

FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner Office of Procedures

POLICY BULLETIN #11-100-SYS

TAG ASSIGNMENTS WITH CONCURRENT WEP ASSIGNMENTS

Date: November 2, 2011	Subtopic(s): TAG, WEP
This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Training Assessment Group (TAG) staff of the process to assign participants to College and Related Experience (CARE) Work Experience Program (WEP) and Department of Citywide Administrative Services (DCAS) WEP work assignments concurrent with TAG training assignments.
Refer to the Employment Manual, <u>PD #04-14-EMP</u> for information on TAG.	Federal and State regulations require non-exempt individuals to participate in work activities. The Human Resources Administration (HRA) requires participants to be engaged in work activities for 35 hours per week. Training hours approved by TAG, if applicable, may be used to count toward the mandatory 35-hour work activity week.
See <u>PB #02-220-SYS</u> for information on CARE WEP.	When a participant is approved for part time (less than 35 hours) training through TAG, a concurrent CARE WEP (worksite code P2R04) or DCAS WEP assignment must be given to the participant to achieve the 35-hour work activity requirement.
CUNY Students	When making a concurrent assignment, New York City Work Accountability and You (NYCWAY) will first prompt the worker to offer CUNY students CARE WEP assignments. If there are no CARE WEP assignments available, NYCWAY will offer CUNY Students DCAS WEP assignments.
Non-CUNY Students	NYCWAY will prompt to offer Non-CUNY students both CARE WEP and DCAS WEP assignments as available. The TAG worker may choose either assignment as appropriate for the participant's Employment Plan (EP).
	Note: Non-CUNY students also include individuals enrolled in GED programs.

Students needing less than 4 hours to fulfill engagement requirement NYCWAY will only offer the DCAS WEP option to students who need less than 4 hours to fulfill their engagement requirement except, if they are attending one of the four special CUNY sites below:

- Bronx Community College (Site Code **T0163**)
- Kingsborough Community College (Site Code T0249)
- La Guardia Community College (Site Code **T0356**)
- College of Staten Island (Site Code T0444)

Students who are attending one of the above special CUNY sites and need less than 4 hours to fulfill their engagement requirement will be offered CARE WEP assignments.

If there are no CARE WEP and DCAS WEP assignments available, the TAG worker must:

- complete the Employment Plan (EP) in NYCWAY;
- print out and have the participant sign the EP;
- scan and index the signed EP;
- give a copy of the signed EP to the participant; and
- inform the participant that they will be mailed an assignment when one becomes available.

Note: The EP will state WEP assignments are pending.

The **TRNWP** worklist NYCWAY will post action code **127T** (Training – Needs WEP) once has a list of participants the worker completes the EP and there are no CARE WEP and awaiting CARE WEP or DCAS WEP assignments available. The **127T** action code will place DCAS WEP the participant on the **TRNWP** worklist. The **TRNWP** worklist will be assignments due to handled by the Work Experience Management (WEM) program. unavailability. WEM staff must access the **TRNWP** worklist weekly, assign the WEP assignments upon availability of slots and mail the assignments to the awaiting participants. **Note:** A new EP does not need to be completed by WEM staff. Refer to TAG Concurrent With WEP Screen Examples (Attachment A) for more information. **Related Items: Employment Manual** PB #02-220-SYS PD #04-14-EMP Please use Print on Attachment: Demand to obtain copies

Attachment A TAG Concurr

TAG Concurrent With WEP Screen Examples

of forms.

CARE WEP Assignment Available

The **Preferred Work Site Results** screen appears once the TAG training is approved in the Employment Plan. Below is an example of what appears when a CARE WEP **P2R04** assignment is available.

The Tag Worker must '**Xmit**' by pressing Enter to continue.

S MAPER	R2-A (9998	6)											(law			×
<u>File E</u> dit	Functions S	i <u>c</u> ripts <u>S</u> essi	on <u>R</u> elease	<u>H</u> elp									Row:	23 Col:1	02	
			10/04/ EP 1 Case Name Statu	2011 Ne 4:53 Number 15 1	W York C	ity - Wo Prefe ED - VOC	rk, Acco rred Wor CIN DoB /ED/OTHE	untabili k Site R 07/18/1 R TRAINI	ty and Y esults ES 967 SSN	ou (NYC- Code 20	WAY) 1 Use Off Sex	600.300 Curr – VC	ent Stat 0C/ED/0	us is "T Other Ti	raining/ aining".	ED
				Program				Descript	ion			Site				
			BEGI BEGI	N N	Beg VOV	in Inter S	nship									
			Back WEP	To Work	BT\ JE\	I Test/Tr IISH COM	aining S CO OF GC	ite BTW I (CARE	Test/Tra WEP / Of	ining Ad fice Ser	dress vices	TRN P2R04				
			WEP WEP	(Special (Special) Dep) ACD	artment / Heads	of the A tart	ging minister	tine Ser	uices				CARE assign	WEP P ment av	2R04 ailable
			WEP	(Special) Dep	artment	of Sanit	ation	LIVE SET	01003						
				F	lease ta	ike note	of the W	ork Acti	vitų rec	ommendat Xmit	ion(s) to cont	inue				
			Plan	Date 09/	30/2011							1626.318				
	RollFw						Print									

The **Work Activity Schedule(s)** screen appears. The TAG Worker must enter a "**Y**" in the WEP category under the Work column.



