



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-82-OPE

(Use in conjunction with PD #11-14-ELI)

FIA 3A DESK GUIDE

Date: September 30, 2013	Subtopic(s): Employment, Budgeting
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PD #11-14-ELI for entering information and processing an Earned Income FIA3A.</p>	<p>Purpose:</p> <p>The purpose of this policy bulletin is to inform Job Center staff that a new FIA 3A Desk Guide (FIA-1099(E)) has been created for use in determining when to complete an <u>Earned Income</u> or <u>Documentation Only FIA 3A</u>.</p> <p>When earned income is reported by an applicant/participant, the JOS/Worker must enter the information in the New York City Work, Accountability and You (NYCWAY) automated FIA3A. The FIA-1099(E) should be used to determine the correct FIA3A to be completed.</p> <p>The two types of FIA3A are:</p> <ul style="list-style-type: none"> • Earned Income FIA3A (“regular”) • Documentation Only FIA3A (“informational only”) <p>An <u>Earned Income FIA3A</u> is completed for:</p> <ul style="list-style-type: none"> • Applicants applying for ongoing assistance who are reporting earned income and are not currently sanctioned. • Participants who are reporting earned income between recertification periods. <p>Note: Applicants/Participants can also report earned income to a vendor.</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

Refer to the **FIA 1099(E)** for a list of Action Codes, their descriptions, associated Worklists, and action required.

A budget must be completed in the Paperless Office System (POS) whenever a Documentation Only **FIA3A** is completed for participants.

See [PD #10-32-ELI](#) for more information about eligibility reviews for sanctioned individuals

See [PD #10-07-EMP](#) for more information on Participants in a GDP.

Depending on the information entered on an Earned Income **FIA3A**, NYCWAY will auto-post the appropriate action code and list the case on the appropriate Worklist to be reviewed by a Supervisor.

A Documentation Only **FIA3A** is completed for:

- **Applicants:**
 - applying for a one-time emergency payment (**One Shot Deal**).
- **Participants:**
 - reporting income at a recertification interview.

Note: At recertification, a new Earned Income **FIA3A** should not be completed. The JOS/Worker must complete a Documentation Only **FIA3A** instead to record the current information. The participant must present his/her most recent pay stubs for the previous 4 weeks or other current documentation to confirm his/her current income and hours worked.

- who are employed students under the age of 21.
- updating information where earned income is already budgeted and there is **no change in income amount, but there is a change in employment information.**
- with an employment sanction who are providing verification of their employment.
- in a Grant Diversion Program (GDP) such as the Temporary Employment Assistance Program (TEAP), Parks Opportunity Program (POP), or programs administered through Business Link .

Note: Participants in GDP require specialized budgeting. Only designated staff may budget these cases.

NYCWAY will auto-post action code **16FI (FIA3A – Informational Only)** after the Documentation Only **FIA3A** is completed. There is no Worklist for a Documentation Only **FIA3A**.

When an **FIA3A - Information Only** is completed, a manual budget, via POS (or WMS if POS is down), must be completed on the same day.

At **any** client contact, the JOS/Worker must check to see whether there is an existing **FIA3A** and if the income has already been budgeted. If so, the JOS/Worker must compare the previously reported income and hours to the participant's current documentation (in order to decide which type of **FIA3A** to complete).

JOS/Workers must verify employment documentation using TALX/The Work Number Service. See [PD #11-11-EMP](#) for more information.

All earnings, and numbers of hours worked, must be verified through current pay stubs, income statements, or a letter from the employer. All documentation must be scanned and indexed into the employment folder in the Human Resources Administration (HRA) OneViewer, even if there are no changes in the amount or schedule of income received. JOS/Workers must access TALX/The Work Number Service to attempt to verify employment.

NYCWAY will auto-post action code **16FI (FIA3A – Informational Only)** after the Documentation Only **FIA3A** is completed. There is no Worklist for a Documentation Only **FIA3A**.

A new **FIA3A** must be done if the current **FIA3A** is at least 6 months old.

