




FAMILY INDEPENDENCE ADMINISTRATION

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Office of Procedures

POLICY BULLETIN #14-132-EMP

EMPLOYABILITY PLAN UPDATE

<p>Date: December 22, 2014</p>	<p>Subtopic(s): NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff of changes to current policy that affects the completion of the Employability Plan (EP) for applicants/participants.</p> <p>The EP is used to gather information on personal and family background such as the individual’s veteran status, educational background, training history and interests, work experience, job skills and preferences. This information is used to match engagement activities with the individual’s’ skill levels, job preferences, interests, preferences and goals.</p> <p>If the individual’s job preferences and goals cannot be matched with the available options in the current EP, the JOS/Worker must state the reason in the “Other” section.</p> <p><i>Effective Immediately</i></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