



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #12-23-OPE (This Policy Bulletin Replaces PB #12-07-OPE)

### MAILING TO FOOD STAMP PARTICIPANTS REGARDING THE FOOD STAMP EMPLOYMENT AND TRAINING (FSET) VENTURE II PROGRAM

<b>Date:</b> March 29, 2012	<b>Subtopic(s):</b> Mailing
<p> This procedure can now be accessed on the FIAweb.</p> <p>Cases not included in the mailing</p>	<p><b>Revision to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to inform staff that the FSET Venture II Provider Directory (<b>Attachment A</b>) has been updated to remove Kingsborough Community College and LaGuardia Community College and to change the target population and industries/jobs column for the Central Queens YM &amp; YWHA.</p> <p><b>Purpose:</b></p> <p>The purpose of this policy bulletin is to inform staff at Non Cash Assistance Food Stamp Centers about a mailing that will be sent to Food Stamp participants between the ages of 16 and 59 who have an employment status code of <b>WA</b> (Work registration required – ABAWD exempt) or <b>WE</b> (Work registration exempt).</p> <p>Individuals between the ages of 16 and 59 who have an employment status code of <b>WE</b> who are exempt from work registration because they are considered disabled (aged/disabled indicator of <b>X</b> on the individual’s line in the WMS budget) or are exempt from work registration because they are employed for at least 30 hours per week or have weekly earnings of at least \$217.50 (30 x the federal hourly minimum wage of \$7.25) will not be included in the mailing.</p> <p>The mailing contains a notice, entitled “Important Notice To Food Stamp Participants” (<b>FIA-1062</b>). The notice informs the participants about the Food Stamp Employment and Training (FSET) Venture II Program that offers free employment-focused education and training services to assist them in finding employment.</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

**Attachment A** has been revised.

The mailing also includes a directory, entitled “FSET Venture II Provider Directory” (**Attachment A**) that lists the organizations that are participating in the FSET Venture II Program. These organizations specialize in assisting targeted groups of individuals in acquiring skills needed to find work in various industries.

Upon receipt of the **FIA-1062** and **Attachment A**, the participant can decide which vendor he/she would like to work with.

After the participant contacts and meets with the selected vendor, the vendor will enroll the participant in the FSET Venture II Program and have the participant sign the Food Stamp Employment and Training (FSET) Venture II Enrollment and Consent Form (**FIA-1063**).

The **FIA-1063** informs the participant that he/she has been enrolled with a particular vendor whose services are intended to allow him/her to secure and maintain employment. In addition, the **FIA-1063** has a consent section that informs the participant that the Human Resources Administration (HRA) and the Venture II Program provider will, upon his/her consent, share information. If the participant agrees to the sharing of information, he/she must sign the consent section of the form.

During the initial phase of the Venture II Program, the program provider will fax signed copies of the **FIA-1063** to Employment and Contract Services (ECS), which will be responsible for scanning and indexing the form into the HRA Viewer.

If the participant elects not to sign the **FIA-1063** consent form, he/she will not be eligible to participate in the FSET Venture II Program.

If the participant secures employment as a result of the FSET Venture II Program, the program provider will complete the Food Stamp Employment Declaration (**W-100J**) and fax it to ECS which will scan and index the form into the “**Change in Hours/Wages**” worklist that will be worked on by staff at the Special Projects Change Center (F25).

Samples of the forms and the directory are attached.

*Effective immediately*

🖨 Please use Print on Demand to obtain copies of forms.

**Attachments:**

- Attachment A** FSET Venture II Provider Directory
- FIA-1062 (E)** Important Notice To Food Stamp Participants
- FIA-1062 (S)** Important Notice To Food Stamp Participants (Spanish)
- FIA-1063 (E)** Food Stamp Employment and Training (FSET) Venture II Enrollment and Consent Form
- FIA-1063 (S)** Food Stamp Employment and Training (FSET) Venture II Enrollment and Consent Form (Spanish)

