



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-23-OPE

*(This Policy Bulletin Replaces PB #06-129-OPE)*

### NEW JOB FAIR NOTICE

<b>Date:</b> February 16, 2007	<b>Subtopic(s):</b> Employment Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that a new Job Fair Notice (form <b>W-500JJ</b>) has been created to replace the Job Fair Notice (<b>EXP-83C</b>) and Job Fair Notice (<b>EXP-83E</b>), which are being made obsolete.</p> <p>The <b>EXP-83C</b> was used to inform applicants/participants of Job Fairs and that attendance was mandatory. The <b>EXP-83E</b> was used to inform applicants/participants of Job Fair events when attendance was not mandatory.</p> <p>The <b>W-500JJ</b> has been designed to accommodate Job Fair appointments for applicants/participants whose attendance is either mandatory or nonmandatory. The <b>W-500JJ</b> will be generated by new NYCWAY Action Codes <b>12JI</b> (Client Required to Attend Mandatory Job Fair) and <b>12JE</b> (Client Selected to Attend Voluntary Job Fair).</p> <p>The following NYCWAY action codes will be used to indicate the outcome of the applicant/participant's Job Fair attendance (whether mandatory or nonmandatory):</p> <ul style="list-style-type: none"> <li><b>12JC</b> Client Excused Absence from Job Fair</li> <li><b>12JA</b> Client Attended Interview with JF Employer(s)</li> <li><b>12JF</b> Client Hired Full Time by Job Fair Employer</li> <li><b>12JM</b> Client Met with Employer(s) at the Job Fair</li> <li><b>12JS</b> Client Scheduled Interview(s) from Job Fair</li> <li><b>12JN</b> No Follow-up Action Required on Job Fair Client</li> <li><b>12JO</b> Client Not Hired by Job Fair Employer (System Only)</li> <li><b>12JP</b> Client Hired Part Time by Job Fair Employer</li> </ul>

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*

Mandatory registration

Upon arrival at the Job Fair site, applicants/participants must register and submit their Job Fair notice at the time of registration.

Applicants/participants who arrive at the Job Fair site without their **W-500JJ** will be checked against the roster of names at the site.

The failure of a mandatory participant to attend the Job Fair will result in the issuance of a conciliation notice. The failure of a mandatory applicant to attend the Job Fair may result in the rejection of his/her application. The indication of this failure, however, will not be entered in NYCWAY until five days after the Job Fair.

Excused Absences

When a participant who is required to attend the Job Fair calls a Designated Regional Job Fair Staff to explain why s/he will not or did not attend, Designated Regional Job Fair Staff must direct the applicant/ participant to contact his/her BTW vendor and provide the vendor with this information and documentation to prevent participants from being penalized. Action Code **12JC** (Client Excused Absence from Job Fair) will be posted by a Designated Regional Job Fair Staff and/or BTW vendor when a participant establish good cause for not attending the Job Fair.

Failure to Comply (FTC)

When a vendor determines that an applicant/participant did not have good cause for failing to attend the Job Fair, the BTW vendor must enter an appropriate infraction codes **42JZ** (Active Client FTC w/ Job Fair process), **12JW** (AP/SI Client FTC Job Fair Activity), or **12JY** (Sanctioned Client FTC Job Fair Activity) in NYCWAY within five days after the Job Fair.

Job Center Directors must ensure that all previous versions of the **EXP-83C** and **EXP-83E**, including the multilingual equivalents, are removed from circulation and recycled.

Samples of the **W-500JJ** are attached.

*Effective Immediately*

 Please use Print on Demand to obtain copies of forms.

**Attachments:**

- W-500JJ** Job Fair Notice
- W-500JJ (S)** Job Fair Notice (Spanish)

**Attachment A** Snippets for the W-500JJ

Obsolete Forms

- EXP-83C** Job Fair Notice (Obsolete)
- EXP-83C (S)** Job Fair Notice (Obsolete)
- EXP-83E** Job Fair Notice (Obsolete)
- EXP-83E (S)** Job Fair Notice (Obsolete)



Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Job Center: \_\_\_\_\_  
Action Code: \_\_\_\_\_

### Job Fair Notice

CONGRATULATIONS! You have been selected to participate in a Job Fair that will provide you with an excellent opportunity to obtain a job, or if you are already employed, a higher-paying job leading to financial independence and self-sufficiency. See the enclosed flyer.

Many local businesses will be participating in the Job Fair and will be screening candidates for employment opportunities. Employers from various locations throughout the City are also scheduled to participate and will have employment opportunities available for qualified candidates.

We strongly suggest that you work with your employment program vendor to update your resume. Please make sure to bring at least 20 copies of your resume to the Job Fair. **Professional business attire is required.**

The date, time and Job Fair location are as follows:

Job Fair Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Travel Directions:

Job Search Appointment:



Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro de Trabajo: \_\_\_\_\_  
Código de Acción: \_\_\_\_\_

### Aviso de Feria de Trabajo

¡FELICITACIONES! Usted ha sido seleccionado para participar en una Feria de Trabajo que le brindará una excelente oportunidad para obtener un trabajo, o si ya tiene empleo, un trabajo con sueldo más alto que le ayude a alcanzar la independencia económica y la autosuficiencia. Vea el volante adjunto.

