



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #12-111-EMP

*(This Policy Bulletin replaces PB #10-94-SYS)*

### TERMINATION OF THE BEGIN EMPLOYMENT GAIN INDEPENDENCE NOW (BEGIN) PROGRAM

<b>Date:</b> November 16, 2012	<b>Subtopic(s):</b> Employment
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Out Stationed Worker staff that effective 11/5/2012, no new referrals may be made to the Begin Employment Gain Independence Now (BEGIN) program.</p> <p>Effective January 1, 2013, literacy services in the new Back to Work (B2W) program will replace BEGIN as the primary source of literacy services for the participant. The new B2W vendors will offer four literacy-building options based on the needs of each participant. The four services are:</p> <ul style="list-style-type: none"> <li>• Contextualized literacy, which provides instruction within the context of the job sector;</li> <li>• Fast track GED instruction, which ranges from 3 to 6 months;</li> <li>• Referrals for GED instruction outside of the vendor while still connected to employment;</li> <li>• GED preparation at a private or public school through the Training Assessment Group (TAG),</li> </ul> <p>For Participants:</p> <p>Any participant whose EP choices result in a BEGIN referral between October 31, 2012 and December 31, 2012 will receive a BEGIN appointment for a future date. However, prior to the date of the BEGIN appointment they will receive a letter informing them of a January appointment with B2W that will supersede their BEGIN appointment. Until NYCWAY program changes are completed for B2W, NYCWAY will continue to offer BEGIN as an option through the EP even though the program is no longer taking new</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

participants. Future system updates will include the removal of BEGIN.

After December 31, 2012, any participant with literacy preferences will be informed of literacy options available to them through B2W.

When initiating a new Employment Plan (EP) for a non-exempt participant who has indicated that they do not have a High School Diploma or GED, the JOS/Worker will navigate through the screens to the **Training Assessment Questionnaire** screen.

### Training Assessment Questionnaire screen

MAPER2-A (99996)

File Edit Functions Scripts Session Release Help

07/08/2010 New York City - Work, Accountability and You <NYC-WAY> 1600.300

EP 11:37 Training Assessment Questionnaire User: E0055

Case Number 0004096463-01-08 CIN X1252870 ES Code 20 Office 071

Name RANTER, RUTHEM J DOB 02/10/1987 SSN 723-27-0900 Sex Male

Status INTAKE - GENERAL INTAKE APPT SCHEDU Case Type SNCR IndStat AC

Undertaken Educational/Training Programs? - In Past 3 years

High School Diploma or GED? Highest School Grade Achieved?

What is your Employment goal? Press F8 for List

OTHER

What steps do you feel are necessary to reach your goal? Press F8 for List

OTHER

Are you currently enrolled in a Training Program?

Do you wish to Refer this Client to the Training Assessment Group?

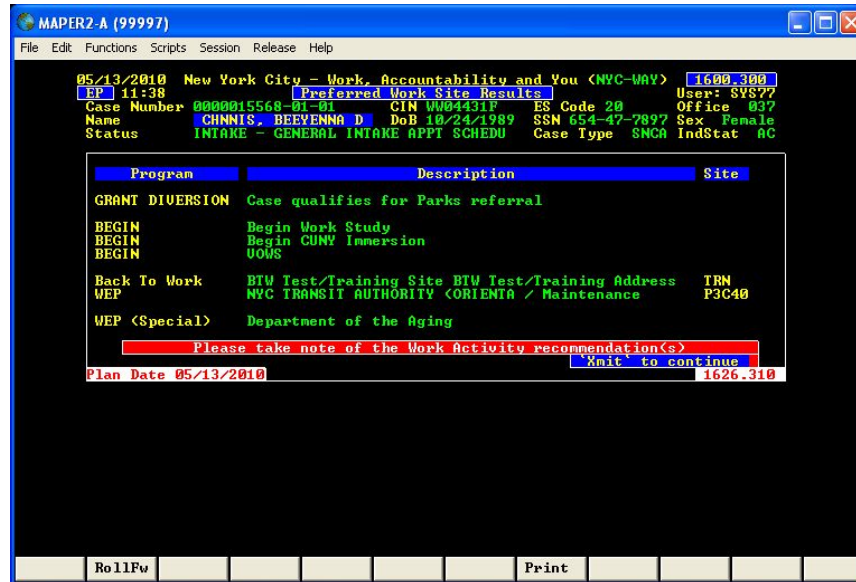
Plan Date 07/08/2010 1613.015

Prior ActIng C-Note Help PrtIng MnMenu

The JOS/Worker must answer all questions on the **Training Assessment Questionnaire** screen. If the response to the “High School Diploma or GED?” question is “No”, NYCWAY will remind staff to offer a BEGIN referral when the assignment is being created. Transmit and the **Preferred Work Site Results** screen appears.

