

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-06-EMP

(This Policy Bulletin Replaces PB #03-45-EMP)

MAILING TO NONPAYEES ON EMPLOYMENT REPORTING

Date: January 23, 2006	Subtopic(s): Reporting Employment
☐ This procedure can now be accessed on the FIAweb.	Revisions to Original Policy Bulletin:
	This policy bulletin is being revised to inform Job Center staff of the following changes:
	There are now designated Saturday Employment Reporting Centers in all five boroughs:
	Bronx – Fordham Job Center (Center 44): 2551 Bainbridge Avenue, Bronx, NY 10458
	Brooklyn – Linden Job Center (Center 67): 45 Hoyt Street, Brooklyn, NY 11201
	Manhattan – Employment Reporting Unit (Center 39): 109 East 16th Street, New York, NY 10003
	Queens – Jamaica Job Center (Center 54): 90-75 Sutphin Boulevard, Jamaica, NY 11435
	Staten Island – Richmond Job Center (Center 99): 201 Bay Street, Staten Island, NY 10301
	The Notice to Report Employment (W-575R) has been revised to indicate the new locations of the Saturday Employment Reporting Centers.
	In addition, the Declaration of Employment (W-575T) has been changed to reflect correct formatting requirements.
	Samples of the revised forms are attached.
	Further instructions have been provided for letters sent to the Office of Central Processing (OCP) via business-reply envelope.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or send an e-mail to FIA Call Center

New action codes have been created in NYCWAY to record the mailing and the responses of the nonpayees to the mailing.

Purpose:

In an effort to determine unreported earnings, the **W-575R** will be sent out periodically to all Public Assistance (PA) nonpayees 18 years of age and older who are not exempt from work requirements and not engaged in a work activity, advising them to either mail or bring proof of earnings to their assigned Job Center, Monday through Friday, between the hours of 9:00 AM and 5:00 PM or to one of the Saturday Employment Reporting Centers between the hours of 9:00 AM and 4:00 PM.

The mailing (Mail Job #468) consists of the **W-575R**, **W-575T** and a business-reply envelope.

New information

NYCWAY Action Code **11NA** (Nonpayee Mailer Sent) will automatically post on the nonpayee's line to whom the mailing is sent.

Nonpayees are asked to submit a completed **W-575T**, along with copies of their paystubs, either by mail using the business-reply envelope or in person at their Job Center or a Saturday Employment Reporting Center.

NYCWAY Action Code **11NX** (Nonpayee Mailer Not Returned) will autopost to complete Action Code **11NA** if no action was taken in NYCWAY within 45 days of the mailing. In this situation, no action is required because a response is not mandatory.

Employment Reported In Person

Reports to Job Center

If a nonpayee goes in person to his/her Job Center to return the **W-575T** and submit verification of earned income, the JOS/Worker receiving the verification must enter Action Code **11NB** (Mailer Returned – Nonpayee is Employed) in NYCWAY then check NYCWAY to determine if the income has already been budgeted or if the individual is currently engaged in a work activity.

If the income has not been budgeted, the JOS/Worker must initiate a new FIA-3A to budget the reported income. The JOS/Worker must also mail the Letter to Past/Present Employer (W-532) to the nonpayee's employer per current procedure.

If the individual is not engaged in a work activity, the JOS/Worker must initiate an Employability Plan and follow current procedures for assessment and assignment to work activities.

Reports to Saturday Reporting Center Any participant who walks into a Saturday site will give his/her documents, including the mailer, to the site staff, who will review the information for completeness and forward the submission to the Regional office. Each Regional office must have a designated person who enters the appropriate code in NYCWAY before sending the paperwork out to the local Center.

Employment Reported By Mail

New information

Nonpayee letters that are returned to OCP will be opened by OCP staff, who will then sort them by region and employment status (i.e., employed/unemployed). All letters will be sent to the responsible region for processing.

OCP will also keep a daily count of the letters received and prepare a daily and weekly report by region as well as a citywide cumulative figure.

Upon receipt of the batched mail from OCP, the designated Regional Liaison must post one of the following action codes in NYCWAY, along with why that code was chosen:

- 11NB (Nonpayee Mailer Returned, Employed)
- 11NC (Nonpayee Mailer Returned, Not Employed Needs Assessment)
- 11ND (Nonpayee Mailer Returned, Other)

Cases with these action codes will appear on the NOPAY (Nonpayee) Worklist.

