



# FAMILY INDEPENDENCE ADMINISTRATION

James K. Whelan, Executive Deputy Commissioner

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Office of Procedures

## POLICY BULLETIN #14-136-OPE

(This Policy Bulletin Replaces PB #14-126-OPE)

### MAILING TO SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) PARTICIPANTS REGARDING SNAP EMPLOYMENT AND TRAINING (E&T) PROGRAMS

<p><b>Date:</b> December 24, 2014</p>	<p><b>Subtopic(s):</b> Mailing, Forms, SNAP E&amp;T</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Individuals not included in the mailing.</p> <p>The SNAP E&amp;T Provider Directory (<b>Attachment A</b>) has been updated.</p>	<p><b>Revisions to the Policy Bulletin:</b></p> <p>This policy bulletin has been revised to update the SNAP E&amp;T Provider Directory (<b>Attachment A</b>).</p> <p><b>Purpose:</b></p> <p>The purpose of this policy bulletin is to inform staff at Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Centers about a mailing that will be sent periodically to most NCA SNAP participants between the ages of 16 and 59.</p> <p>The mailing will not include individuals between the ages of 16 and 59 who have an employment status code of <b>WE</b> (work registration exempt) who are exempt from work registration because they are disabled (aged/disabled indicator of X on the individual's line in the WMS budget) or because they are employed for at least 30 hours per week or have weekly earnings of at least 30 x the federal hourly minimum wage.</p> <p>The mailing contains a notice, entitled Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants (<b>FIA-1062</b>) which informs participants about opportunities to receive training leading to employment through the SNAP E&amp;T program.</p> <p>The mailing also includes the SNAP E&amp;T Provider Directory (<b>Attachment A</b>) that lists the organizations that are participating in the SNAP E&amp;T program. These organizations specialize in assisting targeted groups of individuals in acquiring skills needed to find work in various industries. The Directory was updated to remove Restaurant Opportunities Center of New York and Year Up, Inc.</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

If a participant meets with a service provider listed on **Attachment A** and is enrolled in a program, the provider will have the participant sign the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Enrollment and Consent Form (**FIA-1063**).

The **FIA-1063** informs the participant that he/she has been enrolled with a vendor whose services are intended to allow him/her to secure and maintain employment. In addition, the **FIA-1063** has a consent section that informs the participant that the Human Resources Administration (HRA) and the program provider will, upon his/her consent, share information. If the participant agrees to the sharing of information, he/she must sign the consent section of the form.

The SNAP E&T program provider will fax or e-mail a signed copy of the **FIA-1063** to Employment and Contract Services (ECS), which will be responsible for scanning and indexing it into the HRA Viewer.

If the participant elects not to sign the **FIA-1063** consent form, he/she will not be eligible to participate in the SNAP E&T program.


If the participant secures employment through the SNAP E&T program, the program provider will complete the SNAP Employment Declaration (**W-100J**) and fax or e-mail a scanned copy of it to ECS which will scan and index the form into the “Change in Hours/Wages” worklist that will be worked on by staff at the Special Projects Change Center (S25).

Samples of the updated SNAP E&T Provider Directory and the **FIA-1062** and **FIA-1063** are attached.

*Effective Immediately*

**Attachments:**

- Attachment A** SNAP E&T Provider Directory
- FIA-1062 (E)** Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants (11/05/2014)
- FIA-1062 (S)** Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants (Spanish) (11/05/2014)
- FIA-1063 (E)** Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Enrollment and Consent Form (11/05/2014)
- FIA-1063 (S)** Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Enrollment and Consent Form (Spanish) (11/05/2014)

 Please use Print on Demand to obtain copies of forms.