**Note:** Until NYCWAY program changes are completed for the B2W, NYCWAY will continue to offer BEGIN as an option through the EP even though the program is no longer taking new participants. Future system updates will include the removal of BEGIN.

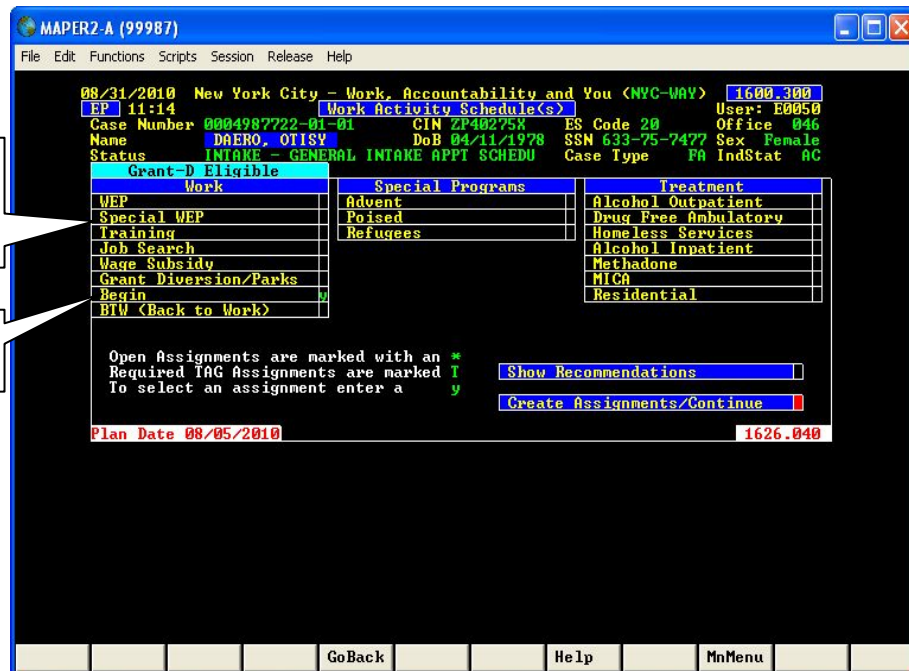
**Preferred Work Site Results screen**



The information on this screen represents a recommendation for an assignment based on answers to previous questions.

The JOS/Worker will click **Transmit** and the **Work Activity Schedule** screen appears.

**Work Activity Schedule(s) screen – BEGIN selected**



Select the participant's requested assignment on this screen.

BEGIN selected

If the participant has indicated that they would like to receive literacy services the JOS/Worker must enter **Y** in the **BEGIN** option of the **Work Activity Schedule(s)** screen, and transmit.