## FSET VENTURE II PROVIDER DIRECTORY

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
Agudath Israel of America Community Services	<ul style="list-style-type: none"> <li>Unemployed/under employed with limited English proficiency</li> </ul>	<ul style="list-style-type: none"> <li>Healthcare</li> <li>Bookkeeping/clerical</li> <li>Customer service</li> </ul>	225 Broadway New York, NY 10007  4006 18th Avenue Brooklyn, NY 11230	(212) 809-5935 Extension 301	Monday to Thursday: 9:00 AM to 5:30 PM  Friday: 9:00 AM to 1:00PM
CAMBA, Inc.	<ul style="list-style-type: none"> <li>Unemployed/under employed adults and parents</li> <li>Young adults (18-24)</li> <li>Immigrants with limited English</li> </ul>	<ul style="list-style-type: none"> <li>Security</li> <li>Customer service</li> <li>Healthcare sector</li> <li>Gourmet foods</li> </ul>	2211 Church Avenue Brooklyn, NY 11230	(718) 282-0108 Extension 79307	Monday to Friday: 9:00 AM to 5:00 PM
Center for Employment Opportunities, Inc.	<ul style="list-style-type: none"> <li>Formerly incarcerated individuals currently on New York State parole</li> </ul>	<ul style="list-style-type: none"> <li>Warehouse operations</li> <li>Construction: OSHA certification</li> </ul>	32 Broadway New York, NY 10004	(212) 422-4430 Extension 203	Monday to Friday: 9:00 AM to 5:00 PM
Central Queens YM & YWHA	<ul style="list-style-type: none"> <li>Unemployed/under employed parents</li> <li>Out of school youth (16-24)</li> <li>Limited English proficiency (Arabic, Chinese, Georgian, Russian, Spanish)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Medical Technician</li> <li>Customer service</li> <li>Home Health Aide</li> <li>Maintenance</li> <li>Medical billing</li> <li>GED</li> <li>Certified Security Guard</li> <li>Lifeguard</li> <li>Food Service</li> </ul>	67-09 108th Street Forest Hills, NY 11375	(718) 268-5011 Extension 621	Monday to Friday: 9:00 AM to 9:00 PM
Chinatown Manpower Project, Inc.	<ul style="list-style-type: none"> <li>Immigrants with limited English proficiency</li> <li>Youth</li> </ul>	<ul style="list-style-type: none"> <li>Bookkeeping</li> <li>Nursing Assistant</li> <li>Energy Auditor</li> </ul>	70 Mulberry Street, 3rd fl. New York, NY 10013  37-43-77th Street, 2nd fl. Jackson Heights, NY 11372  35-56 159 Street, Flushing, NY 11358	(212) 571-1690	Monday to Friday: 9:00 AM to 5:00 PM
East Harlem Employment Services d/b/a STRIVE	<ul style="list-style-type: none"> <li>Ex-offenders</li> <li>Non-custodial fathers</li> </ul>	<ul style="list-style-type: none"> <li>Green construction</li> <li>Office/Administrative support</li> <li>Customer service</li> </ul>	240 East 123rd Street, 3rd fl. New York, NY 10035	(212) 360-1100	Monday to Friday: 9:00 AM to 5:00 PM
Edith and Carl Marks Jewish Community House of Bensonhurst	<ul style="list-style-type: none"> <li>Limited English proficiency</li> <li>Youth (16-24)</li> <li>Unemployed/under employed parents</li> </ul>	<ul style="list-style-type: none"> <li>CNA</li> <li>Phlebotomy/EKG</li> <li>Accounting</li> <li>Medical billing</li> </ul>	7802 Bay Parkway Brooklyn, NY 11214	(718) 943-6330	Monday to Thursday: 9:00 AM to 5:00 PM  Friday: 9:00 AM to 3:00PM

