

In closing, I am encouraging ALL STAFF to nominate your peers for this year's awards. Sometimes people don't as they think it won't make a difference, but it does! Remember that all nominees are recognized at the in-service. Please fill out forms and get them to Ed by the deadline. Recognition is important and this is one way everyone can be involved!

## **HOLLEY YOUTH CENTER**

This month at the Holley Youth Center, the kids have been working hard to earn raffle tickets. They earn the tickets for attendance, behavior, etc. Why do they want more tickets in the drawing? Because FOUR tickets to the Strong National Museum of Play are the prize!

Next month, we will be having a troop leader come in to speak to the girls about joining the scouts. She will be here Monday, March 11<sup>th</sup> and all are welcome if they would like more information about Girl Scouts. The girls are looking forward to learning how they could be more active in the community and how they could become more well-rounded.

As always, the Youth Center is open Monday through Thursday from 2:30pm-5:00pm. Anyone ages 11-18 is welcome.

## ANNETTE'S NEWS -EOCC – Holley Center – 638-6395

- We provided 150 families with a Holiday Basket and 172 children received gifts.
- We served a Wonderful Christmas meal for 50 people and entertainment was provided by Chuck, The Piano Man.
- We were inspected by Foodlink and The Health Dept. and passed both with Flying Colors.
- We will be having a Surplus Mobile Pantry Give Out on 2/22/13 from 3-5pm.
- A Just Say Yes to Fruits & Veggies Presentation will be held on 3/01/13 at 10:30.
- A make your own soap class will be held on 3/12 at 12:30 – Learn how to make your own Laundry soap.
- St. Patrick's Day Lunch will be 3/13- Come enjoy Corned Beef & Cabbage & entertainment by Chuck.
- Our Easter Dinner will be held on 3/27- Come & enjoy a Great Ham Dinner with us.

# The Main Street Store

**45 & 49 North Main Street** ♦ **(585)589-1430**

Monday – Friday

10:30 am – 4:00 pm

Saturday

10:00 am – 5:00 pm

~ **TAX RECEIPTS** given for all **DONATIONS** ~

### **DURING THE MONTH OF MARCH:**

ALL **COMMUNITY ACTION** EMPLOYEES WHO BRING A FRIEND OR FAMILY MEMBER INTO THE MAIN STREET STORE WILL RECEIVE AN EXTRA 10% OFF OF CLOTHING (THAT'S RIGHT – A TOTAL OF 40% OFF!) AND 30% OFF ANY NON-CONSIGNMENT HOUSEHOLD OR FURNITURE ITEMS!

# SALE



The Main Street Store is now taking orders for Specialty Glass Totems, Hand-painted Glass Vases and Furniture Plant Stands, Centerpieces, and other Home Décor!



Needed: Glassware (all odds and ends as well), Portable Sewing Machines, as well as all household items, furniture, clothing and shoes, craft and office supplies.



## ***JOBS WITHIN REACH***

***Annual Community Job Fair***

***Thursday, April 18, 2013***

***9:00 AM – 1:00 PM***

Albion American Legion  
131 South Main Street. Albion NY

### **Employers & Agencies:**

ACCES-VR, Adecco, Adfors (St. Gobain), Associated Brands, Baxter Healthcare Corp.(Sigma), Child Care Resource & Referral, Community Action of Orleans/Genesee, Companion Care of Rochester, Disability Navigator, Experience Works, Lowes Brockport, National Tractor Trailer School, NYS Department of Labor, NYS OTDA Jobs, NYS Police, Orchard Manor Health Care Facility, Park Lane Jewelry, Pathstone, Perry's Ice Cream, Tender Loving Family Care, The Arc of Orleans County, The Main Street Store, U.S. Army/Army Reserves, U.S. Border Patrol, Worthington Cylinders (Bernz-O-Matic)

