



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #11-100-SYS

### TAG ASSIGNMENTS WITH CONCURRENT WEP ASSIGNMENTS

<b>Date:</b> November 2, 2011	<b>Subtopic(s):</b> TAG, WEP
<p> This procedure can now be accessed on the FIAweb.</p>	<p>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.</p>
<p>Refer to the Employment Manual, <a href="#">PD #04-14-EMP</a> for information on TAG.</p>	<p>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.</p>
<p>See <a href="#">PB #02-220-SYS</a> for information on CARE WEP.</p>	<p>When a participant is approved for part time (less than 35 hours) training through TAG, a concurrent CARE WEP (worksite code <b>P2R04</b>) or DCAS WEP assignment must be given to the participant to achieve the 35-hour work activity requirement.</p>
<p>CUNY Students</p>	<p>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.</p>
<p>Non-CUNY Students</p>	<p>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).</p> <p><b>Note:</b> Non-CUNY students also include individuals enrolled in GED programs.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

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 has a list of participants awaiting CARE WEP or DCAS WEP assignments due to unavailability.

NYCWAY will post action code **127T** (Training – Needs WEP) once the worker completes the EP and there are no CARE WEP and DCAS WEP assignments available. The **127T** action code will place the participant on the **TRNWP** worklist. The **TRNWP** worklist will be handled by the Work Experience Management (WEM) program. 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](#)

**Attachment:**

**Attachment A** TAG Concurrent With WEP Screen Examples

 Please use Print on Demand to obtain copies of forms.

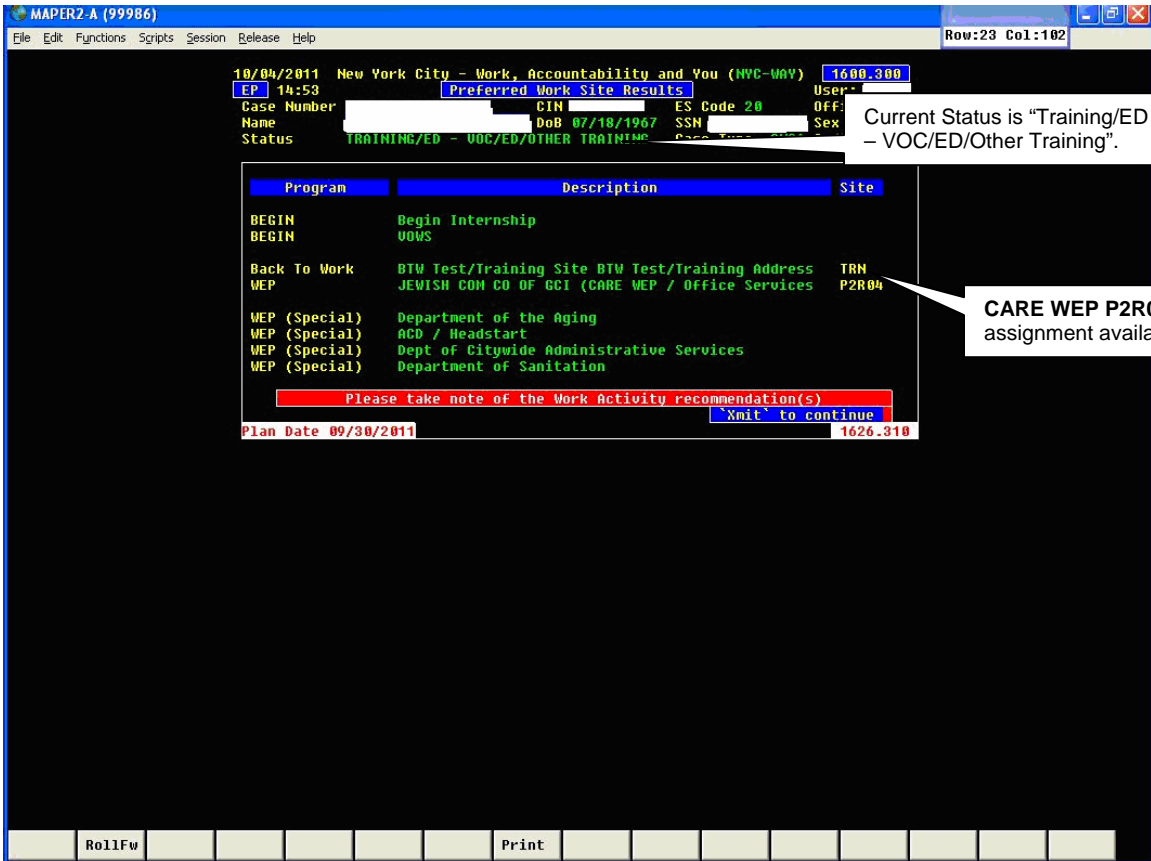
Attachment A

TAG Concurrent With WEP Screen Examples

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.