## Attachment A

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
El Barrios Operation Fight Back Inc.	<ul style="list-style-type: none"> <li>Limited English proficiency (Spanish)</li> <li>Unemployed/under employed parents</li> </ul>	<ul style="list-style-type: none"> <li>Certified Home Health Aide</li> </ul>	413 East 120th Street, Suite 401 New York, NY 10035	(212) 427-7080	Monday to Friday: 9:00 AM to 5:00 PM
Henry Street Settlement	<ul style="list-style-type: none"> <li>Non-English speakers (especially Asian Americans)</li> <li>Youth</li> <li>Unemployed/under employed parents</li> <li>Non-custodial parents</li> </ul>	<ul style="list-style-type: none"> <li>Retail</li> <li>Food Service</li> <li>Hospitality</li> <li>Security</li> <li>Customer Service</li> </ul>	99 Essex Street, 3rd fl. New York, NY 10002	(212) 478-5400	Monday to Friday: 9:00 AM to 7:00 PM
Highbridge Community Life Center, Inc.	<ul style="list-style-type: none"> <li>Unemployed/under employed parents</li> <li>Young adults (18-24)</li> <li>Limited English proficiency</li> </ul>	<ul style="list-style-type: none"> <li>Nurse Aide</li> </ul>	1438 Ogden Avenue Bronx, NY 10452	(646) 393-9533	Monday to Friday: 9:00 AM to 8:00 PM
LEAP, Inc. d/b/a Brooklyn Workforce Innovations	<ul style="list-style-type: none"> <li>Ex-offenders</li> <li>History of substance abuse</li> <li>Youth (21-25)</li> <li>Unemployed/ under employed parents</li> </ul>	<ul style="list-style-type: none"> <li>Network cable installation</li> <li>CDL</li> <li>Wood worker</li> <li>Security guard</li> </ul>	621 Degraw Street Brooklyn, NY 11217  151 5th Avenue Brooklyn, NY 11217  125 8th Street Brooklyn, NY 11215	Cable installation: (718) 237-2017 Extension 149  CDL Program (718) 237-4846  Woodworker (718) 389-3636  Security Guard (718) 237-2017 Extension 175	Monday to Friday: 9:00 AM to 5:00 PM
Long Beach Adult Learning Center	<ul style="list-style-type: none"> <li>Immigrants with limited English proficiency</li> <li>Youth (16-21)</li> <li>Students with or without a high school diploma</li> </ul>	<ul style="list-style-type: none"> <li>Healthcare</li> <li>Environmental</li> <li>Customer service</li> <li>Retail</li> <li>Office</li> </ul>	Long Beach Adult Learning Center 75 East Walnut Street Long Beach, NY 11561	(516) 897-2268	Monday to Friday: 9:00 AM to 3:00 PM  Monday to Wednesday: 6:00 PM to 9:00 PM
Manhattan Educational Opportunity Center – Borough of Manhattan Community College	<ul style="list-style-type: none"> <li>Limited English proficiency</li> <li>Unemployed/under employed</li> </ul>	<ul style="list-style-type: none"> <li>Healthcare</li> <li>Security officers</li> <li>Nonprofit jobs</li> </ul>	State Office Building 163 West 125th Street New York, NY 10027	(212) 961-5881	Monday to Thursday: 9:00 AM to 7:00 PM  Friday: 9:00 AM to 5:00PM