***Lunch available at reasonable prices.***

#### **Sponsored by:**

Career Ventures of The Arc of Orleans County  
(585) 589-0305

Community Action of Orleans & Genesee  
(585) 589- 5605



## **SPAGHETTI DINNER & BASKET AUCTION**

SATURDAY  
MARCH 23, 2013  
4:00-6:30pm

TO BENEFIT:  
COMMUNITY ACTION ANGELS

ALBION FIRST BAPTIST CHURCH  
30 WEST PARK ST  
ALBION, NY 14411

### **DONATIONS**

**ADULTS - \$7.50**

**CHILDREN UNDER 12 - \$4.50**

# **TAKE OUT AVAILABLE**



## ***Albion Middle School Art Students Present*** ***EMPTY BOWLS EVENT***

(To Benefit the Food Pantry at Community Action)

Date: March 21, 2013  
Time: 5:30 – 7:00 pm -----Doors open at 5:00 pm to choose bowl  
Place: Middle School Cafeteria  
Cost: \$ 5.00 donation (includes soup supper)

Your \$ 5.00 donation benefits the Community Action Food Pantry. It gives you admission to our event, a student made pottery bowl to keep, a simple soup and bread supper, and a short student led service-learning program about hunger in our community and the world. The student created bowls serve as a reminder that many people live with empty bowls, empty stomachs and lack of food every day. Please come out to support the student's efforts and our local food pantry.

## ***DISABILITIES RESOURCE COORDINATOR***

### **Fact Sheet - Ticket to Work Program**

**What is the Ticket to Work Program?** The program offers SSA disability beneficiaries greater choice in obtaining the services they need to help them go to work.

**When did the Ticket Program begin?** Some beneficiaries began to receive Tickets in 2001.

**What is the new with the Ticket to Work Program?** Starting in fall of 2012 NYESS became an AEN (administrative Employment Network). This is an exciting new program the first of its kind in the nation to help SSDI and SSI recipients get back to work.

**What does a Ticket look like?** The Ticket is a paper document that has some personal information and some general information about the Ticket Program.

**How does a person with a disability get a Ticket?** NYESS has recently begun work at an AEN. As an AEN (administrative Employment Network) there is a greater number of possibilities to help you with your ticket to work. You can contact Jennifer Forward (585-409-9723) for more information about assigning your ticket.

- SSA is working with an organization the law calls a Program Manager. The Program Manager, Maximus, Inc. of McLean, VA is helping SSA to manage the Ticket program. Maximus will help SSA send the Ticket in the mail with a letter explaining the program.

**Where does a person with a disability take his/her Ticket to get services?** You take your Ticket to what the law calls an Employment Network. The Employment Networks are private organizations or public agencies that have agreed to work with Social Security to provide services under this program.

- The One-Stop Center in Albion and Batavia are among the entities that can accept the ticket. Call Jennifer Forward for assistance 585-409-9723

## **What is NYESS**

**How will NYESS help to coordinate employment supports for me?** NYESS will be NYS' employment opportunity resource. NYESS will also serve as NYS' central repository for employment-related information about individual job seekers and the supports they are receiving, making this information accessible to all providers of employment services working with an individual. Access to such information will dramatically improve providers' ability to remain fully informed about an individual's employment-related supports, then providing them with the opportunity to coordinate with other employment service providers when serving the same individual.

**Will NYESS keep my information safe and secure?** NYESS is a secure system that can only be accessed by providers of employment services and supports. Specific information about your individual employment supports will only be accessible to those individual employment support professionals with whom you are working and who are legally authorized to access such information. However, regardless of legal authority, all providers working with you will be able to see your employment history as well as the names and contact information for the other employment service providers working with you.

**Will employment service providers without the legal authority to view disability-related employment support information be able to determine if I am a person with a disability?** It is possible that employment service providers using NYESS who are not legally authorized to view disability-related employment support information may, inadvertently, be able to determine that you are a person with a disability. In order for providers of employment services to coordinate supports when working with people who are working with other employment support providers, the names and contact information for all employment service providers, as well as your complete work history, must be available. For example, if your employment history includes experience in a work program offered by a provider of services to people with disabilities or if you are working with an organization known for serving people with disabilities (e.g. Independent Living Center, ARC), it may be possible for individuals using NYESS to assume that you are a person with a disability.