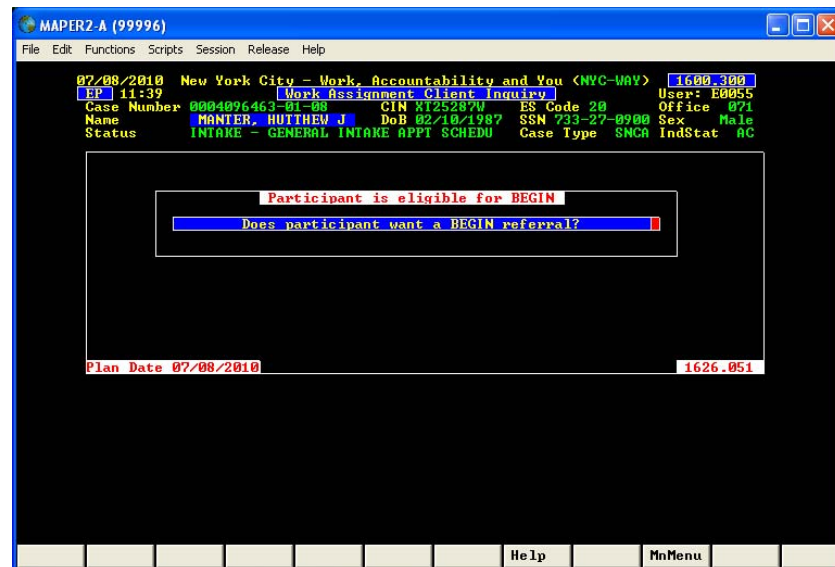
New Information

NYCWAY will post Action Code **124Z** (BEGIN Transition to B2W Pool) and The Information About Your Literacy Services form (**FIA-1086b**) will be generated. The **FIA-1086b** will inform the participant that BEGIN is being replaced by B2W and that the client will receive a letter in the mail with their new B2W appointment.

If the participant does not request to have literacy services and the answer to the “High School Diploma or GED?” question is **N**, the **Work Assignment Inquiry** screen will appear with the reminder, “Participant is eligible for BEGIN,” and the question, “Does participant want a BEGIN referral?”.

**Work Assignment Client Inquiry screen**

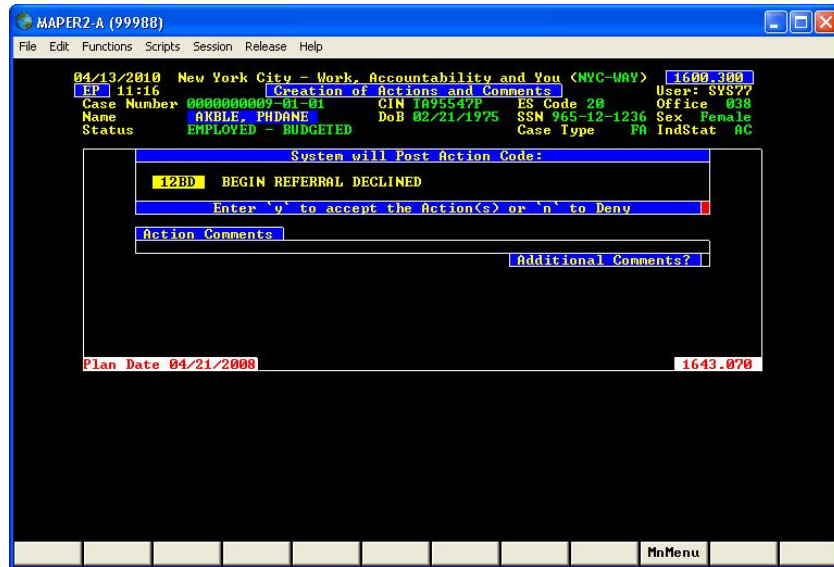
Note: This screen will be removed in future NYCWAY updates



The JOS/Worker must enter **Y** if the participant agrees to literacy services, and BEGIN selection screens will appear.

If the participant again declines literacy services, the JOS/Worker must enter **N** and transmit. The **Creation of Actions and Comments** screen will appear.

**Creation of Actions and Comments screen**



The JOS/Worker will Enter a **Y** to post Action Code **12BD** (BEGIN Referral Declined), and NYCWAY will process the non-literacy services option.

**Note:** This process does not apply to applicants, and the **12BD** is informational only and will not affect any referral or assignment to available work activities.

For Applicants:

When the case of a CA applicant assigned to BTW becomes active, Action Code **010Q** (Case Accepted - Participating In BTW) is posted by NYCWAY, and the individual will be referred to the Outstationed Worker (OSW) to decide what the next activity should be. The OSW will update the EP and will navigate through the EP to the **EP – Personal Circumstances Questions** screen.

Web Based OSW Responsibilities

**EP – Personal Circumstances Questions** screen

EP - Personal Circumstance Questions

Case	Suffix	Line	Appreg	CIN	Name	Dob	SSN	Sex
	01	01	0009727111			12/07/1984		F
Case Type	Ind Stat	ES Code	Office	Worker	Household	Primary / Secondary Status		
SNGA	AC	20	046	00041	01	WORK ACTIVITY WORW5 / JOB CLUB /JOB SEARCH		

Veteran ?  Yes  No

Ever Employed ?  Yes  No

Any Licenses / Certificates ?  Yes  No

High School Diploma or GED ?  Yes  No

...Highest School Grade Achieved ?