Nonpayee is employed

If the nonpayee indicates that s/he is employed, the designated Regional Liaison must post an **11NB** on the case and check WMS to see if the income has been budgeted. If the income has not been budgeted, the Liaison must evaluate the case per current procedure. The Liaison must determine if the income should be budgeted on the PA and/or Food Stamp (FS) case. After the Liaison makes his/her determination, s/he must forward the case to the staff at the appropriate Job Center with instructions on how to proceed.

Nonpayee is not employed

If the nonpayee indicates that s/he is not employed, the designated Regional Liaison must post an **11NC** on the case. NYCWAY will then place the case on the **UNENG** (Unengaged) worklist for a future batch call in. Any reported unearned income such as Unemployment Insurance Benefits (UIB) must be budgeted. The nonpayee will remain on the **UNENG** worklist pending a batch call in for an employability assessment.

If Supplemental Security Income (SSI), Social Security Disability (SSD) or any other unearned income is reported, the Regional Liaison must post an **11NC** and forward the case to the responsible Center for budgeting and coding in NYCWAY according to current procedure.

Casehead returns mailing, indicating nonpayee is neither employed nor unemployed If the notice is returned by the casehead indicating a change in the nonpayee's status (e.g., the nonpayee moved away, died, etc.), the designated Regional Liaison must evaluate the response and post NYCWAY Action Code **11ND** on the case. The Liaison must then send instructions to Job Center staff to process the case accordingly, based on the evaluation and per current procedure.

Upon receipt of the packet from the Regional Liaison:

- If the income has been budgeted, the JOS/Worker must initiate an <u>informational</u> FIA-3A to indicate that the nonpayee's employment income was recorded in WMS and that no new budget is necessary.
- If the income has not been budgeted, the JOS/Worker must initiate a new FIA-3A to budget the reported income. The JOS/Worker must also mail the Letter to Past/Present Employer (W-532) to the nonpayee's employer per current procedure.

Refer to PD #02-49-ELI

- Treatment of
Employment Earnings of
Dependent
Children/Minors.

It should be noted that for PA purposes, JOS/Workers must disregard the full- and/or part-time earnings of a dependent child (under the age of 21) who is either a full- or part-time student and is attending one of the following:

- elementary school
- intermediate school
- high school or a General Equivalency Diploma (GED) program
- vocational or technical training
- college or university
- Job Corps

Those participants under the age of 21 who have a WMS Relationship Code other than **01** (Applicant/Payee), **02** (Legal Spouse) or **30** (Non-Legal Union with Child in Common) are automatically identified by NYCWAY, which will post Action Code **167D** (**FIA-3A** – Data Entry Completed) and place the case on the **FIA-3A** Worklist for manual rebudgeting.

Refer to PD #00-09 – Budgeting Unreported Earned Income for Public Assistance – and the PA Budgeting Manual for detailed rebudgeting and recoupment instructions. For participants 21 years of age or older who are employed, not attending school and whose employment income has not been budgeted, budget the earnings via the **FIA-3A**. Budget the earned and unearned income, if any, and investigate any overpayment of benefits.

Food Stamp Budgeting

There is <u>no</u> change to the Food Stamp (FS) eligibility process for those enrolled in institutions of higher education. The Worker should refer to the FS eligibility criteria for students who are age 18–49 and are enrolled, at least part time, in an institution of higher education, as outlined in Section 5, page 90 of the New York State Food Stamp Source Book.

Center Directors must ensure that all prior versions of the **W-575R** and **W-575T** are recycled.

Effective Immediately

Related Items:

PD #00-09 PD #02-49-ELI

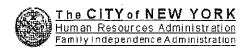
References:

Food Stamp Source Book (FSSB), Section 5, page 90 Public Assistance Budgeting Manual

Attachments:

☐ Please use Print on Demand to obtain copies of forms.

Notice to Report Employment (Rev. 1/23/06)
Notice to Report Employment (Spanish) (1/23/06)
Declaration of Employment (Rev. 1/23/06)
Declaration of Employment (Spanish) (Rev. 1/23/06)



Notice to Report Employment

To: All public assistance participants who are working

Welfare laws require adults, age 18 years or older, on a public assistance case, to report income from employment. Even if you are not the head of the household, you must report this information to HRA or you risk benefit reduction and possible recoupment from your grant.