Muchos negocios locales participarán en la Feria de Trabajo y entrevistarán a candidatos para oportunidades de empleo. Empleadores de diferentes áreas de la Ciudad también están programados para participar y tendrán oportunidades de empleo para candidatos calificados.

Le sugerimos que coordine con su contratista del programa de trabajo (employment program vendor) para poner al día su currículum (resume). Por favor asegúrese de traer por lo menos 20 copias de su currículum a la Feria de Trabajo. **Vestimenta profesional es obligatoria.**

La fecha, hora y el lugar de la Feria de Trabajo aparecen a continuación:

Fecha de la Feria de Trabajo: \_\_\_\_\_ Día: \_\_\_\_\_ Hora: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Nombre del Local: \_\_\_\_\_

Dirección: \_\_\_\_\_  
\_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Indicaciones de Viaje:

Cita de Búsqueda de Trabajo:

Attachment A

2/16/07

Snippets for the W-500jj

Action Code	Appt Type	English1	Spanish1
12JE	Voluntary	Upon arrival you must report to the registration desk. Please bring this notice with you.	Cuando llegue a la feria tiene que presentarse a la mesa de registraci3n. Favor de traer esta carta consigo.
12JI	Mandatory	<p><b>This is a mandatory job search appointment.</b> Failure to keep this appointment may result in the termination of your public assistance benefits and/or a reduction in your Food Stamp benefits or denial of your public assistance application. Failure to comply with job search has no effect on your Medicaid eligibility. There are no work requirements for Medicaid. If you cannot keep this appointment, please call your employment program vendor on or before the appointment date at the telephone number indicated above.</p> <p><b>Upon arrival you must report to the registration desk and submit the notice in order to verify your attendance.</b></p>	<p><b>Esta es una cita para b3squeda de trabajo obligatoria.</b> El no cumplir la cita puede resultar en la terminaci3n de sus beneficios de asistencia p3blica y/o la reducci3n de sus beneficios de Cupones para Alimentos o rechazo de su solicitud de asistencia p3blica. El no cumplir la cita de b3squeda de trabajo no afecta su elegibilidad de Medicaid. No existen requisitos de trabajo de Medicaid. Si usted no puede asistir a esta cita, favor de llamar a su contratista del programa de trabajo a m3s tardar el d3a de la cita al n3mero m3s arriba.</p> <p><b>Cuando llegue a la feria tiene que presentarse a la mesa de registraci3n y entregar el aviso para verificar su asistencia.</b></p>



Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Job Center: \_\_\_\_\_

### Job Fair Notice

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Many local businesses will be participating in the Job Fair and will be screening candidates for immediate employment opportunities. Employers from various locations throughout the City are also scheduled to participate and will have employment opportunities available for qualified candidates.

We strongly suggest that you work with your employment program vendor to update your resume. Please make sure to bring at least 20 copies of your resume to the Job Fair. **Professional business attire is required.**

**OBVIOUSLY**

The date, time and Job Fair location are as follows:

Job Fair Date: \_\_\_\_\_ Time: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Travel Directions:

**Upon arrival you must report to the registration desk and submit this notice in order to verify your attendance.**

**This is a mandatory job search appointment.** Failure to keep this appointment may result in the reduction or termination of your benefits or denial of your public assistance and/or Food Stamp application. If you cannot keep this appointment, please call your employment program vendor on or before the appointment date at the telephone number indicated above.



Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro de Trabajo: \_\_\_\_\_

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Muchos negocios locales participarán en la Feria de Trabajo y entrevistarán a candidatos para oportunidades de empleo inmediatas. Empleadores de diferentes áreas de la Ciudad también están programados para participar y tendrán oportunidades de empleo para candidatos calificados

Le sugerimos que coordine con su contratista del programa de trabajo (employment program vendor) para poner al día su currículum (resume). Por favor asegúrese de traer por lo menos 20 copias de su currículum a la Feria de Trabajo. **Vestimenta profesional es obligatoria.**

La fecha, hora y el lugar de la Feria de Trabajo aparecen a continuación:

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Nombre del Local: \_\_\_\_\_

Dirección: \_\_\_\_\_  
\_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Indicaciones de Viaje:

**Cuando llegue a la feria tiene que presentarse a la mesa de registración y entregar esta carta para verificar su asistencia.**

**Esta es una cita de búsqueda de trabajo obligatoria.** El no cumplir la cita puede resultar en la reducción o terminación de sus beneficios o negación de su asistencia pública y/o solicitud de cupones para alimentos. Si usted no puede asistir a esta cita, favor de llamar a su contratista del programa de trabajo a más tardar el día de la cita al número de teléfono indicado más arriba.





Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Job Center: \_\_\_\_\_

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Job Fair Date: \_\_\_\_\_ Time: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Travel Directions:

**Upon arrival you must report to the registration desk. Please bring this notice with you.**



Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro de Trabajo: \_\_\_\_\_

### Aviso de Feria de Trabajo

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La fecha, hora y el lugar de la Feria de Trabajo aparecen a continuación.

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Nombre del Local: \_\_\_\_\_

Dirección: \_\_\_\_\_  
\_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Indicaciones de Viaje:

**Cuando llegue a la feria tiene que presentarse a la mesa de registración. Favor de traer esta carta consigo.**