



# FAMILY INDEPENDENCE ADMINISTRATION


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## POLICY BULLETIN #13-70-EMP (This Policy Bulletin Replaces PB #13-23-EMP)

### REVISION TO THE SUBSIDIZED AND TRANSITIONAL EMPLOYMENT DEMONSTRATION PROJECT

<p><b>Date:</b> July 19, 2013</p>	<p><b>Subtopic:</b> Business Link</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Revised</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This policy bulletin is being revised to describe revisions to the Important Notice Form (<b>FIA-1092</b>).</p> <p><b>Purpose:</b></p> <p>The purpose of this policy bulletin is to inform staff at Job Centers that form <b>FIA-1092</b> is the orientation letter that is batch-mailed via New York City Work, Accountability and You (NYCWAY) to selected participants informing them of the Subsidized and Transitional Employment Demonstration (STED) project, a Manpower Demonstration Research Corporation (MDRC)/Family Independence Administration (FIA) pilot program managed by Business Link that involves temporary employment.</p> <p>The <b>FIA-1092</b> informs the participant that he/she is scheduled to appear at an orientation session on a specified date and location where he/she will learn about a temporary employment program through the New York City Parks Program (POPS), the Private Subsidized Employment Program (PSEP), or a control group in the Back 2 Work (B2W) program.</p> <p>Form <b>FIA-1092</b> has been revised as follows:</p> <ul style="list-style-type: none"> <li>• The phrase, "...helping people secure long-term, permanent employment." has been revised to "...helping people in your situation secure long term, permanent employment."</li> </ul>

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 following has been added as the fourth paragraph:

“Please be sure to keep all HRA appointments and other requirements between now and the time you are scheduled to come to Business Link, as your case must be in good standing for you to be eligible for the program. You should also bring a copy of your resume, if you have one, so that we can begin the assessment process following orientation.”

Business Link will be responsible for calculating a new budget for those participants who become employed through the program. They will also be responsible for imposing sanctions on those participants who fail to attend the orientation session.

The following action codes will be posted in NYCWAY for the pilot:

<b>18MA</b>	MDRC STED Call-In Appointment
<b>18MB</b>	STED Orientation Attended
<b>18MC</b>	STED Control Group
<b>18MD</b>	STED Declined
<b>18MN</b>	STED Not Accepted
<b>18MO</b>	STED POP Track
<b>18MP</b>	MDRC STED Call-In Pool
<b>18MS</b>	STED Private Sector Track
<b>18MX</b>	Ineligible for MDRC STED Call In
<b>18SP</b>	STED Private Sector Placement

*Effective Immediately*

**Related Item:**

[PB #13-03-EMP](#)

**Attachments:**

<b>FIA-1092 (E)</b>	Important Notice (Rev. 7/19/13)
<b>FIA-1092 (S)</b>	Important Notice (S) (Rev. 7/19/13)

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

Date: \_\_\_\_\_  
Center: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Type: \_\_\_\_\_  
Caseload: \_\_\_\_\_

### Important Notice

You have been selected to attend an orientation session to learn about a new opportunity to access a temporary, transitional job with a private employer or with the New York City Parks Department. Your selection for this opportunity requires that you report to \_\_\_\_\_ at the time and date listed at the bottom of this letter. During that time, you will learn about two programs that you may be eligible for:

- New York City Parks Opportunity Program (POP): This long-standing program offers temporary paid positions working in the New York City Parks Department. Participants will be referred to a Parks Department orientation to learn about the jobs and interview for a position. Those who are eligible and interested will be paid \$9.21/hour for up to six (6) months of work.
- Private Subsidized Employment Program [PSEP]: This is a new opportunity to receive a temporary subsidized job with a private sector employer. If you are interested in and assigned to this program, you will be granted access to employers who may interview you for a temporary subsidized position. If hired, you will receive between \$8.00 and \$10.00 per hour for up to six (6) months of work.

You will learn more about both of these programs at the orientation session, but please note: **you are not guaranteed a position in either program.** Those who are interested will go through a random, lottery-like process to determine which program (if either) they have been selected for. Not everyone will be selected.