The **WEP Site Selection** Screen appears. The TAG Worker must select the available site and press "Enter". (One CARE WEP site is available in the example below.)

S MAPER	2-A (9998	6)									1 dames			
<u>Eile E</u> dit	Functions S	<u>cripts S</u> essi	on <u>R</u> elease	Help							Rows	14 Col:	5	
		WO	RK, ACCO WE	UNTABILI P Site S	TY, AND election	YOU (WAY	0	P I W 89	4.120					
Case App R Last: Progr	#: eg #: am Statu	S: TRET1	Indu CIN: First (TRAI	#:01 : NING/ED	L S N	ine #: 0 SN:	91 Ca	se Type:	SNCA					
			/ (000/	ED/OTHER	TRAININ	G			Р					
Borg	Site Code	Site Na	me			JB CD Job	Desc	Sc	ore					
2	P2804	JEWISH	сом со о	F GCI (C	ARE WEP	01 Off	ice Serv	ices	999					
		Selea "Xmi	ct the a	ssignme	ent ther	ı press								
Prior			DirAsg	DemInq	Actinq	WHrIng	SitInq	Paint	MnMenu					

The **WEP Assignment Detail** screen appears giving detailed information of the selected assignment. The TAG Worker may add comments in the comment field if appropriate. Select "Transmit" to complete the screen.



The **Automatic Letter/Form Generation Phase Form Review** screen appears. The TAG Worker must select the forms (available in English or Spanish only) to be printed by entering an asterisk (*) next to the corresponding form and language.

C MAPER2	2-1 (999	86)												
Eile Edit F	unctions	Scripts Sess	ion <u>R</u> elease	Help							Row:	20 Col:	72	
		WO AUTOMA	RK, ACCOU TIC LETTE For	NTABILIT R/FORM G M REVIEW	Y, AND Y ENERATIO	YOU (WAY) DN PHASE		P I W00	2.110					
The lis action. asteris field i	st belo . All sk ×. J instead	w shows of the f you do l of the	the form(Forms whi not wish asterisk	s) that ch will to gene (*).	will be be produ rate a f	generate Iced are Form plac	ed by the marked w e a spac	selecte ith an e in the	d					
Additic wish to	onally, o chan <u>c</u>	the num le the nu	ber of co mber ente	pies to r the NE	be print W NUMBEF	ed is di R in the	splayed. space pr	If you ovided.						
FORM	M F	EV						NUM	BER					
[*] W500 [*] W500 [*] W500 [*] W500 [*] W500	0G1 0 0G2 0 0G3 0 0G1S 0 0G2S 0	108 WEP 102 WEP 103 ASSI 107 WEP 102 WEP	ASSIGNMEN PARTICIPA GNMENT IN ASSIGNMEN PARTICIPA	IT INFORM NT TASKS FORMATIO IT INFORM NT TASKS	ATION SU BY ASSI N SUMMAR ATION SU BY ASSI	JMMARY-WE (GNMENT (3Y JMMARY (S (GNMENT (EEKLY HOU LUSTER Spanish) LUSTER (RS [[[span] [11111					
									×					
NoChg					Cancel			Paint						

The **Preferred Work Site Results** screen appears. The Status field now reads "Work Activity – Concurrent WEP/EDUC".



Attachment A

TAG Concurrent With WEP Screen Examples

The **Work Activity Schedule(s)** screen appears. Special WEP has been marked with an asterisk (*) indicating a concurrent WEP assignment has been assigned.



The **Assignment Creation** screen appears indicating the TAG training assignment and the Special WEP (CARE WEP P2R04) assignment.