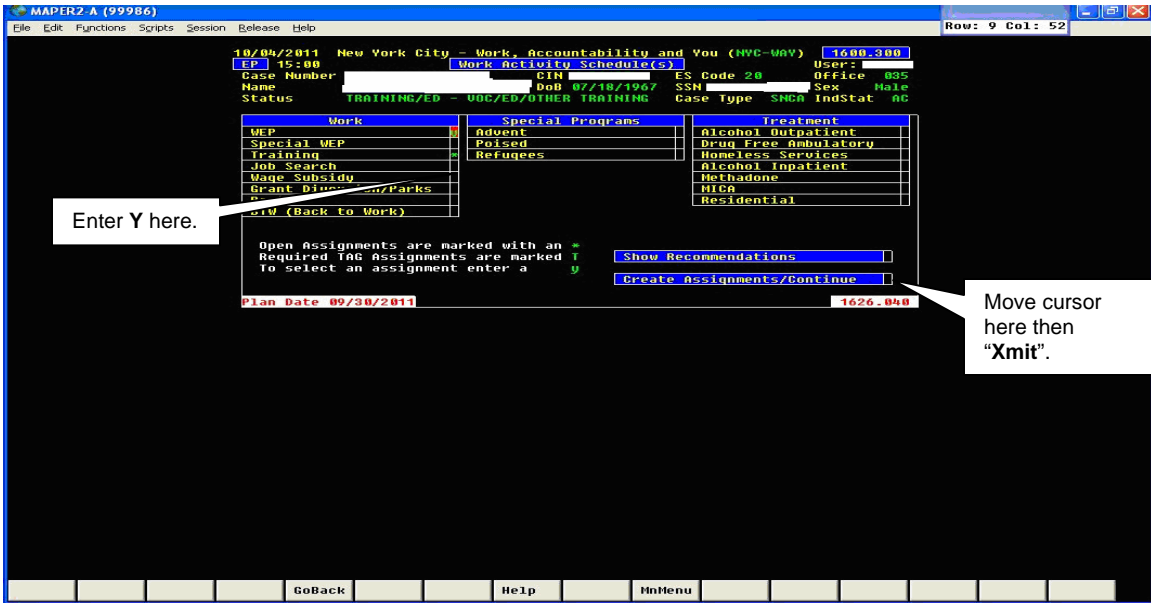
The Tag Worker must **'Xmit'** by pressing Enter to continue.



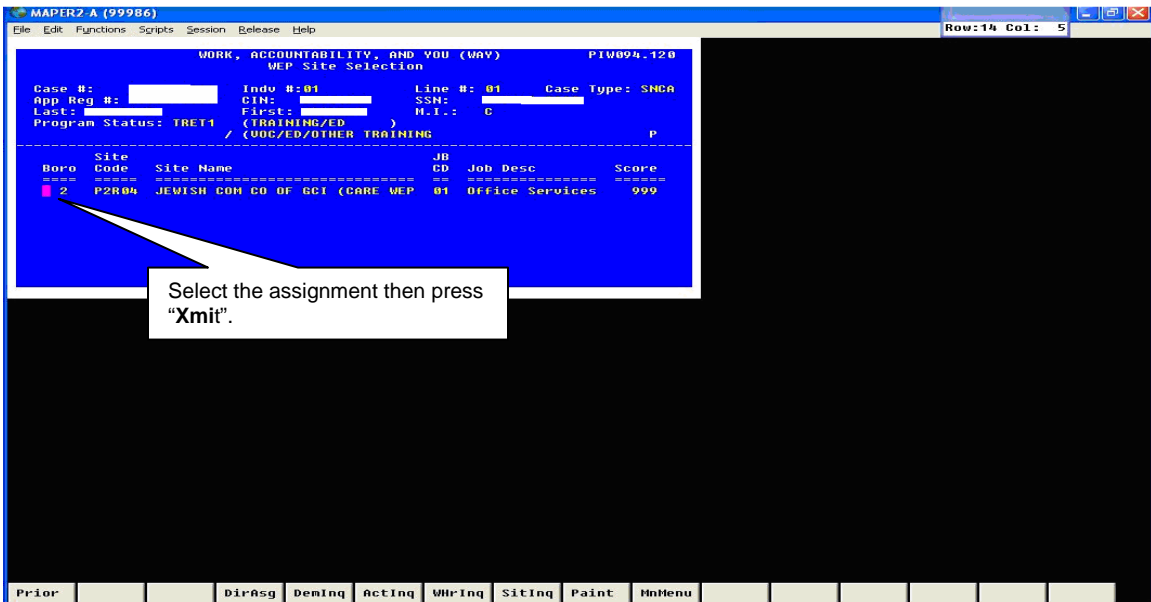
Attachment A

TAG Concurrent With WEP Screen Examples

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.)



## Attachment A

### TAG Concurrent With WEP Screen Examples

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.

MAPER2-A (99986) Row:20 Col: 17

WORK, ACCOUNTABILITY, AND YOU (WAY) PIW094.125  
WEP Assignment Detail

Case #: [redacted] Indu #:01 Line #: 01 Case Type: SNEA  
App Reg #: [redacted] CIN: [redacted] SSN: [redacted]  
Last: JELL [redacted] First: [redacted] M.I.: [redacted]  
Program Status: TRET1 (TRAINING/ED )  
/ (UOC/ED/OTHER TRAINING) P

-----  
Job Desc: 01 Office Services Start Date: 10/17/11  
Site Name: P2R04 JEWISH COM CO OF GCI (CARE WEP PROG  
Address: 3001 WEST 37TH STREET BROOKLYN, NY 11224  
Travel Dir: IND D/F OR BMT N,Q TO STILLWELL AVENUE. THEN B36 BUS(ON  
CORNER OF SURF AVE) TO WEST 37TH STREET & SURF AVENUE.