## SNAP E&T PROVIDER DIRECTORY

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
Agudath Israel of America Community Services	<ul style="list-style-type: none"> <li>• Immigrants with limited English proficiency</li> </ul>	<ul style="list-style-type: none"> <li>• ESL classes</li> </ul>	225 Broadway New York, NY 10007	(212) 809-5935 ext. 301	Monday to Thursday: 9:30 AM to 5:30 PM  Friday: 9:30 AM to 1:00 PM
Bedford Stuyvesant Restoration Corporation (CWE Consortium)	<ul style="list-style-type: none"> <li>• Adults (over 18)</li> <li>• Veterans</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Basic Education</li> <li>• GED/ESL Basic Computer Literacy</li> <li>• Microsoft Certification, Computer Repair</li> <li>• Administrative Assistant/ Office Support</li> <li>• Security</li> <li>• Medical Billing</li> <li>• Retail</li> <li>• Food Service</li> <li>• Home Health Aide</li> </ul>	1406 Fulton Street Brooklyn, NY 11216  Note: located inside Restoration Plaza (across from Duane Reade)	(718) 636-6994	Monday, Wednesday, and Friday: 9:00 AM to 5:00 PM  Tuesday and Thursday: 9:00 AM to 8:00 PM
Brooklyn Educational Opportunity Center / RFSUNY	<ul style="list-style-type: none"> <li>• Unemployed/underemployed</li> <li>• Individuals without a high school diploma</li> <li>• Substance abuse history</li> <li>• Work limitation</li> <li>• Limited English proficiency</li> <li>• Ex-offenders</li> <li>• Homeless individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Assisting</li> <li>• Medical Billing, E-records and Office Administration</li> <li>• Hospitality Operations and Management</li> <li>• Skills &amp; Employment Training</li> <li>• Beginning HSE</li> <li>• Pre HSE</li> <li>• HSE Preparation ESOL</li> </ul>	111 Livingston Street Brooklyn, NY 11201 (enter on Boerum Place)	(718) 802-3300 General number  (718) 802-3358 Admissions	Monday to Friday: 9:30 AM to 5:00 PM  Evening classes Monday, Wednesday, and Friday: 6:00 PM to 9:00 PM
Brooklyn Workforce Innovations	<ul style="list-style-type: none"> <li>• NYC Residents</li> <li>• Unemployed/underemployed</li> <li>• Ex-offenders</li> <li>• Substance abuse history</li> <li>• Young adults (21-24)</li> <li>• Veterans</li> </ul>	<ul style="list-style-type: none"> <li>• Network Cable Installation</li> <li>• CDL (commercial driver)</li> <li>• Woodworking</li> <li>• Security</li> </ul>	621 Degraw Street Brooklyn, NY 11217  151 5th Avenue Brooklyn, NY 11217  125 8th Street Brooklyn, NY 11215	Cable install: (718) 237-2017 ext. 149  CDL Program: (718) 237-4846  Woodworking: (718) 389-3636  Security: (718) 237-2017 ext. 175	Monday to Friday: 9:00 AM to 5:00 PM