(MAPER2-A (99986)							l lines		- B 🗙
File Edit Functions Scripts Session Release Help							Row:	19 Col:10	13
19/04/2011 NG EFP 15:07 Case Number Name Status Special WEP Completed Training Completed	w York City - W WORK ACTIVITY - - 120A posted o - 135K posted o	ork, Accoun Assignment CIN DoB 0 CONCURRENT n 10/04/201 n 07/07/201	tability and Creation ES 7/18/1967 SSI WEP/EDUC Car 1 Site-P2R04 : 1 Site-T0168 :	You (NYC-W Code 20 Se Type S Request Start Date Start Date	HAY) 1 Use Use Off: Sex NCA Ind ed Assic -10/17/: -67/25/:	600.300 *: ice 035 Nale Stat AC nments 2011 2011			
All Reques	ted Assignments <u>To Create</u> To Comple	made – Com another As te EP with	plete EP or Ci signment Print	reate anot Trans Trans	her Ass: mit here	ignment			
Plan Date 09/	30/2011				-	1625.170		To com EP, " Xn this row	plete the nit " from
		Help	MnMenu						

In completing the EP the **Assessment/Plan – Certification** screen appears. The Worker must enter the date of signature for the Participant and the FIA worker.



The **Creation of Actions and Comments** screen appears indicating **119B** Employability Plan Completed will be posted. Enter **"Y**" to accept the action.

S MAP EF	12-A (999	86)												l de ser		- 1 - 6	
<u>Eile E</u> dit	Functions	Sgripts	Sessio	on <u>R</u> elease	Help									Row	:12 Col:	99	1.1
				10/04/ EP 1 Case Name Statu	2011 Ne 5:09 Number Is k	W York C Ork Acti	ity - Wo Creatio	OFK, ACCO ON OF ACT CIN DOE CONCURREN	untabili ions and 07/18/1 HT WEP/ED	ty and Y Comment ES 967 SSN UC Cas	ou (NYC- S Code 20 Se Type	WAY) Use Off Sex SNCA Inc	600.300 r: ice 035 Male Stat AC				
					1198	EMPLO	VABILITY	PLAN CO	MPLETED	on code:							
					Action	Enter Comment	<mark>`y` to a</mark> s	ccept th	e Action	<u>(5) or `</u>	<mark>n` to De</mark>	ny	<mark>-</mark> _				
										Add	itional	Comments	?				
				Plan	Date 09/	30/2011							1643.076		Enter V comple	Y to ete the l	ΞP.
										MnMenu							

The **Printing Completed Employability Plan** screen appears. Press "Xmit" to continue.

C MAPE	R2-A (9998	36)				*****					1 dament			
Eile Edit	Functions	Sgripts Sess	ion <u>R</u> elease <u>H</u> elp								Row	18 Col:	48	
			18/84/2011 N EP 15:11 Case Number Name Status	WORK ACTIVITY -	OFK, ACCC Completed CIN DOE CONCURREN	untabili Employa 97/18/1 97/18/1 T-WEP/ED	ty and Y bility P ES 967 SSN UC Cas	ou (NYC- lan Code 20 e Type	WAY) 1 USe Off Sex SNCA Ind	688.388 r: ice 835 Male Stat AC				
				Currenty F	<mark>rinting t</mark> Press XM	he Émplo Ait to co	yability ntinue	Plan						
			Plan Date 09 ,	/30/2011						1630.345				

DCAS WEP Assignment Available

The following are examples of what is shown when there is a DCAS WEP assignment available and no CARE WEP (P2R04) assignments available on the **Preferred Work Site Results** screen. The assignment selection process is the same as shown in the CARE WEP examples previously shown.



WEP Site Selection screen (DCAS WEP assignment).

(*************************************				
Elle Edit Punctions Scripts Session Belease Help			Rou	:14 Col: 5
VORK, ACCOUNTABILIT VEP Site So Case #: App Reg #: City:	IV, AND YOU (WAY) election Line #: 01 Ca SSN:	PIW094.120 ise Type: SNC0		
Last: JELL First: Program Status: TRET1 (TRAINING/ED / (UGC/ED/OTHER	TRATHING	P		
Site Born Code Site Name	JB CD Job Desc	Score		
1 P1H51 DEPT OF CETYWIDE ADMEN	SUS (HU 02 Haintenance	999		
Prior DirAsg DemInq	Acting WHring Siting	Paint HnHenu		

WEP Assignment Detail (DCAS WEP assignment).

(*************************************										
Elle Edit Punctions Scripts Session Belease Help	ř.			2			Row	20 Col:	17	
WORK, ACCOUNTA	ABILITY, AND YOU (WAY signment Detail	0	P1409	4.125						
Case #: Indv #:81 App Reg #: CIN: Last: IEII Progr IRE11 / (UCC/ED/O	Line #: 5 SSN: N.I.: 0	n ca	se Type:	SHCO						
Job Desc: 82 Haintenance Site Mane: P1H51 DEPT DF CITWU Roddress: 2-26 WOBLINGTON ST(E Travel Dir: IRTRN,5 TO BOWLING 0	TDE ADMIN SUS (MUNICI BSHNT) NEV YORK, NY 1 GREEN OR #1,9 TO RECT	Start Da P NOON OR ST. O	te: 10/1 R BHT H,1	7/11 R TO						
Limitations:	HITTANCE AFTER 10:304	10			W co	orker m mment	ay ente here.	er a		
Connent: [Additional Connents? (V/W) [M Basis For Hours: [P]	N] Car Fare Zones: Hours To Work:	[1] [18]	Transid							
SitSel Exclud List Dee	ning Acting Whring	Help	Paint	HnHenu	A	5		1	2	

Assignment Creation screen (DCAS WEP assignment).