**Will potential employers be able to see if I am a person with a disability?** No, employers will not be able to determine whether anyone in the NYESS system is a person with a disability. However, an upcoming feature will enable individuals to choose to make their status as a person with a disability known to employers seeking to hire a person with a disability by signing the "Consent to Disclose Disability to Employers."

**Why should I consider sharing my status as a person with a disability with employers?** For a number of reasons, employers are actively seeking to hire people with disabilities. NYESS will provide those employers with the opportunity to initially open up employment opportunities exclusively to people with disabilities, as well as allow employers a mechanism by which to find job seekers with disabilities who they may wish to contact directly regarding potential employment.

**What will sharing my disability status with employers do for me?** By sharing your disability status with employers, you will have access to jobs initially made exclusively available to people with disabilities, giving you a considerable advantage over others.

**Do I have a choice about participating in NYESS?** Yes, you do not have to sign the "CONSENT TO PARTICIPATE IN NYESS EMPLOYMENT SYSTEM" form. However, if you do not, NYS' disability serving agencies will be unable to allow you access to the NYESS system and you will lose the ability to search the thousands of job openings in the NYESS database.

**Can my disability-related employment information be used to discriminate against me?** If you consent, your information will be used only to assist in coordinating employment supports and assist you in finding a job. Any unauthorized use of disability-related employment information will be prosecuted to the fullest extent of the law.

## **How will people with disabilities choose an Employment Network?**

- People with disabilities can contact any Employment Network or their local One Stop (Albion 585-589-5335 or Batavia 585-344-2042) in their local area to see if it is the right one for them. Both the individual with a disability and the Employment Network have to agree to work together.

### **Can people with disabilities change Employment Networks?**

- Yes. People with disabilities have the right to stop working with one Employment Network and begin working with another one. With the new introduction of the AEN a ticket holder doesn't not have to assign their ticket to one particular EN. There are multiple services providers (network) to assist the ticket holder help them with their employment and benefit needs.

### **How can I get more information about the Ticket program?**

- You can contact the Program Manager:  
Maximus Corporation  
Voice: 1-866-YOURTICKET (1-866-968-7842)  
TDD: 1-866-TDD2WORK (1-866-833-2967)  
Website: [www.yourtickettowork.com](http://www.yourtickettowork.com)

You can contact the Social Security Administration:

Voice: 1-800-772-1213

TTY: 1-800-325-0778

Email: [ttwwiia@ssa.gov](mailto:ttwwiia@ssa.gov)

Website: [www.ssa.gov/work](http://www.ssa.gov/work)

You can contact

New York New York State Office of Mental Health

Office of Consumer Affairs

44 Holland Avenue, 8th Floor

Albany, New York 12229

Phone: (518) 473-6579 Employment Support Services

SSA will have pamphlets and other written material available at local Social Security offices.

Information about the Ticket program is also available from many other private and government organizations that help people with disabilities.

For more information about Social Security Benefits/Ticket to Work contact

Jennifer Forward

DRC/ Genesee and Orleans County

585-409-9723

### **If people with disabilities get a Ticket, do they have to use it?**

No. The Ticket Program is voluntary.

*For People with Disabilities who are not sure if they are able to work:*

*For People with Disabilities who are thinking about working, or are already working and want to learn more about the many work incentives available.*

- [One Stop Career Centers](#): Job seekers can receive assistance with resume writing, interview skills, and the career search.

**The Disability Services Locator** was developed to ensure that any person with a disability could quickly and easily identify services and other supports in New York State that might support them in moving toward employment.



**Social Security's Ticket to Work Program** offers people with disabilities an opportunity to achieve greater independence by providing choices in employment services and access to meaningful work.

### **Medicaid Buy-In Program for Working People with Disabilities**

**The Medicaid Buy-In for Working People with Disabilities** is a program that allows working New Yorkers with disabilities to earn more income without the risk of losing their Medicaid coverage. In New York State, people with disabilities can continue working, or return to work without fear of losing their essential health care coverage through Medicaid. Traditionally, New Yorkers with disabilities have had to limit their wages, or pay high "**spend-downs**" in order to retain or access Medicaid. Through New York State's Medicaid Buy-In program for Working People with Disabilities, they will no longer have to do either.