Limitations:  
Comment: [ ]  
Additional Comments? (Y/N) [ N ] Car Fare Zones: [ 1 ]  
Basis For Hours: [ P ] Hours To Work: [ 18 ] Transmit:[ ]

SitSel Exclud List DemInq ActInq WhrInq Help Paint MnMenu

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.

MAPER2-A (99986) Row:20 Col: 72

WORK, ACCOUNTABILITY, AND YOU (WAY) PIW002.110  
AUTOMATIC LETTER/FORM GENERATION PHASE  
FORM REVIEW

The list below shows the form(s) that will be generated by the selected action. All of the forms which will be produced are marked with an asterisk \*. If you do not wish to generate a form place a space in the field instead of the asterisk (\*).

Additionally, the number of copies to be printed is displayed. If you wish to change the number enter the NEW NUMBER in the space provided.

FORM	REV		NUMBER
[*] W500G1	008	WEP ASSIGNMENT INFORMATION SUMMARY-WEEKLY HOURS	[ ] 1
[*] W500G2	002	WEP PARTICIPANT TASKS BY ASSIGNMENT CLUSTER	[ ] 1
[*] W500G3	003	ASSIGNMENT INFORMATION SUMMARY	[ ] 1
[*] W500G1S	007	WEP ASSIGNMENT INFORMATION SUMMARY (SPANISH)	[ ] 1
[*] W500G2S	002	WEP PARTICIPANT TASKS BY ASSIGNMENT CLUSTER (SPAN)	[ ] 1

NoChg Cancel Paint

Attachment A

TAG Concurrent With WEP Screen Examples

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

The screenshot displays the MAPER2-A (99986) application window. The title bar shows the window name and standard OS controls. The menu bar includes File, Edit, Functions, Scripts, Session, Release, and Help. The status bar at the top right indicates 'Row:23 Col:102'. The main content area shows the following information:

10/04/2011 New York City - Work, Accountability and You (NYC-WAY) 1600.300  
EP 15:04 Preferred Work Site Results User: [redacted]  
Case Number [redacted] CIN [redacted] ES Code 20 Office 035  
Name [redacted] DoB 07/18/1967 SSN [redacted] Sex Male  
Status WORK ACTIVITY - CONCURRENT WEP/EDUC Case Type SNCA IndStat AC

Program	Description	Site
BEGIN	Begin Internship	
BEGIN	UOWS	
Back To Work	BTW Test/Training Site	BTW Test/Training Address TRN
WEP (Special)	Department of the Aging	
WEP (Special)	ACD / Headstart	
WEP (Special)	Dept of Citywide Administrative Services	
WEP (Special)	Department of Sanitation	
WEP (Special)	NYC Economic Development Corporation	

Please take note of the Work Activity Foundation(s)  
Xmit to continue

Plan Date 09/30/2011 1626.310

Print

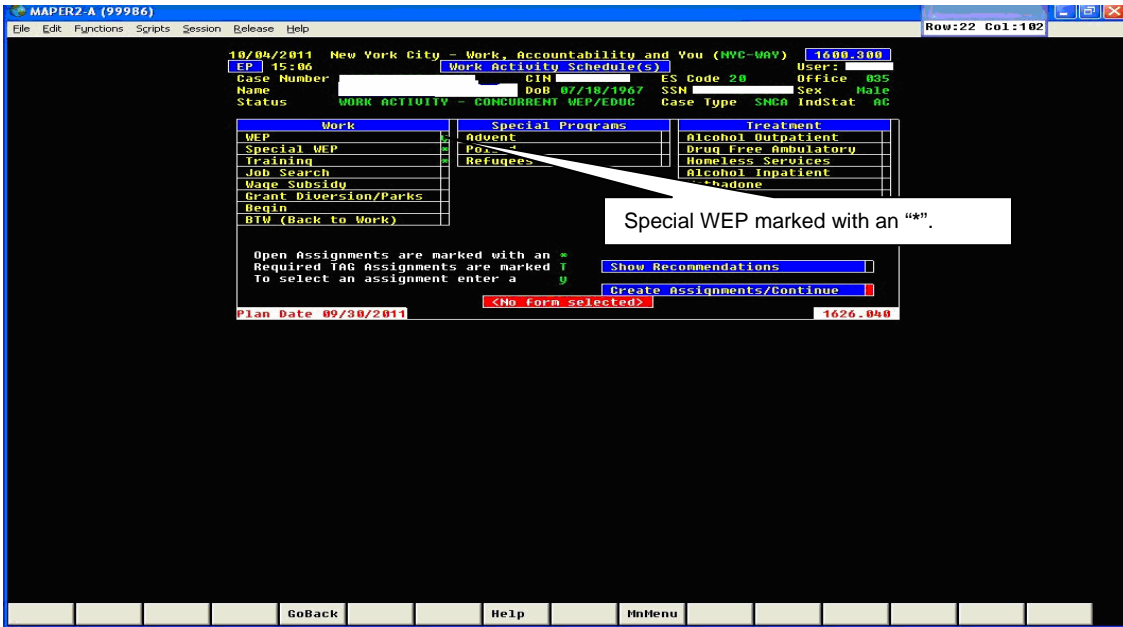
Callout 1: Status now reads "Work Activity-Concurrent WEP/EDUC".