What is your Employment Goal?

What steps do you feel are necessary to reach your goal?

Undertaken Educational Training Programs in past 3 years?  Yes  No

A TAG referral cannot be made - An open Applicant BTW referral exists

Next Prior Reset Case Note

When the response to the “High School Diploma or GED?” question is **N**, NYCWAY will remind the OSW to offer a BEGIN referral when the new assignment is being made if BEGIN is not the first selection.

The available assignments are displayed on the **EP Work Activity Schedule** screen, and the OSW must select the most appropriate referral for the participant based on the participant’s request.

**EP Work Activity Schedule screen**

Case	Suffix	Line	Appra	CIN	Name	Dob	SSN	Sex
0005305727	01	01	0009727111	UT79140M	KANES, JODENE L	12/07/1984	603-18-1951	F

Case Type	Ind Stat	ES Code	Office	Worker	Household	Primary / Secondary Status
SNCA	AC	20	046	00041	01	WORK ACTIVITY WORW5 / JOB CLUB / JOB SEARCH

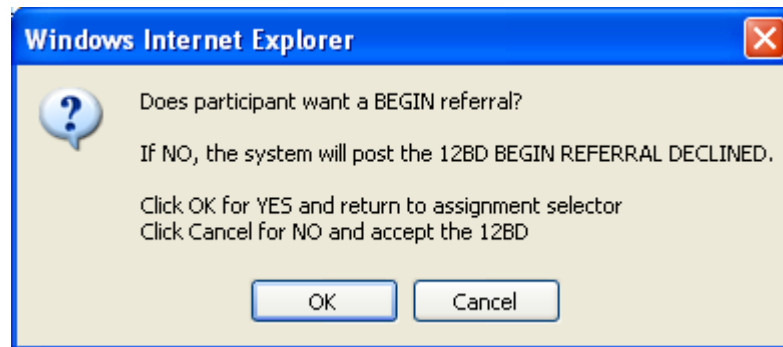
  

Program	Description	Site Code
BEGIN	Begin Work Study	
BEGIN	Begin CUNY Immersion	
BEGIN	VOWS	
Back To Work	BTW Test/Training Site BTW Test/Training Address	TRN
WEP	NYC TRANSIT AUTHORITY (ORIENTA / Maintenance	P3C40
WEP (Special)	Department of the Aging	
WEP (Special)	ACD / Headstart	
WEP (Special)	Dept of Citywide Administrative Services	
WEP (Special)	Department of Sanitation	
WEP (Special)	NYC Economic Development Corporation	

Work Activity	Special Programs	Treatment
WEP <input checked="" type="checkbox"/>	Advent N/A	Alcohol Outpatient N/A
Special WEP N/A	Poised <input type="checkbox"/>	Drug Free Ambulatory N/A
BTW (Back To Work) <input checked="" type="checkbox"/>	Refugees N/A	Homeless Services N/A
Training N/A		Alcohol Inpatient N/A
Wage Subsidy <input type="checkbox"/>		Methodone N/A
Grant Diversion Parks N/A		MICA N/A
Begin <input type="checkbox"/>		Residential N/A

If the answer to the “High School Diploma or GED” question is **N**, and an assignment other than BEGIN is selected, a pop-up message “Does participant want a BEGIN referral?” is displayed.



**New Information**

If the participant expresses an interest in receiving literacy services, click **OK**, and the system will return to the **Assignment Selector** to select a BEGIN referral.

When the BEGIN referral is selected, NYCWAY will post Action Code **124Z**, and form **FIA-1086b** will be generated. The **FIA-1086b** will inform the participant that BEGIN is being replaced by B2W and that the client will receive a letter in the mail with their new B2W appointment.



If the participant does not wish to receive literacy services, click **Cancel** and continue with the original assignment.

The system will then prompt for acceptance/posting of the **12BD**.

When the **12BD** has posted, access the **Make an Assignment** screen, and make the selected non-BEGIN assignment.

