



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #12-16-OPE

BRONXWORKS MOVE

Date: February 23, 2012	Subtopic(s): Housing Supplements
<p> This procedure can now be accessed on the FIAweb.</p> <p>Centralized location for BronxWorks</p> <p>Refer to PD #10-10-ELI for detailed information on FEPS.</p>	<p>The purpose of this policy bulletin is to advise all staff, especially staff in the Melrose, Crotona, and Fordham Job Centers that the BronxWorks program will move from the aforementioned centers into a centralized location.</p> <p>Beginning Monday, February 13, 2012 BronxWorks will be located at 630 Jackson Ave, Bronx New York 10455 inside the Hunts Point Multiservice Center. BronxWorks can be contacted at 718-637-2630.</p> <p>BronxWorks is a nonprofit service provider, contracted with the Office of Temporary and Disability Assistance (OTDA) to complete and submit Family Eviction Prevention Supplement (FEPS) applications on behalf of eligible Cash Assistance households. As a result of this move, BronxWorks will work with the Special Projects Center (SPC) which will now be responsible for processing approved FEPS applications and other aspects of the FEPS application process for the three Bronx Job Centers. The Homeless Diversion Unit (HDU) staff located in Melrose, Crotona, and Fordham will continue to be a liaison with BronxWorks, as the move does not change their role in the FEPS application process.</p> <p>If an applicant/participant that resides in the Bronx reports to the Job Center with a rent arrears emergency and are potentially FEPS eligible, the household should be referred from HDU to BronxWorks at their new location.</p> <p>In addition, the SPC will be responsible for processing all FEPS approvals <u>received from BronxWorks</u>.</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

Effective Immediately

Related Item:

[PD #10-10-ELI](#)