



FAMILY INDEPENDENCE ADMINISTRATION


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POLICY BULLETIN #13-03-EMP (This Policy Bulletin replaces PB #12-114-EMP)

TRANSITION TO B2W

Date: January 7, 2013	Subtopic: Employment
<p> This procedure can now be accessed on the FIAweb.</p> <p>New Information</p> <p>Refer to PD #11-31-ELI for information on individuals 16 through 20 years of age</p>	<p>Revision to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to inform staff that the new Back to Work (B2W) program will now provide services to 16 and 17 year old applicants and participants.</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff as well as Out Stationed Worker staff that on January 1, 2013, HRA began implementing a new Back to Work program known as B2W.</p> <p>HRA is committed to assisting individuals in reaching self-sufficiency. In accordance with this goal, the B2W program helps applicants and participants find and keep jobs. B2W provides over a dozen services, including: job placement, literacy services to help connect individuals to work, and job retention.</p> <p>For individuals 16 and 17 years of age HRA's goal is twofold: 1) to stress the need for a high school diploma, GED or other vocational training as the means to economic independence and 2) to encourage young adults to enroll in programs that will provide support and services to help them achieve their educational and employment goals.</p> <p>Individuals 16 and 17 years of age are subject to educational requirements and must be in school with the goal of obtaining a high school diploma or GED unless there is an indication that they cannot make satisfactory progress. In this case, the minor must participate in another educational activity or in a job skills training program.</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

The new B2W program will now offer services to individuals in this age range who are not currently enrolled in a secondary school and for whom further attendance in a secondary school is unlikely to result in attainment of a high school diploma or its equivalent.

In addition to now offering services to certain 16 and 17 year olds, the major features of the new B2W program are:

- Two vendors serving each Job Center (except Richmond, Far Rockaway, and the Intensive Services Center);
- Job development and retention services
 - “Fast track” for job-ready individuals;
 - Sector-based job development with a focus on retention; and
 - Business-facing strategies.
- Four literacy-building options based on the needs of each individual (services formerly offered by the Begin Employment Gain Independence Now [BEGIN] program)
 - Contextualized literacy, which provides instruction within the context of the specific job sector;
 - Fast track GED instruction, which ranges from 3 to 6 months;
 - Referrals for GED instruction outside of the vendor while still connected to employment; and
 - GED preparation at a private or public school through the Training Assessment Group (TAG).

Note: The literacy services offered by B2W must be offered to all individuals 16 and 17 years old who indicate a desire to continue their education but are not enrolled in secondary schools.

- Specialized services for select HRA populations
 - Ex-felons
 - Individuals whose cases have been converted to Safety Net Non-Cash (SNNC) because of time limits; and
 - For individuals with cases in Center 37 (long-term shelter residents).

Refer to [PB #12-111-EMP](#) for information on the termination of BEGIN

Job Centers:

Staff will continue to use the Employment Plan (EP) in the New York City Work, Accountability and You (NYCWAY) system to determine if an individual should be referred to B2W and to make the referral if necessary. While the referral process has not changed, there are new action codes associated with the process. **Attachment A** lists the new action codes along with the old action codes that they will replace.

Note: The new B2W vendors will not be on-site at the Job Centers (with the exception of the Intensive Services Center) and same-day referrals will no longer be available. For applicants, staff must remember to factor in the B2W appointment when calculating the initial car fare issuance.

In December 2012, participants previously enrolled in the BTW program received the Transition to Back to Work (B2W) Vendor letter (**FIA-1086**) providing them information about an appointment scheduled with their new B2W vendor in January 2013. The **FIA-1086** also informed the participants to continue with their existing Work Experience Program (WEP) assignment, if they had one.

Refer to [PB #12-111-EMP](#)

Participants previously enrolled in the BEGIN program, who had a scheduled BEGIN program appointment, or whose EP indicated a need for literacy services received the Information About Your Literacy Services (**FIA-1086b**) informing them that B2W will now provide the services formerly offered by BEGIN.

As of December 17, 2012, participants in need of a Back to Work referral were scheduled to meet with a B2W vendor in January 2013.

Staff must ensure that all new referrals are made to the new B2W program vendors. Additionally, if an applicant/participant reports to an old BTW vendor, they will be referred back to the Job Center. Staff must check NYCWAY to determine which vendor an applicant/participant has been assigned to before advising them of which vendor to report to.

Note: No additional carfare will be given to participants that report to the old BTW sites.

NCA SNAP Centers:

NCA SNAP staff does not process any employment actions. However, staff should be aware that NCA SNAP participants who had been complying with their SNAP Employment and Training (SNAP E&T) requirements by participating with a BTW vendor (and if eligible, a WEP assignment), were de-assigned from these activities on December 14, 2012. These individuals received the Transition to Back to Work (B2W) vendor letter (**FIA-1086a**). The **FIA-1086a** informed the participants that their assignments were terminated as of December 14, 2012 and that they will receive a new appointment with a new B2W vendor. All of these actions take place within the FSE system.