There are benefits for which you and your family may qualify if you immediately report income from full-time or part-time employment. If you are found ineligible for public assistance, your household may still be entitled to participate in transitional child care, community-based Medicaid or other health insurance programs. In addition, your household may still qualify for food stamps or your Food Stamp benefit may increase. Child support payments can go directly to you and HRA can give you information on the availability of the earned income tax credit and how to apply. If you are in a low-paying, part-time or full-time job, you may also qualify for assistance from an employment services and placement agency to find a better paying job at no cost to you.

If you are working, you can report your full-time of part-time job in any one of three (3) ways.

- Fill out the Declaration of Employment (W-575T) enclosed with this letter, sign it and immediately mail it, along with a copy of your four most recent pay stubs, using the enclosed, self-addressed envelope.
- Bring your letter with you and visit your Job Center Monday through Friday from 9:00 AM to 5:00 PM with documentation verifying your present earnings.
- Bring your letter with you, along with documentation verifying your present earnings; and visit one of the Saturday Employment Reporting Centers listed below, on Saturdays between 9:00 AM and 4:00 PM.
 - Manhattan

Employment Reporting Unit: 109 East 16th Street, First Floor, New York, NY 10003

■ Bronx

Fordham Job Center: 2551 Bainbridge Avenue, Bronx, NY 10458

■ Brooklyn

Linden Job Center: 45 Hoyt Street, Brooklyn, NY 11201

- Oueens

Jamaica Job Center: 90-75 Sulphin Boulevard, Jamaica, NY 11435

Staten Island

Richmond Job Center: 201 Bay Street, Staten Island, NY 10301

Congratulations on your new job!!! We look forward to hearing from you soon.



Aviso sobre su Deber de Informar de un Empleo

Para: Todos los participantes de asistencia pública que están trabajando

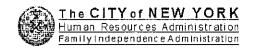
Las leyes del Welfare requieren que adultos, de 18 años de edad o mayores, en un caso de asistencia pública, informen su ingreso de empleo. Aún si no es jefe de familia, usted tiene que comunicar esta información a la HRA o arriesgarse a la reducción de beneficios y la posible recuperación de su subvención.

Existen beneficios para los cuales usted y su familia pueden calificar si usted informa el ingreso de un trabajo a tiempo completo o a tiempo parcial inmediatamente. Si le encuentran inelegible para asistencia pública, su hogar puede que todavía tenga derecho a participar en el cuidado de transición para niños, Medicaid con base comunitaria, u otros programas de seguro de salud. Además, su hogar todavía puede calificar para cupones para alimentos o su beneficio de Cupones para Alimentos puede aumentar. Pagos de manutención para niños pueden ir directamente a usted y la HRA puede proporcionarie información respecto a la disponibilidad del crédito de impuestos por ingreso devengado y al trámite de solicitud correspondiente. Si usted se encuentra en un trabajo a tiempo parcial o a tiempo completo de baja paga, también puede calificar para asistencia de una agencia de servicio de empleo y de colocación para que usted consiga trabajo a ningún costo.

Si usted está trabajando, usted puede informar su trabajo a tiempo completo o a tiempo parcial de cualquiera de las siguientes (3) maneras.

- Llene la Declaración de Empleo (W-575T [S]) (Declaration of Employment [W-575T]) adjunta a está carta, firmela y
 enviela por correc inmediatamente, junto con una copia de sus cuairo más recientes talones de paga, en el sobre adjunto
 dirigido al remitente.
- Traiga su carta consigo, y visite su Centro de Trabajo (Job Center) de lunes a viernes de 9:00 AM a 5:00 PM con documentación verificando sus ganancias actuales.
- Traiga su carta consigo, junto con documentación que compruebe su ingreso actual, y visite uno de los Centros de Notificación de Empleo para los Sábados (Saturday Employment Reporting Centers) listados debajo, los sábados entre las 9:00 AM y las 4:00 PM.
 - Manhattan
 - Unidad de Notificación de Empleo (Employment Reporting Unit): 109 East 16th St., Primer Piso, New York, NY 10003
 - Bronx
 - Centro de Trabajo de Fordham: 2551 Bainbridge Avenue, Bronx, NY 10458
 - Brooklyn
 - Centro de Trabajo de Linden: 45 Hoyt Street, Brooklyn, NY 11201
 - Queens
 - Centro de Trabajo de Jamaica: 90-75 Sutphin Boulevard, Jamaica, Queens, NY 11435
 - Staten Island
 - Centro de Trabajo de Richmond: 201 Bay Street, Staten Island, NY 10301

¡¡¡Felicitaciones por su nuevo trabajo!!! Nos complacerá mucho que se comunique con no sotros pronto.