Effective Immediately

Related Items:

[PD #10-07-EMP](#)

[PD #10-32-ELI](#)

[PD #11-11-EMP](#)

[PD #11-14-ELI](#)

Attachment:

FIA-1099(E) FIA 3A Desk Guide (9/30/13)

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

FIA3A DESK GUIDE

Complete:	NYCWAY Auto-Posted Action Codes	Worklist(s)
<p>Complete an <u>Earned Income</u> FIA3A for:</p> <ul style="list-style-type: none"> • Applicants applying for ongoing assistance who are reporting earned income and are not currently sanctioned. • Participants who are reporting earned income between recertifications. 	167U	AUTOR
	167D, 167M, 167N, 167R, 167I	FIA3A
	167P, 167Q	EMPPT
	167F, 167W	EMPFT
<p>Complete a <u>Documentation Only</u> FIA3A for:</p> <ul style="list-style-type: none"> • Applicants: <ul style="list-style-type: none"> ○ applying for a one-time emergency payment (One Shot Deal/EAF, ESNA). • Participants: <ul style="list-style-type: none"> ○ reporting income at a recertification interview. ○ who are employed students under the age of 21. ○ updating information where earned income is already budgeted and there is no change in income amount, but there are changes in the job details. ○ with an employment sanction who are providing verification that he/she is <u>employed</u>. ○ in the Grant Diversion Program (GDP), such as Temporary Employment Assistance Program (TEAP), Parks Opportunity Program (POP), or programs administered through Business Link. For these Participants Action Code 16FI is completed by designated staff only. 	<p style="font-size: 48px; color: blue; opacity: 0.5;">SAMPLE</p> <p>16FI</p>	<p>NONE</p>
Worklist Descriptions		
<p>AUTOR: This worklist is for all FIA3As where the date of first pay is in the future.</p> <p>FIA3A: This worklist is for all FIA3As that require manual budgets.</p> <p>FIA3V: This worklist is for all cases where the FIA3A was completed by the Vendor.</p> <p>EMPPT: This worklist is for all FIA3As where the Participant is employed part-time.</p>	<p>EMPFT: This worklist is for all FIA3As where the Participant is employed full-time.</p> <p>SSUPV: As it relates to the 410A, it is a system-generated Notice of Intent.</p>	

FIA3A DESK GUIDE

Action Code	Descriptions of FIA3A Action Codes	Worklist	Action Required
167I	FIA3A initiated/incomplete.	FIA3A	NONE
167R	FIA3A completed. Manual WMS budget calculated and saved.	FIA3A	Ready for supervisor approval
167N	FIA3A not approved.	FIA3A	NONE
167V	FIA3A initiated by the Vendor.	FIA3V	The designated HRA worker must sign off on behalf of the Vendor
167U	FIA3A completed. Ready for automatic re-budgeting.	AUTOR	NONE On the date of first pay, the cases are sent to NYCWAY to be checked against their upfront edits.
167D	FIA3A completed. Case does not qualify for automatic re-budgeting.	FIA3A	A manual WMS budget must be calculated.
167M	Budget is rejected for clock down, or at any time during clock down, by WMS.	FIA3A	Manual processing
167F	FIA3A completed. Participant is employed full-time (35 hours or more).	EMPFT	NONE
167W	FIA3A completed. Participant is employed full-time, no documentation submitted.	EMPFT	NONE
167P	FIA3A completed. Participant is employed part-time (less than 35 hours).	EMPPT	NONE
167Q	FIA3A completed. Participant is employed part-time, no documentation submitted.	EMPPT	NONE
167X	Removes a case from the worklist.	NONE Worker ends a job situation on an open FIA3A.	NONE
167T	FIA3A initiated for an inactive case.	NONE	If there is an open 167I, the Worker will be permitted and should complete the data entry on the FIA3A
410A	Budget is clocking down in WMS. FIA3A has generated a 167F/167W or 167P/167Q transaction that results in a pending budget adjustment in WMS.	SSUPV	NONE
16FI	FIA3A Informational Only. Documentation Only FIA3A is complete.	NONE	For Participants in a Grant Diversion Program (GDP), such as Temporary Employment Assistance Program (TEAP), Parks Opportunity Program (POP), or programs administered through Business Link, FIA3A is completed by designated staff only.