



FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #13-111-OPE

NOTICE REGARDING THE INCREASE IN THE STATE MINIMUM WAGE

Date: December 19, 2013	Subtopic(s): Mailing
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PD #11-14-ELI for budgeting earned income for Cash Assistance.</p> <p>Future scheduled increases in the NYS minimum wage.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the Notice to Employed Individuals Regarding the New York State Minimum Wage (FIA-1109) will be mailed by Management Information Systems to employed Cash Assistance (CA) participants.</p> <p>The FIA-1109 informs employed CA participants that the New York State (NYS) minimum wage will increase from \$7.25 per hour to \$8.00 per hour as of December 31, 2013. It also reminds CA participants of their obligation to report any change in their income within ten days of receipt of the income.</p> <p>Note: The NYS minimum wage will further increase to \$8.75 per hour effective December 31, 2014, and to \$9.00 per hour effective December 31, 2015.</p> <p>A sample of the form is attached.</p> <p><i>Effective Immediately</i></p> <p>Reference:</p> <p>13-INF-08</p> <p>Related Item:</p> <p>PD #11-14-ELI Budgeting Earned Income for Cash Assistance</p> <p>Attachment:</p> <p>FIA-1109 (E-S) Notice to Employed Individuals Regarding the New York State Minimum Wage</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

Date: _____

Case Name: _____

Case Number: _____

Notice to Employed Individuals Regarding the New York State Minimum Wage

The New York State Legislature increased the minimum wage rate from \$7.25 per hour to \$8.00 per hour as of December 31, 2013. As a result, you may receive an increase in pay if your current rate of pay is below \$8.00 per hour.

We want to remind you that as a condition of continued eligibility for Cash Assistance, you must report any change in income within ten (10) days of receipt of the income. If this increase in the minimum wage results in an increase in pay for you or any member of your household, you must report it to your Job Center within ten (10) days.

We wish you continued success in your employment and remind you that you can contact your employment vendor or Job Center to find out about programs available to help you improve your skills.

SAMPLE

Fecha: _____
Nombre del Caso: _____
Número del Caso: _____

Aviso a las Personas Empleadas Sobre el Salario Mínimo del Estado de Nueva York

La Asamblea Legislativa del Estado de Nueva York ha aumentado el salario mínimo de \$7.25 la hora a \$8.00 la hora, desde el 31 de diciembre, 2013. Como resultado, si su salario actual es menos de \$8.00 la hora, puede ser que usted reciba un aumento de salario.

Le recordamos que como condición de elegibilidad para Asistencia en Efectivo, usted debe reportar cualquier cambio en su ingreso dentro de diez (10) días de dicho cambio. Si este aumento del salario mínimo resulta en un aumento de su salario o el de algún miembro de su hogar, usted tiene que reportarlo a su Centro de Trabajo dentro de diez (10) días.

Nosotros le deseamos a usted éxito en su empleo y le recordamos que puede comunicarse con el contratista de empleo o el Centro de Trabajo para averiguar sobre programas disponibles que le puedan ayudar a mejorar sus aptitudes.