Effective Immediately

Related Item:

[PD #11-31-ELI](#)

[PB #12-111-EMP](#)

Attachments:**Attachment A**

FIA-1086 (E)	Transition to Back to Work (B2W) Vendor (E) (Rev. 12/4/12)
FIA-1086 (S)	Transition to Back to Work (B2W) Vendor (S) (Rev. 12/4/12)
FIA-1086a (E)	Transition to Back to Work (B2W) Vendor (E) (Rev. 12/4/12)
FIA-1086a (S)	Transition to Back to Work (B2W) Vendor (S) (Rev. 12/4/12)
FIA-1086b (E)	Information About Your Literacy Services (E) (Rev. 11/16/12)
FIA-1086b (S)	Information About Your Literacy Services (S) (Rev. 11/16/12)

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

NYCWAY ACTION CODES

New Action Code	Description	Replaced Code	Work List
125D	DIRECT ASSIGNMENT AUTHORIZATION	125D	ISUPV
125Q	BTW ASSIGNMENT TO VENDOR	125I	APROG
15BB	UNDERCARE VENDOR SITE TRANSFER	153B	BTWVN
15BJ	RTSC REFERRAL TO BTW	153J	BTWRT
15BK	VENDOR APPOINTMENT KEPT	153K	
15BM	CSM UNDERCARE VENDOR ASSIGNMENT	153M	BTW
15BO	VENDOR REFERRAL TO OSW	153O	BTWOW
15BP	OSW REFERRAL BACK TO VENDOR	153P	BTWVN
15BQ	UNDERCARE VENDOR REFERRAL	153Q	BTW
15BR	RETURN APPT TO OSW	153R	BTWOW
15BU	BTW BUSINESS LINK JOB PLACEMENT	153U	BTWSJ
15BX	UNDERCARE DEASSIGNED FROM VENDOR	153X	UNENG
15BY	SYSTEM COMPLETION OF BTW	153Y	
15BZ	BTW ASSIGNMENT ROSTER FLAG	153Z	BTWVN
95BB	APPLICANT VENDOR SITE TRANSFER	917B	BTWVN
95BD	TRAINING DISAPPROVED – RETURN TO VENDOR	917D	
95BE	FEGS INTENSIVE SERVES ASSESSMENT COMPLETED	917E	
95BK	VENDOR APPOINTMENT KEPT	917K	
95BM	CSM APPLICANT VENDOR ASSIGNMENT	917C	BTW
95BO	VENDOR REFERRAL TO OSW	917O	BTWOW
95BP	OSW REFERRAL BACK TO VENDOR	917P	BTWVN
95BQ	APPLICANT VENDOR REFERRAL	917Q	BTW
95BR	RETURN APPOINTMENT TO OSW	917R	BTWOW
95BS	ISC APPLICANT VENDOR ASSIGNMENT	917S	BTW
95BT	VENDOR APPL APPOINTMENT TO JOB CENTER FOR TRNG CLAIM	917T	MARET
95BX	APPLICANT DEASSIGNED FROM VENDOR	917X	ISIR
15BA	BTW UNDERCARE TRANSITION TO B2W		BTW
15BC	SUPPLEMENTARY CLIENT SPECIALIZED SERVICES ASSIGNMENT		BTWVN
15BD	B2W GED SERVICES RETURN TO OSW		BTWOW
15BF	SPECIALIZED SERVICES MATCH		BTWVN
15BG	VENDOR REFERRAL TO OSW FOR GED SERVICES		BTWOW
15BH	HOUSING CLIENT SPECIALIZED SERVICES ASSIGNMENT		BTWVN
15BL	CONTEXTUALIZED LITERACY ASSIGNMENT		APROG
15BN	U/C – EP MANUAL SIGNATURE		
15BT	OSW REFERRAL TO A SCHOOL FOR GED SERVICES		BTWOW
15BV	U/C – EP ELECTRONIC SIGNATURE		

Attachment A

15ZX	BTW TERMINATION CODE		
95BA	BTW APPLICANT TRANSITION TO B2W		BTW
95BN	APPL – EP MANUAL SIGNATURE		
95BV	APPL – EP ELECTRONIC SIGNATURE		

Date: _____
Case Number: _____
Case Name: _____
Case Type: _____
Caseload: _____

Transition to Back to Work (B2W) Vendor

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, which ends December 31, 2012.

B2W vendors offer job placement, literacy services, and retention services for you to use as a resource to assist you in gaining employment. HRA placed over 85,000 participants in jobs in 2011 and is very committed to working with the new B2W vendors in supporting your efforts to attain self-sufficiency.

What this means for your current assignment:

State law requires that you participate in continuous job search and other work-related activities as a condition of eligibility for cash assistance; therefore you are **mandated to continue with your current Back to Work (BTW) vendor until 12/28/12.**

Please note that your current WEP assignment, if you have one, remains unchanged and you must continue to report to that assignment.

What this means for your new assignment:

As a result of a change in vendors, you must report to your newly assigned B2W vendor at the location listed below on the scheduled date and time indicated. Please remember that you are not allowed to bring any children with you when you report to the B2W vendor.