Callout 2: P2R04 assignment no longer is shown on this screen indicating that the assignment has been selected.

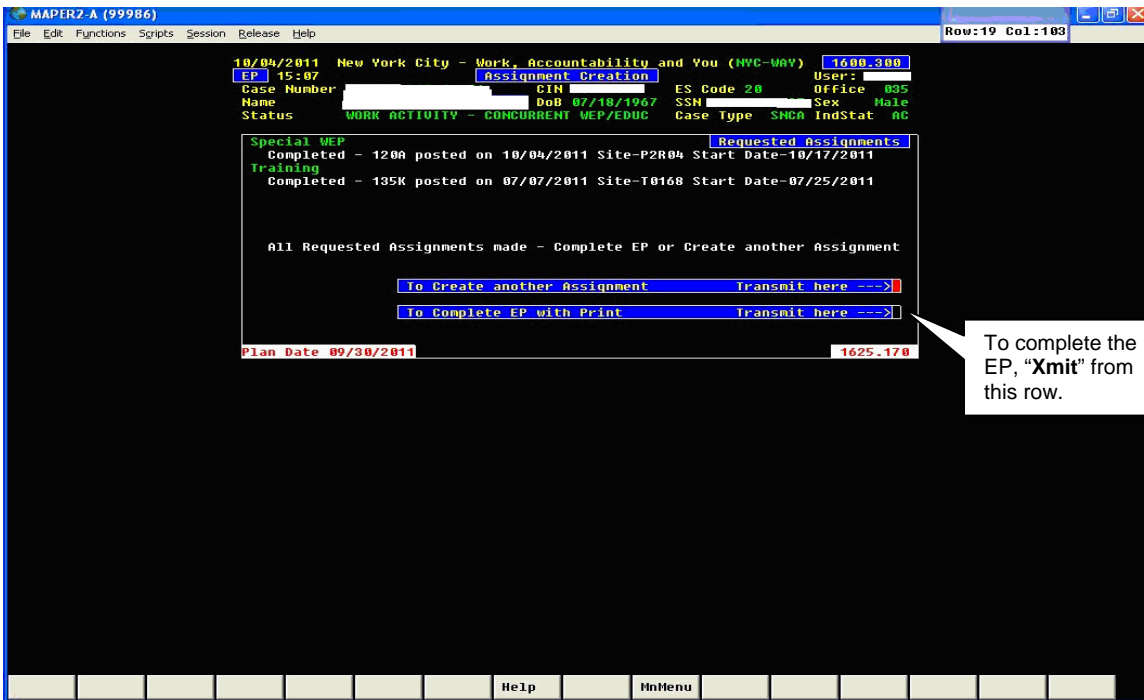
Attachment A

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.



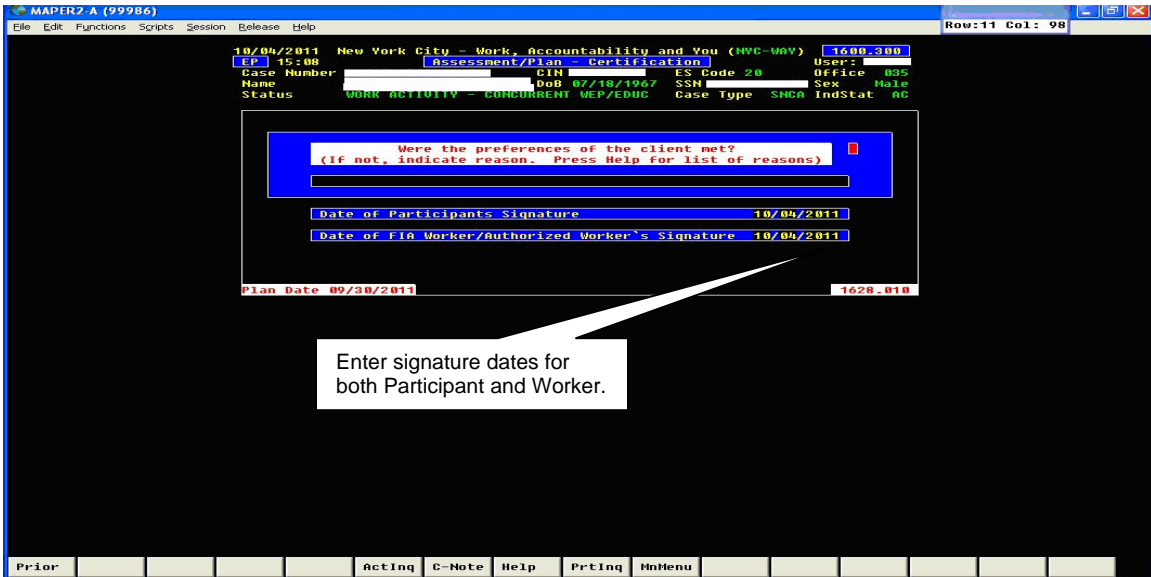
The **Assignment Creation** screen appears indicating the TAG training assignment and the Special WEP (CARE WEP P2R04) assignment.