This opportunity is part of a new study aimed at learning what kinds of employment programs are most effective in helping people in your situation secure long-term, permanent employment. At the orientation session, you will hear more about the study, have a chance to ask questions, and decide if you would like to be involved.

Please be sure to keep all HRA appointments and other requirements between now and the time you are scheduled to come to Business Link, as your case must be in good standing for you to be eligible for the program. You should also bring a copy of your resume, if you have one, so that we can begin the assessment process following orientation.

**Your orientation will be held at:**

Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Failure to attend this orientation session may result in your being sanctioned from the Cash Assistance (CA)/Supplemental Nutrition Assistance Program (SNAP) case.** If you are unable to make this appointment, please call the number below on or prior to your appointment date. You can also call this number if you have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment: \_\_\_\_\_

Fecha: \_\_\_\_\_  
Centro: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Tipo del Caso: \_\_\_\_\_  
Unidad: \_\_\_\_\_

### Aviso Importante

Usted ha sido seleccionado(a) para asistir a una reunión de orientación para informarse sobre una nueva oportunidad de acceder a un trabajo transitorio, temporario con un empleador privado o con el Departamento de los Parques de la Ciudad de Nueva York. Ser seleccionado por esta oportunidad requiere que usted se presente

a \_\_\_\_\_ a la hora y la fecha listadas en la parte inferior de esta carta. Durante ese tiempo, usted se informará sobre dos programas por los que usted podría ser elegible:

- El Programa de los Parques de la Ciudad de Nueva York (POP): Este programa de larga data brinda empleos salariales temporales en el Departamento de los Parques de la Ciudad de Nueva York. Los participantes serán enviados a una orientación del Departamento de los Parques para informarse sobre los trabajos y serán entrevistados para un empleo. A las personas elegibles e interesadas se les pagará \$9.21/hora por un máximo de seis (6) meses de trabajo.
- El Programa de Empleo Privado Subvencionado [PSEP]: Esta es una nueva oportunidad para conseguir un trabajo temporario subvencionado con un empleador en el sector privado. Si a usted le interesa y es asignado a este programa, se le concederá acceso a los empleadores que puedan entrevistarlos/la para un empleo temporario subvencionado. De ser contratado(a), a usted le pagarán entre \$8.00 y \$10.00 la hora por un máximo de seis (6) meses de trabajo.

Usted se informará más sobre los dos programas en la reunión de trabajo, pero favor de notar: **a usted no se le ha garantizado un empleo en ningún programa.** Los interesados serán sometidos a un trámite arbitrario, como una lotería, para determinar a cuál programa (de haberlo) han sido seleccionados. No todo el mundo será seleccionado.

Esta oportunidad forma parte de un nuevo estudio para constatar qué tipo de programa de empleo es más eficaz para ayudar a personas como usted a conseguir un empleo permanente y de largo plazo. En la reunión de orientación, usted se informará más sobre el estudio, tendrá la oportunidad de hacer preguntas, y decidirá si desea participar.

Asegúrese de cumplir todas las citas de la HRA y cualquier otro requisito entre hoy y su hora programada para venir al Enlace Comercial (Business Link), para que su caso sea elegible para el programa. Además, usted debe traer una copia de su curriculum, de tenerlo, para que nosotros podamos comenzar el trámite de evaluación después de la orientación.

#### Su orientación tomará lugar en:

Fecha de la Cita: \_\_\_\_\_ Hora: \_\_\_\_\_  
Nombre: \_\_\_\_\_  
Dirección: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

**No presentarse a esta reunión de orientación puede resultar en la sanción de su caso de Asistencia en Efectivo/Programa de Asistencia de Nutrición Suplementaria.** Si usted no puede cumplir esta cita, favor de llamar al número abajo en la fecha de su cita o antes. Además, si usted padece de un problema físico, mental o de aprendizaje que le dificulte cumplir esta cita, puede llamar a este número: \_\_\_\_\_ .