#### ***For People Who Prefer to Search for Jobs on Their Own***

Participating NYESS providers have access to additional resources and information not found in the links below.

However, if you prefer to search for jobs independently, here are some websites to help you.

- [Careerzone](#)  is an innovative online career exploration and planning system designed especially for today's high-tech youth in New York State
- [Jobzone](#)  is a free, interactive resource to help adults with: Organizing your job search, Developing customized resumes, Assessing your career interests and skills.
- [Jobs Express](#):  View current job openings in New York's 10 regional economies. New Yorkers can view the region they live in, see which industries are growing and find out what jobs are available in that economic sector.



**Think Beyond the Label** is a public-private partnership that delivers information, outreach and resources to businesses, job seekers and the public workforce system to ensure greater recruiting and hiring opportunities for job candidates with disabilities.

### ***General Information for People with Disabilities***

#### **Disability.gov**

- Through the [Disability.gov Website](#) , Americans with disabilities, their families, Veterans, educators, employers and many others are connected to thousands of resources from federal, state and local government agencies, educational institutions and non-profit organizations. New resources are added daily across 10 main subject areas – benefits, civil rights, community life, education, emergency preparedness, employment, health, housing, technology and transportation.

### References for all job seekers:

JobZone is a free, online job search and career planning system. JobZone provides information on 900 occupations from the Occupational Information Network (O\*NET) Database of standardized and occupation-specific descriptors, as well as the latest labor market information from the NYS Department of Labor. JobZone is able to offer users local and relevant content based on their interest and jobseeking activities. In addition, JobZone provides access to up-to-date job postings and basic job preparation tools such as a resume builder, reference list maker and cover letter application.

Similar to JobZone, CareerZone is an online career exploration and planning system designed to assist individuals who may not be ready for employment. Geared toward youths, CareerZone presents current and relevant occupational and labor market information in a clear and interesting way, making career exploration and planning fun and easy. CareerZone provides information on 800 occupations from the O\*NET Database, the latest labor market information from the state Department of Labor, over 450 career videos that provide a visual of the workplace and bring careers to life, up-to-date job postings, and a resume building tool.

For more help with other employment needs or information on any of the programs listed above feel free to call

**Jennifer Forward**

**Community Action or Orleans and Genesee County DRC**

**@ 585-409-9723**

***Don't forget – if you need a form check out the agency web site***

***www.caoginc.org*** - *There is a special page on the website just for YOU!! Go to the website homepage – go to the Resources tab and with the drop down menu go to “staff resources”. There you will find many employee forms, past newsletters and links:*

#### **Staff Resources - Links**

EZ Labor Manager – <http://workforceportal.elabor.com>

Principal Retirement Account Portal -- <https://secure05.principal.com/signon/member>

FLEX Benefits Portal -- <https://www.myebsaccount.com/home.aspx>

Internet E-mail Portal -- <http://mailwny.com>

View my Benefits – [www.viewmybenefits.com](http://www.viewmybenefits.com) – Username: **orleans** Password: **employee** – this contains LTD policy and Life insurance policies, Summary plan description and All health insurance and dental summaries

[Employee Handbook](#)

[Personal Information Change Form](#)

[Direct Deposit Form](#)

[Emergency Cards](#)

[Travel Advance](#)

[Incident Report](#)

[Head Start Day Care Regulations - Part I](#) and [Part II](#)

[Nomination Form for Staff Awards](#)

Drug Testing Policy for [DOT Covered Employees](#) and for [All Other Employees](#)

[Payroll Schedule - Calendar](#)

Tax Forms

[W-4 - Federal Withholding](#)

[IT-2104 – State Withholding](#)

[Complaint Resolution Form](#)

[Time Off Request](#)

[Retirement Form](#) (to enroll or change %)

[Head Start Purchase Sheet](#)

[Travel Advance Worksheet](#)

[Safety Hazard Form](#)

[Mileage](#)

[Time Off Request - Head Start](#)

[Goodwill Policy and deduction form](#)

[Community Action Acronyms](#)

[General Safety Rules](#)

[Head Start Performance Standards](#)

In addition you can send anonymous emails with your constructive suggestions!

***CHECK IT OUT!!!***