No CARE WEP or DCAS Assignments Available

The **Creation of Actions and Comments** screen is shown when there are no CARE WEP or DCAS WEP assignments available after training is selected. Selecting "Y" will post Action Code **127T** and place the case on the **TRNWP** worklist. Selecting "**N**" will cause the system to go back to the **Work Activity Schedule** screen.

MAPER2-A (99989) File Edit Functions Scripts Sessio	n Release Help						Row:	14 Col:	99		
	99/16/2011 New York EP 08:36 Case Number Name Status TRAININ 1277 TRA 1198 ENP	City - Work, Ac Creation of A D C C C C C C C C C C C C C C C C C C	Countability and Countability and Countable IN Second B 12/03/1958 S HER TRAINING Post Action Cou Some COMPLETED	You (NYC- nts S Code 20 SN ase Type es	WAY) 1 Use Off Sex SNCA Ind	500.300 f: ice 013 Male Stat AC		Ente actic actic Worl Sche	er Y to A on or N t on and re k Activit edule So	ccept o Dei eturn y creen	t ny to
	Action Connee Action Connee Plan Date 89/16/281	g to post the Ac [*] ^y to accept nts	tion will cause the Action(s) or	<u>the EP to</u> `n` to De	Close eny Comments	1643 - 97 6					
			MoMer								

Action Code **127T** is posted on the **Activity Inquiry** screen in NYCWAY.

(\$ MAPER2-A (99989)	
Elle Edit Functions Sgripts Session Release Help	Row:13 Col: 4
Months on PA [end JUL] : 27	
813B43 WORK, ACCOUNTABILITY, AND YOU (WAY) PIW065.320	
Casenumber : SNCA	
Appreg : CIN : SSN : SSN	
Program: TRAINING/ED	
Name : OFFice : 013 ES Code : 20	
Sex : M Unit : Comp Code: 802	
DOB : 12/03/1958 Worker : 00053 Ind Stat : AC	
DATE ACTION/DESCRIPTION STATUS CMP FUT DATE OFF WORKR SITE	
[8] 89/16/11 119B EP COMPLETED TRET1 119B / / 813 E1163	
[] 09/16/11 127T TRN - Needs WEP TRET1 09/16/11 013 E1163	
[] 09/16/11 119F EP ASSESS COMPLID JC IREL1 1198 09/16/11 B13 E1163	
[] 69/16/11 119A EP INITIATED TRET1 1197 69/10/11 B13 E1103	
[] 09/16/11 120x Deassign From WEP TRET1 127T 09/16/11 B13 E1163	
[] 1 09/13/11 100A CASE NÕTE	
[] 09/13/11 119B EP COMPLETED WORWS 119B / / 013 E1163	
[] 09/13/11 120A ASSIGNED IU WEP SITE WURW3 120X 06/09/12 B13 E1163 P2R04	
Next Case: Next Suffix: Next Line: CATEGORY:	
Prior RollFw AsgInq DemInq AddAct Assign HistPr Profle MnMenu	

The case appears on the **TRNWP** worklist.

S MAPER2-A (99989)							
Eile Edit Functions Scripts Session Release Help					Row:	9 Col:	16
WORK, ACCOUNTABILITY, AND YOU (W (7 finds) Update from Worklist Fut.Act.Date: / hction Date: / thru / Act Office : Action Date: / thru / Action Code:	Work Work WMS	PIW040.040 list : trnwp Worker:		TRNWF	P workli	st	
Action Code [Fully Action Date [09/10/11] Fully Action Date [///] Comment [U WHS WHS Case Su Ln ? off workr Number Fx Nm Description 066 000 01 01 01 IN TRAINING NEEDS WEP 073 000 01 01 01 IN TRAINING NEEDS WEP 073 000 01 01 01 IN TRAINING NEEDS WEP 077 000 01 01 01 IN TRAINING NEEDS WEP 077 000 01 01 01 IN TRAINING NEEDS WEP 077 000 01 01 IN TRAINING NEEDS WEP	0 Ffil Work ate Act Code 127T 127T 127T 127T 127T	ce B13 er E1163 Transmit [] Action Date F.A.D. 110815 110815 110830 110816 110916 110916 110916 110916 110812 110812					
Case appears he	ere.						
Prior RollFw TagAll UnTag ActInq He	1p	Paint MnMen	1				