### Make an Assignment screen

Case	Suffix	Line	Agency	CIN	Name	Dob	SSN	Sex
0005305727	01	01	0009727111	UT79140M	KANES, JODENE L	12-07-1984	603-18-1951	F

BTW (Back To Work)  
 WEP (Work Experience Program)  
 Begin Managed Activities  
 Substance Abuse  
 ESP Special POP  
 Wage Subsidy  
 POISED I

None  
 A - Alcohol Outpatient

Assign Return

**Note:** For participants in Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) who choose to participate in a literacy/education activity outside of Vocational Rehabilitation Services (VRS), Customized Assistance Services (CAS) will provide the services.

*Effective Immediately*

#### Reference:

[09-ADM-16](#)

#### Attachments:

**FIA-1086b (E)** Information About Your Literacy Services (11/16/12)

**FIA-1086b (S)** Information About Your Literacy Services (Spanish) (11/16/12)



Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Case Type: \_\_\_\_\_  
Caseload: \_\_\_\_\_

### Information About Your Literacy Services

Beginning January 1, 2013, HRA will launch our new Back to Work (B2W) program. The new B2W replaces the current Back to Work (BTW) program as well as the Begin Employment Gain Independence Now (BEGIN) program.

B2W vendors will prepare you for work by providing an option of four different literacy tracks each designed to maximize your current skill set. HRA is committed to working with the new B2W vendors in supporting your efforts to attain self-sufficiency.

What this means for you:

**If you are currently in BEGIN and Work Experience Program (WEP):**

As of the date of this notice, all BEGIN-related activities (including BEGIN assignment and BEGIN-associated WEP assignment) are terminated. Your attendance and participation with BEGIN and any associated WEP assignment are no longer required.

Before the start of B2W, should you be eligible, you may be given a new WEP assignment to replace your BEGIN-associated WEP assignment.

You will receive an appointment notice in the mail requiring you to report to a newly assigned B2W vendor. All necessary information will be included on that appointment letter.

**If you have an appointment scheduled to start BEGIN:**

As of the date this notice, your appointment is cancelled. You will receive an appointment notice in the mail requiring you to report to a newly assigned B2W vendor. All necessary information will be included on that appointment letter.

**If you have indicated that you would like to receive literacy services but have not yet been scheduled for an appointment:**

You will receive an appointment notice in the mail requiring you to report to a newly assigned B2W vendor. All necessary information will be included on that appointment letter.

Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Tipo del Caso: \_\_\_\_\_  
Unidad: \_\_\_\_\_

## Información Sobre Sus Servicios de Alfabetización

A partir del 1ro de enero, 2013, la HRA lanzará nuestro nuevo programa de Vuelta al Trabajo (B2W). El nuevo B2W reemplaza no sólo el actual programa de Vuelta al Trabajo (BTW), sino también el programa de BEGIN (Comienzo del Trabajo para Ganar la Independencia Ahora).

Los vendedores de B2W le prepararán para trabajar brindándole una opción de cuatro distintas vías de alfabetización, todas creadas para potenciar sus aptitudes actuales. La HRA se compromete a trabajar con los nuevos vendedores de B2W para apoyar los esfuerzos de usted para lograr la autosuficiencia.

### Lo que esto significa para usted:

#### **Si usted está actualmente en BEGIN y el Programa de Experiencia Laboral (WEP):**

A partir de la fecha de este aviso, han terminado todas las actividades relacionadas con BEGIN (incluyendo la asignación de BEGIN y la asignación de WEP relacionada con BEGIN). Ya no se requiere su asistencia y participación en BEGIN y cualquier asignación de WEP relacionada.

Antes del comienzo de B2W, en caso de que usted sea elegible, se le dará una nueva asignación de WEP para reemplazar la asignación de WEP relacionada con BEGIN.

Usted recibirá por correo un aviso de cita con instrucciones de presentarse a un nuevo vendedor asignado de B2W.

#### **Si usted tiene una cita programada para empezar BEGIN:**

En vigor a partir de la fecha de este aviso, queda cancelada su cita. Usted recibirá por correo un aviso de cita con instrucciones de presentarse a un nuevo vendedor asignado de B2W. Toda información necesaria estará incluida en esa carta de cita.

#### **Si usted ha indicado que le gustaría recibir servicios de alfabetización, pero aún no ha sido programado(a) para una cita:**

Usted recibirá por correo un aviso de cita con instrucciones de presentarse a un nuevo vendedor asignado de B2W. Toda información necesaria estará incluida en esa carta de cita.