## Attachment A

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
Northern Manhattan Improvement Corporation	<ul style="list-style-type: none"> <li>• Non-custodial parents</li> <li>• Ex-offenders</li> <li>• Limited literacy and work history</li> <li>• Limited English proficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare</li> <li>• Building maintenance/retrofit and weatherization</li> <li>• Retail</li> <li>• Customer service</li> <li>• Security</li> <li>• Office administration</li> </ul>	76 Wadsworth Avenue, 2nd fl. New York, NY 10033	(212) 453-5396	Monday and Thursday: 9:00 AM to 7:00 PM  Tuesday, Wednesday, and Friday: 9:00 AM to 5:00 PM
Opportunities for a Better Tomorrow	<ul style="list-style-type: none"> <li>• Unemployed/under employed adults</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare</li> <li>• Administrative/clerical</li> <li>• GED programs</li> </ul>	280 Wyckoff Avenue Brooklyn, NY 11237	(718) 381-3222	Monday to Friday: 9:00 AM to 4:00 PM
Paraprofessional Healthcare Institute, Inc.	<ul style="list-style-type: none"> <li>• Unemployed/under employed adults (18+)</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare</li> </ul>	349 East 149th Street Bronx, NY 10451	(718) 928-2060	Monday to Friday: 9:00 AM to 5:00 PM
Per Scholas	<ul style="list-style-type: none"> <li>• Unemployed/under employed parents (18-55)</li> <li>• Formerly incarcerated</li> <li>• History of substance abuse</li> <li>• Disconnected youth (16-24)</li> <li>• English language learners</li> </ul>	<ul style="list-style-type: none"> <li>• Computer &amp; information technology</li> </ul>	804 East 138th Street, 2nd fl. Bronx, NY 10454	(718) 991-8400 Extension 245	Monday to Friday: 8:30 AM to 5:30 PM
St. Nicks Alliance	<ul style="list-style-type: none"> <li>• Ex-offenders</li> <li>• Limited English proficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Remediation Technician</li> <li>• Delivery and transportation</li> <li>• ESL/GED/ABE</li> </ul>	790 Broadway Brooklyn, NY 11206	(718) 302-2057 Extension 200	Monday to Friday: 9:00 AM to 9:00 PM
The Fortune Society	<ul style="list-style-type: none"> <li>• Ex-offenders</li> </ul>	<ul style="list-style-type: none"> <li>• Green construction</li> <li>• Building performance</li> <li>• Environmental remediation</li> </ul>	29-76 Northern Blvd. LIC, NY 11101	(347) 510-3439 (347) 510-3687 (718) 517-7943	Monday to Friday: 9:00 AM to 5:00 PM
Year Up, Inc.	<ul style="list-style-type: none"> <li>• Disconnected young adults unemployed/under employed (18-24)</li> <li>• High School diploma/GED holders</li> </ul>	<ul style="list-style-type: none"> <li>• IT Helpdesk Technician</li> <li>• Financial operations analyst</li> <li>• Quality Assurance software tester</li> </ul>	55 Exchange Place New York, NY 10005  9 Dekalb Avenue Brooklyn, NY 11201	(212) 785-3340 Extension 1338	Monday to Friday: 8:30 AM to 6:00 PM

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Food Stamp Center: \_\_\_\_\_

### Important Notice To Food Stamp Participants

We are pleased to inform you about the opportunity to receive **free** employment-focused education and training services through the Food Stamp Employment and Training (FSET) Venture II Program.

This program provides services that will help you gain skills that employers seek in today's job market. Various organizations throughout New York City have been selected to provide Food Stamp participants like you, these opportunities.

All you have to do to take advantage of these **free** services is to visit one of the many participating organizations listed on the attached FSET Venture II Provider Directory. Many of these organizations specialize in assisting targeted groups of individuals (e.g., young adults and unemployed/underemployed parents) and targeted industries of employment (e.g., construction and healthcare).

If you have any questions about the services provided by any of the organizations on the attached directory, you may call them directly or visit them during their hours of operation. When you contact any of the participating organizations, please tell them that you are interested in the **FSET Venture II Program** and that you are currently receiving Food Stamp benefits.

Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro de  
Cupones para Alimentos: \_\_\_\_\_

### **Aviso Importante A los Participantes de Cupones para Alimentos**

Nos complace informarle de la oportunidad de recibir servicios **gratuitos** de educación y capacitación mediante el Programa de Empresa de Empleo y Capacitación de Cupones para Alimentos (Food Stamp Employment and Training [FSET] Venture II Program).

Este programa brinda servicios que le ayudarán a adquirir aptitudes que los empleadores necesitan en el actual mercado laboral. Varias organizaciones en toda la Ciudad de Nueva York han sido seleccionadas para brindar estas oportunidades a todos los participantes de Cupones para Alimentos como usted.

Lo único que le toca hacer a usted para aprovecharse de estos servicios **gratuitos** es visitar una de las muchas organizaciones participantes listadas en el adjunto Directorio de FSET de Proveedores de Empresa (FSET Venture II Provider Directory). Muchas de estas organizaciones se especializan en asistencia a grupos específicos (p.ej., jóvenes adultos y padres/madres desempleados/subempleados) e industrias específicas de empleo (p.ej., construcción y atención de salud).