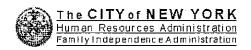
Declaration of Employment

Please print all information and return this form, with a copy of your pay stub or a letter from your employer, in the enclosed business-reply envelope.

reisonal information		
Employee's Name:		
Address:	· · · · · · · · · · · · · · · · · · ·	
City. Telephone: Age of Employed Person, Employment Information		
Job Title: If recently started, date of		
	ductions): \$	
	ed per week:	
Employer's Name:		
Address:		
City:	State: Zip:	
Telephone:	Date job ended (if no longer employed):	

zip:
Zip:
Zip:
Zip:
or income statement.
Frequency Biweekly Monthly I is correct and that I understand that
is correct and that I understand that

Form W-575T (S) (page 1) Rev. 1/23/06



Declaración de Empleo

Favor de apuntar todos los datos en letra de molde y devolver el presente formulario, con una copia de su talón de pago o una carta de su empleador, en el sobre de vuelta adjunto.

Información Personal

Nombre del Empleado	x	_
Dirección:		
_		_
Ciudad:	Estado: Código Postal:	
Teléfono:	Número de Seguro Social:	_
Edad del Empleado:		
Información del Empleo:		NATIONAL DIDINAL DIDINAL DE L'ARTICLE DE L'ARTICLE DE L'ARTICLE DE L'ARTICLE DE L'ARTICLE DE L'ARTICLE DE L'AR
Cargo del Empleado:	Fecha de comienzo:	Má sais fu da timbas til ann taoirte tamasco.
Si comenzó reclentemente	, fecha del primer cheque de paga:	
Salario bruto (antes de las	deducciones de impuestos): \$	
Frecuencia de pago (marq	ue [☑] una casilla): 🔲 semanalmente 📗 quincenalmente 📗 m	iensualmente
Otro caso (favor de es	pecificar):	
Número total de horas trab	pajadas por semana:	
Nombre del Empleador.		
Dirección:		_
-		-
Ciudad:	Estado: Código Postal:	_
Teléfono:	Fecha en que terminó su empleo (si ya no está empleado):	

Form W-575T (S) (page 2) Rev. 1/23/06

Información de Asistencia Esco	<u>lar</u>			
Si usted también asiste a la escue	la mientras trabaja, favor d	le anotar esta info	ormación más	abajo:
Asistencia escolar a tiempo com	pleto Asistencia	escolar a tiempo	parcial 🔲	
Días/horas de asistencia:				
Reseña de los cursos:				
Nombre de la Escuela		•		
Nombre de la Escuela:				
Dirección:				
Ciudad:			D b	
Ciudau.	Estado	o:Coalgo	Postal:	
Teléfono:	Persona Conta	icto en la Escuela	a:	-
Otros Ingresos				
Marque (☑) todas las casillas que	correspondan. Favor de a	diuntar comproba	intes de inare	isos como cheques o
estados de ingresos.				ood, comb onoques a
Tipo de Ingreso	Cantidad (\$)		Frecuencia	
		Semanal	Quincenal	Mensual
☐ Incapacidad del Seguro Socia (Social Security Income – SSI)				
☐ Incapacidad del Seguro Socia				
☐ Incapacidad del Estado				
de Nueva York				
☐ Beneficios por Desempleo				
Otros Ingresos	THE THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED AND ADDRE	tupan		
Al firmar esta Declaración de Emp	oleo, doy fe de que la infor	mación antedich	a es correcta	v que sov consciente
de que el ingreso que estoy declar	ando será evaluado por la	Agencia.		, 4 ,
Employed Person's Signature:				
Favor de escribir su nombre en let	ras de molde:			
Fecha:				