

## **FAMILY INDEPENDENCE ADMINISTRATION**

Matthew Brune, Executive Deputy Commissioner

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

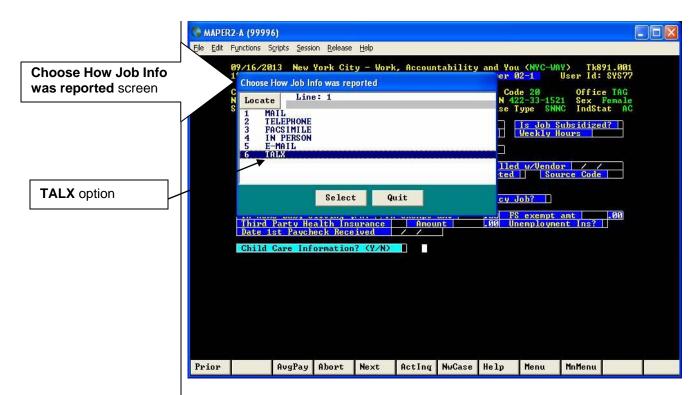
Stephen Fisher, Assistant Deputy Commissioner Office of Procedures

## **POLICY BULLETIN #13-84-SYS**

## **TALX-VERIFIED EMPLOYMENT**

Date: September 30, 2013	Subtopic(s): Employment
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Job Center Staff that all employment information obtained through TALX/The Work Number Service (TALX), must be recorded utilizing the New York City Work, Accountability and You (NYCWAY) <b>FIA3A</b> Budgeting Process.
	A "TALX" option has been added to dropdown menus in the "Choose Documentary Evidence" and "Choose How Job Info was reported" screens in the <b>FIA3A</b> which is located in the MAPPER subsystem of NYCWAY. This option should be selected when earned income has been verified through TALX.
	MAPER2-A (99996)
Choose Documentary Evidence screen	File Edit Functions Scripts Session Release Help  89/16/2013 New York City - Work, Accountability and You (NYC-WAY) Tk891.001  1 Choose Documentary Evidence  Code 20 Office TAG N 422-33-1521 Sex Female Second Semptoyment Letter  001 PAY STUB(S) 002 EMPLOYMENT LETTER 003 EMPLOYER CONTACT 005 BUSINESS RECORDS 006 TAX RECORDS 006 TAX RECORDS 007 TALK 008 POCUMENTATION PENDING
TALX option	Select Quit
	FS exempt ant Unemployment Ins?
	Date 1st Paycheck Received / / Child Care Information? (Y/N)
	Prior AvgPay Abort Next ActIng NwCase Help Menu MnMenu

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



Verification of employment obtained through TALX must be scanned and indexed into the electronic case record.

Effective Immediately

## Related Item:

PD #11-11-EMP TALX/The Work Number Service