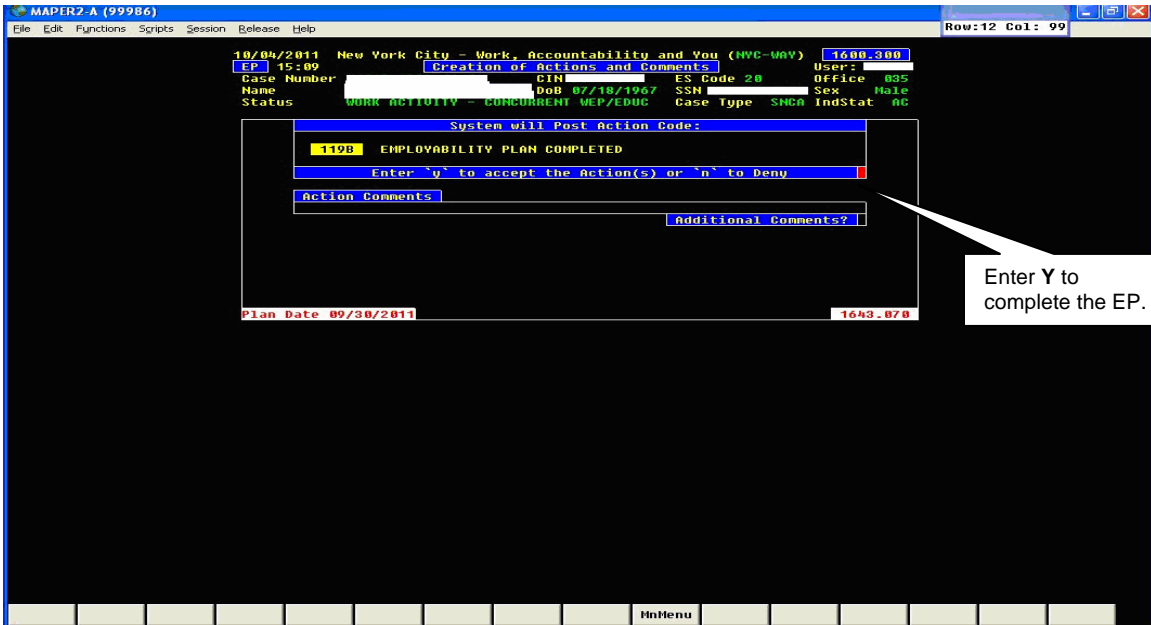
Attachment A

TAG Concurrent With WEP Screen Examples

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.