Si usted tiene cualquier pregunta sobre los servicios brindados por cualquiera de las organizaciones en el directorio adjunto, puede llamarlas directamente o visitarlas durante horas laborales. Al comunicarse con cualquiera de las organizaciones participantes, favor de indicar que usted está interesado(a) en el Programa de Empresa de FSET (**FSET Venture II Program**) y que usted actualmente recibe beneficios de Cupones para Alimentos.



Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

Food Stamp Center: \_\_\_\_\_

### Food Stamp Employment and Training (FSET) Venture II Enrollment and Consent Form

Provider/Program Name: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

This is to inform you that you have been enrolled as a participant in the above referenced Food Stamp Employment and Training (FSET) Venture II Program.

Your participation in this FSET Venture II Program is supported in whole or in part by federal FSET funds.

Your participation in the education/training services provided by the FSET Venture II provider is intended to help you gain skills that will improve your ability to secure and/or maintain employment.

**\*\*Important Consent Information – Please Read and Sign Below\*\***

I give my consent and fully understand that the Human Resources Administration (HRA) will provide to \_\_\_\_\_ (contractor) limited participant-identifiable information and data about me for verification of my identification, eligibility for the FSET Venture II Program, and my employment status, as well as for tracking and follow-up purposes. This data may include my name, address, telephone number, the last four digits of my Social Security number, my Food Stamp case status, and related recertification dates.

I understand that any changes in my employment status and/or income that occur during or after my participation in this program will be reported to HRA by the training provider and could result in changes to my current Food Stamp or Cash Assistance benefits.

I also understand that I must report to HRA changes in my employment status and/or income in accordance with Food Stamp reporting requirements.

I also understand that if I elect to not sign the consent form, I will not be eligible to participate in the FSET Venture II Program until such time that I agree to sign the consent form.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

Fecha: \_\_\_\_\_  
Número de Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro de Cupones para Alimentos: \_\_\_\_\_

### Formulario de Consentimiento e Inscripción de Venture II de Cupones para Alimentos de Empleo y Capacitación (FSET)

Proveedor/Nombre del Programa: \_\_\_\_\_

Nombre del Participante: \_\_\_\_\_

El presente es para informarle que usted ha sido inscrito(a) como participante en el programa indicado arriba de Venture II de Cupones para Alimentos para Empleo y Capacitación (FSET).

Su participación en este Programa de FSET Venture II es financiada del todo o en parte por los fondos federales de FSET.

Su participación en los servicios de capacitación/educación proporcionados por el Programa Venture II FSET tiene el propósito de ayudarle a obtener aptitudes que le ayuden a mejorar su capacidad de asegurar y/o mantener empleo.

#### **\*\*Información Importante de Consentimiento – Favor de Leer y Firmar Más Abajo\*\***

Doy mi consentimiento y entiendo plenamente que la Administración de Recursos Humanos (Human Resources Administration – HRA) proveerá a \_\_\_\_\_ información limitada identificable sobre el participante y datos míos propios para comprobar mi identidad, elegibilidad para el Programa de FSET Venture II, y mi estado de empleo, al igual que para efectos de seguimiento. Estos datos pueden incluir mi nombre, dirección, número de teléfono, los últimos cuatro dígitos de mi número de Seguro Social, el estado de mi caso de Cupones para Alimentos, y fechas relacionadas de recertificación.

Entiendo que cualquier cambio en mi estado de empleo y/o ingreso que ocurran durante o después de mi participación en este programa serán reportados a la HRA por el proveedor de capacitación y pueden resultar en cambios a mis beneficios actuales de Cupones para Alimentos o Asistencia en Efectivo.

Entiendo además que debo reportar a la HRA cambios en mi estado de empleo y/o ingreso conforme a los requisitos de seguimiento de Cupones para Alimentos.

Entiendo además que si opto por no firmar el formulario de consentimiento, no seré elegible para participar en el programa de FSET Venture II hasta acordar firmar el formulario de consentimiento.

\_\_\_\_\_  
Firma del Participante

\_\_\_\_\_  
Fecha