This is a mandatory appointment. If you do not keep your appointment or do not participate as required, your Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) benefits may be sanctioned for a specific period of time. Failure to comply with Cash Assistance work requirements has no effect on your Medicaid eligibility. There are no work requirements for Medicaid. If you have an emergency or need to reschedule this appointment, please call the telephone number listed below prior to your reporting time to arrange another appointment

Appointment Date: _____ Time: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Travel Directions:

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Tipo de Caso: _____
Unidad del Caso: _____

Transición al Contratista de Vuelta al Trabajo (B2W)

A partir del 1er de enero, 2013, la HRA lanzará nuestro nuevo programa de Vuelta al Trabajo (B2W). El nuevo B2W reemplaza el programa actual de Vuelta al Trabajo (BTW), que se termina el 31 de diciembre, 2012.

Los vendedores de B2W le ofrecen a usted colocación de trabajo, servicios de alfabetización, y servicios de retención como recursos para conseguir empleo. La HRA ha colocado más de 85,000 participantes en trabajos en 2011 y 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 su asignación actual

La ley estatal requiere que usted participe en una búsqueda continua de trabajo y otras actividades relacionadas con el trabajo como condición de su elegibilidad de asistencia en efectivo; por lo tanto usted está **obligado(a) a continuar con su vendedor actual de Vuelta al Trabajo (BTW) hasta el 28 de diciembre, 2012.**

Favor de tener presente que su asignación actual de WEP, de tenerla, sigue sin cambios y que usted debe seguir reportándose a esa asignación.

Lo que esto significa para su nueva asignación:

A raíz de un cambio de vendedor, usted se debe reportar a su vendedor recién asignado de B2W en el local listado abajo en la fecha y hora programada, tal como indicado. Favor de tener presente que usted no puede traer niños consigo cuando se reporte al vendedor de B2W.

Esta cita es obligatoria. Si usted no cumple su cita o no participa tal como se estipula, su Asistencia en Efectivo y/o beneficios del Programa de Asistencia de Nutrición Suplementaria (SNAP) pueden ser sancionados por un período de tiempo específico. El incumplimiento de los requisitos de trabajo para Asistencia en Efectivo no tiene ningún efecto sobre su elegibilidad de Medicaid. No existen requisitos de trabajo para Medicaid. Si a usted se le presenta una emergencia o si necesita reprogramar esta cita, favor de llamar al número de teléfono más abajo, antes de la hora de presentarse para concertar otra cita.

Fecha de Cita: _____ Hora: _____ Número de Teléfono: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de Viaje:

Date: _____

Case Number: _____

Case Name: _____

Transition to Back to Work (B2W) Vendor

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, which ends December 31, 2012.

B2W vendors offer job placement, literacy services and retention services for you to use as a resource to assist you in gaining employment. HRA is very committed to working with the new B2W vendors in supporting your efforts to attain self-sufficiency.

What this means for your current assignment:

As a condition of eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits, you as a Non Cash Assistance SNAP participant are required by federal and state law and regulations to participate in a SNAP Employment and Training (SNAP E&T) program. The program may consist of work, training, and job search activities. You are **mandated to continue your participation with your assigned SNAP E&T and Work Experience Program (WEP) until 12/14/12.**

What this means to you:

As a result of a change in vendors, you will temporarily be de-assigned. You will receive a new assignment in the mail with instructions on when and where to report. You will also receive a new WEP assignment from your new B2W vendor.

Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Transición al Vendedor de Vuelta al Trabajo (B2W)

A partir del 1ro de enero, 2013, la HRA lanzará nuestro nuevo programa de Vuelta al Trabajo (B2W). El nuevo B2W reemplaza el programa actual de Vuelta al Trabajo (BTW), que se termina el 31 de diciembre, 2012.

Los vendedores de B2W le ofrecen a usted colocación de trabajo, servicios de alfabetización, y servicios de retención como recursos para conseguir empleo. La HRA se compromete a trabajar con el nuevo vendedor de B2W para apoyar los esfuerzos de usted para lograr la autosuficiencia.

Lo que esto significa para su asignación actual

Como condición de elegibilidad para beneficios del Programa de Asistencia de Nutrición Suplementaria (SNAP), es obligatorio que usted, como participante de Asistencia no en Efectivo de SNAP, y conforme a la ley y las reglas federales y estatales, participe en un programa de Empleo y Capacitación de SNAP (SNAP E&T). El programa puede incluir trabajo, capacitación y actividades de búsqueda de trabajo. Usted está **obligado(a) a seguir participando en su SNAP E&T asignado y Programa de Experiencia Laboral (WEP) hasta el 14 de diciembre, 2012.**

Lo que esto significa para usted:

A raíz de un cambio de vendedor, su asignación será temporalmente cancelada. Usted recibirá por correo una nueva asignación con instrucciones que indican cuándo y adónde reportarse. También, usted recibirá una nueva asignación de WEP de su nuevo vendedor de B2W.

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.