



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 #13-57-OPE

REVISIONS TO THE NOTICE OF TRANSFER TO INTENSIVE SERVICES CENTER (EXP-78PP)

Date: June 13, 2013	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>Refer to PD #10-21-OPE for information on the Intensive Services Center</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the Notice of Transfer to Intensive Services Center (EXP-78PP) has been revised.</p> <p>The EXP-78PP notice is sent to participants whose cases are systematically transferred to the Intensive Services Center (71). The notice informs participants that their case has been transferred and provides them with the address of their newly assigned center.</p> <p>The EXP-78PP notice has been revised as follows:</p> <ul style="list-style-type: none"> • The logo and formatting have been updated to conform to agency standards. • The effective date of the transfer has been added. • The qualification for case transfer of at least 60 days in sanction status has been removed. • The third paragraph has been restructured to better clarify demonstrated compliance. • The telephone number for the HRA Infoline has been updated to the current number of (718) 557-1399. <p><i>Effective Immediately</i></p> <p>Related Item: PD #10-21-OPE</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

Attachments:

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

EXP-78PP (E-S)

Notice of Transfer to Intensive Services Center
(Rev. 06/13/13)



Date: _____

Case Number: _____

Case Name: _____

Notice of Transfer to Intensive Services Center

This letter is to inform you that your case is being transferred to the Intensive Services Center on _____. This Center, which is located at **109 East 16th Street** in Manhattan, is designed to service individuals who have been sanctioned for not cooperating with employment requirements. Our records indicate you or someone in your household is sanctioned.

The Intensive Services Center will have programs available to help you obtain employment, once you agree to comply with employment requirements. We will refer you to a program that best meets your employment needs. If you have questions about your sanction, staff at the Center will be able to assist you.

If you successfully participate in and comply with an employment program for a period of time, your benefits will be restored and your case will be transferred to another Job Center, where you can continue your progress toward employment.

We will contact you when it is time for your first appointment at the Intensive Services Center. If you have an emergency before then, or if you have a disability, mental health or learning problem that makes it difficult for you to get to this new location, please call the HRA Infoline at **(718) 557-1399**.

We look forward to assisting you in gaining self sufficiency.

(Vea al Dorso)

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

Aviso de Traslado al Centro de Servicios Intensivos

Por la presente le informamos de que su caso se trasladará al Centro de Servicios Intensivos el _____. Este Centro, ubicado en el **109 East 16th Street** en Manhattan, fue establecido para brindar servicios a personas que han sido sancionadas por no cooperar con los requisitos de trabajo. Según nuestros archivos, usted o alguien en su hogar es sancionado.

Tan pronto usted acuerde cumplir los requisitos de trabajo, podrá participar en los programas disponibles en el Centro de Servicios Intensivos, los cuales le ayudarán a conseguir empleo. Le enviaremos al programa que mejor satisfaga sus necesidades de empleo. Si tiene alguna pregunta respecto a su sanción, el personal del Centro le podrá asistir.

Si usted participa en y cumple con un programa de empleo satisfactoriamente por un determinado período, se le restituirán sus beneficios y su caso será trasladado a otro Centro de Trabajo, en donde pueda continuar sus esfuerzos para conseguir empleo.

Nosotros nos comunicaremos con usted cuando le toque su primera cita con el Centro de Servicios Intensivos. Si se le presenta una emergencia antes de dicha cita, o si usted tiene un problema físico, mental, o de aprendizaje que le dificulte trasladarse a este nuevo local, favor de llamar a la Línea Informativa de la HRA (Infoline) al **(718) 557-1399**.

Con gusto le ayudaremos a lograr la autosuficiencia.

(See Reverse)