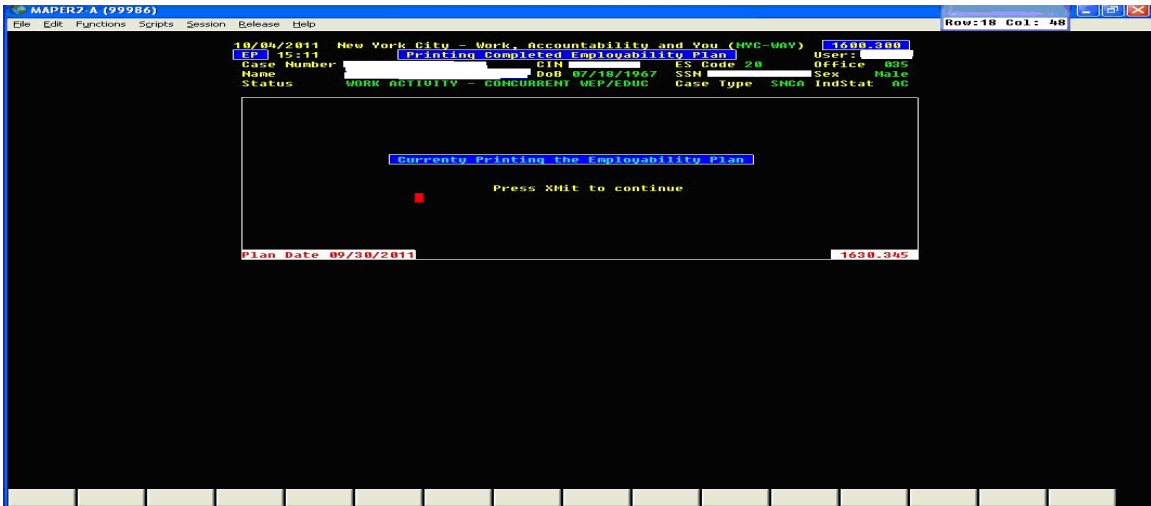




Attachment A

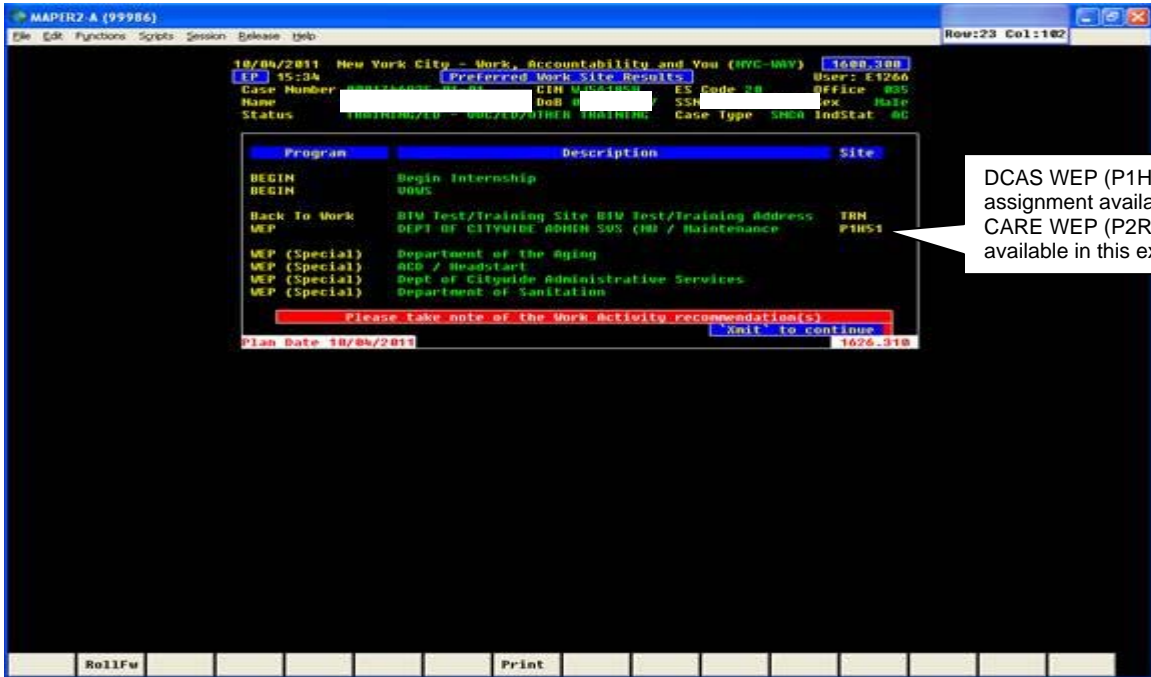
TAG Concurrent With WEP Screen Examples

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



DCAS WEP Assignment Available

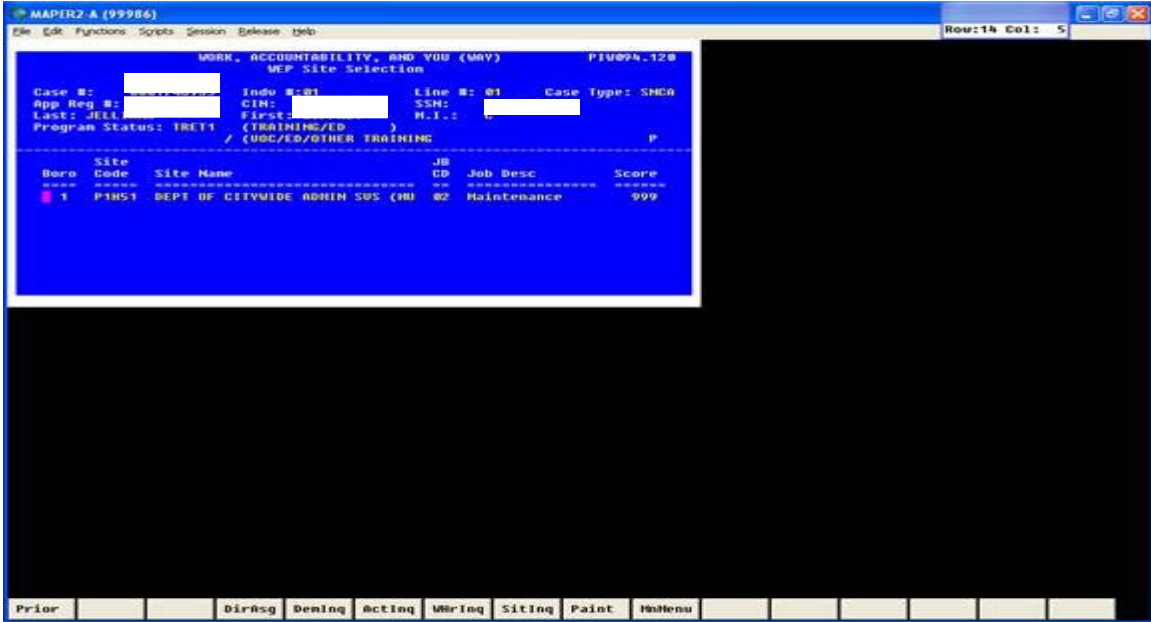
The following are examples of what is shown when there is a DCAS WEP assignment available and no CARE WEP (P2R04) assignments available on the **Preferred Work Site Results** screen. The assignment selection process is the same as shown in the CARE WEP examples previously shown.



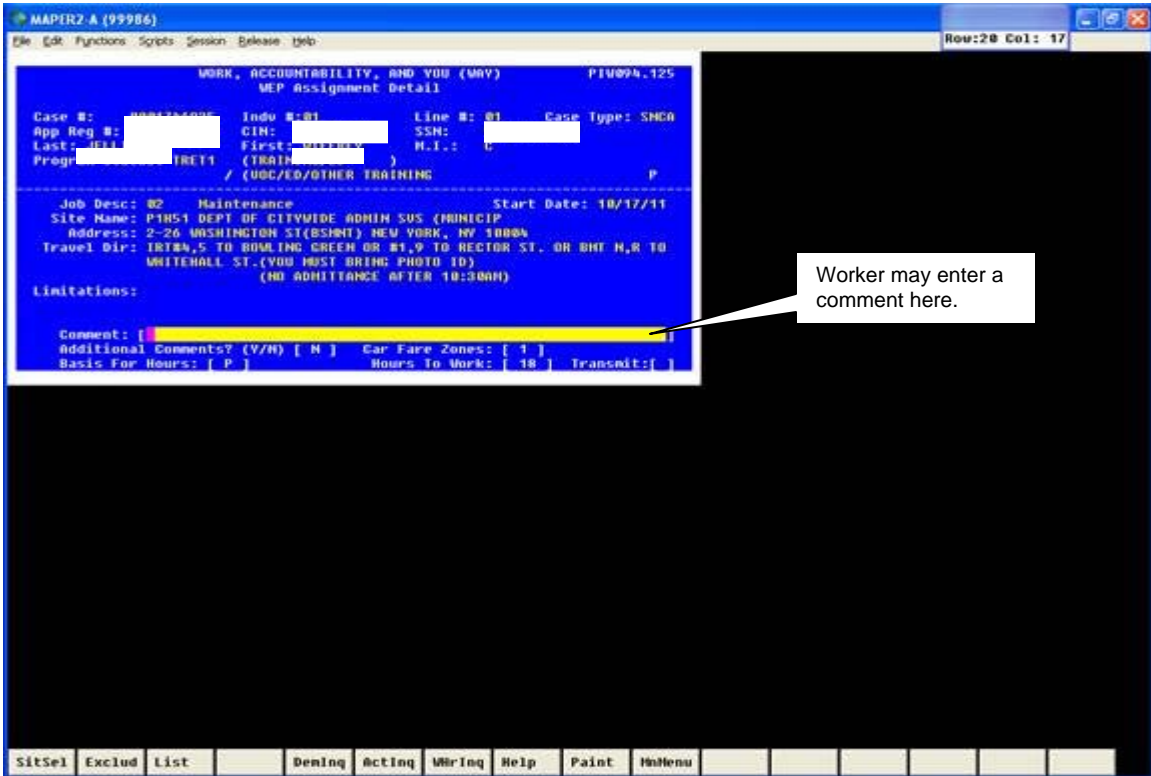
Attachment A

TAG Concurrent With WEP Screen Examples

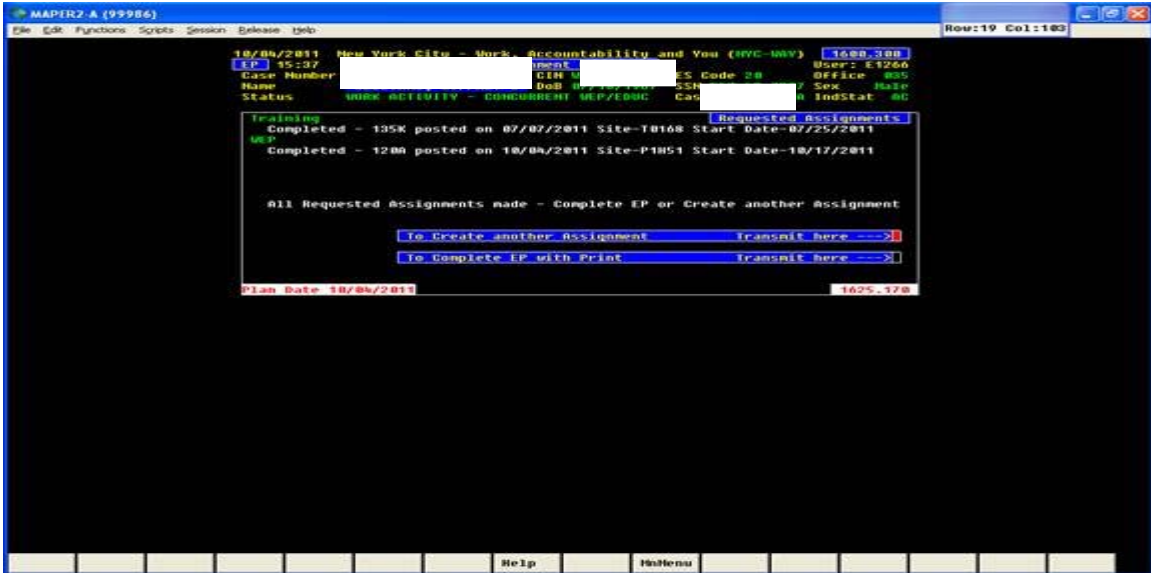
WEP Site Selection screen (DCAS WEP assignment).



WEP Assignment Detail (DCAS WEP assignment).

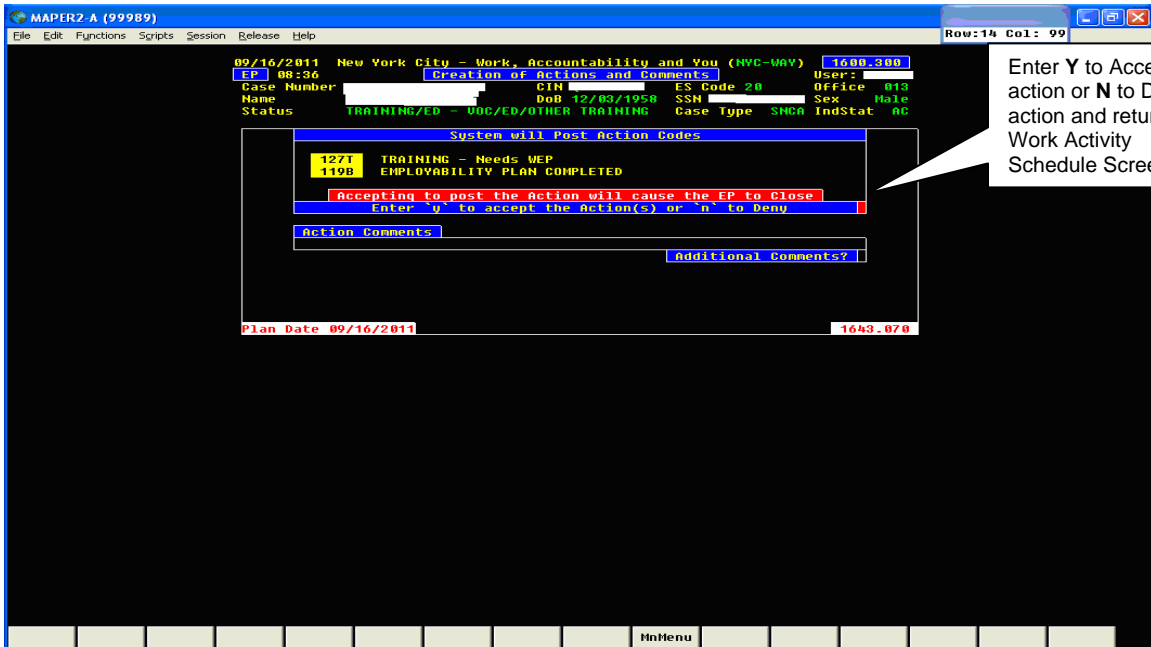


Assignment Creation screen (DCAS WEP assignment).



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.

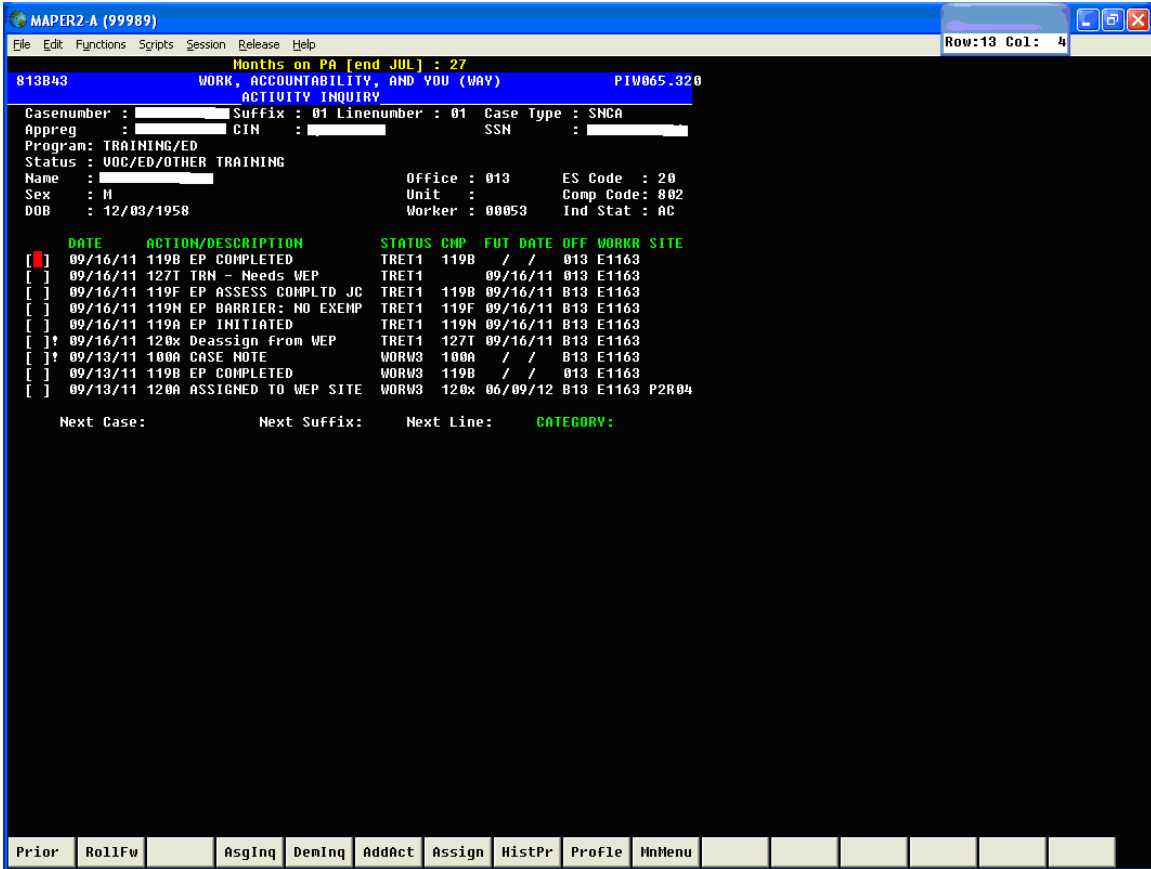


Enter Y to Accept action or N to Deny action and return to Work Activity Schedule Screen.

Attachment A

TAG Concurrent With WEP Screen Examples

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



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