## Attachment A

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
Business Center Outreach Network, Inc. (Venture III provider & CWE Consortium)	<ul style="list-style-type: none"> <li>• Adults (over 18)</li> <li>• Limited English proficiency</li> <li>• Low income individuals, unemployed/underemployed</li> </ul>	<ul style="list-style-type: none"> <li>• Child Care Assistant</li> <li>• Biodiesel Depot helper</li> </ul>	85 South Oxford Street, 2nd fl. Brooklyn, NY 11217	(718) 624-9115	Monday to Friday: 9:30 AM to 5:30 PM
CAMBA, Inc.	<ul style="list-style-type: none"> <li>• Unemployed/under employed adults and parents</li> <li>• Young adults (18-24)</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> <li>• Customer Service</li> </ul>	2211 Church Avenue Brooklyn, NY 11226	(718) 282-0108	Monday to Friday: 9:00 AM to 5:00 PM
Center for Employment Opportunities, Inc.	<ul style="list-style-type: none"> <li>• Formerly incarcerated individuals currently on New York State parole</li> </ul>	<ul style="list-style-type: none"> <li>• Warehouse operations</li> <li>• Construction: OSHA certification</li> <li>• Scaffold</li> </ul>	50 Broadway New York, NY 10004	(212) 422-4430 ext. 1119	Monday to Friday: 9:00 AM to 5:00 PM
Central Queens YM & YWHA	<ul style="list-style-type: none"> <li>• Unemployed/under employed parents</li> <li>• Out of school youth (16-24)</li> <li>• Limited English proficiency (Mandarin Chinese, Georgian, Russian)</li> </ul>	<ul style="list-style-type: none"> <li>• Pharmacy Technician</li> <li>• EKG/Phlebotomy Technician</li> <li>• Certified Nurse Aide</li> <li>• Home Health Aide</li> <li>• Medical Biller</li> <li>• Unarmed Security Guard</li> <li>• Adult Basic Education Classes</li> </ul>	67-09 108th Street Forest Hills, NY 11375	(718) 268-5011 ext. 168	Monday to Friday: 9:00 AM to 5:00 PM
CMP (Chinatown Manpower Project, Inc.)	<ul style="list-style-type: none"> <li>• Immigrants with limited English proficiency</li> <li>• Young adults (19-21)</li> </ul>	<ul style="list-style-type: none"> <li>• Bookkeeping (Manhattan location only)</li> <li>• Home Health Aide</li> </ul>	70 Mulberry Street, 3rd fl. New York, NY 10013  35-56 159 Street, Flushing, NY 11358	(212) 571-1690 (Manhattan)  (718) 939-6137 (Flushing)	Monday to Friday: 9:00 AM to 5:00 PM
East Harlem Employment Services d/b/a STRIVE	<ul style="list-style-type: none"> <li>• Ex-offenders</li> <li>• Non-custodial fathers</li> </ul>	<ul style="list-style-type: none"> <li>• Green construction</li> <li>• Office/Administrative Support</li> <li>• Customer service</li> </ul>	240 East 123rd Street, 3rd fl. New York, NY 10035	(212) 360-1100	Monday to Friday: 9:00 AM to 5:00 PM
East River Development Alliance d/b/a Urban Upbound (CWE Consortium)	<ul style="list-style-type: none"> <li>• Unemployed adults (over 18)</li> </ul>	<ul style="list-style-type: none"> <li>• Job readiness</li> <li>• General labor</li> <li>• Office administration / support</li> <li>• Retail</li> <li>• Direct care work</li> <li>• Human Resources (all industries)</li> </ul>	38-81 13th Street, Long Island City, NY 11101	(718) 784-0877 ext. 6	Monday to Friday: 9:00 AM to 5:00 PM

## Attachment A

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
Edith and Carl Marks Jewish Community House of Bensonhurst	<ul style="list-style-type: none"> <li>Immigrants with limited English proficiency (Chinese, Spanish, Russian, Uzbek, Creole, Georgian)</li> <li>Young adults (18-24)</li> <li>Unemployed/under employed</li> </ul>	<ul style="list-style-type: none"> <li>Certified Home Health Aide (HHA)</li> <li>Medical Billing and Coding</li> <li>Accounting/QuickBooks</li> <li>Beginner and advanced computer training</li> <li>Executive Secretary</li> <li>ESL</li> <li>Employment assistance</li> </ul>	2164 78th Street, Cellar Room 1, Brooklyn, NY 11214	(718) 943-6306 (718) 943-6395	Monday to Thursday: 9:00 AM to 5:00 PM Friday: 9:00 AM to 3:00PM
El Barrios Operation Fight Back Inc.	<ul style="list-style-type: none"> <li>Limited English proficiency (Spanish)</li> <li>Unemployed/under employed</li> </ul>	<ul style="list-style-type: none"> <li>Certified Home Health Aide</li> </ul>	413 East 120th Street, Suite 401 New York, NY 10035	(212) 427-7080 ext. 126	Monday to Friday: 9:00 AM to 5:00 PM
Exodus Transitional Community, Inc. (CWE Consortium)	<ul style="list-style-type: none"> <li>Formerly incarcerated and justice involved youth on probation</li> </ul>	<ul style="list-style-type: none"> <li>Job readiness</li> <li>Food Service</li> <li>Maintenance</li> <li>Office Manager</li> </ul>	2271 3rd Avenue, 2nd fl. New York, NY 10035	(917) 492-0990 ext. 211	Monday to Friday 8:45 AM to 4:45 PM
Federation Employment and Guidance Services (FEGS)	<p>Young adults (16-24) who are:</p> <ul style="list-style-type: none"> <li>Ex-offenders</li> <li>Substance abuse history</li> <li>Low literacy, limited English</li> <li>Young adults (16-24)</li> <li>Non-custodial parents</li> <li>Unemployed/underemployed</li> </ul> <p>Adults (21+) who are:</p> <ul style="list-style-type: none"> <li>Refugees and Asylees</li> <li>Unemployed/underplayed</li> <li>Seeking citizenship assistance</li> <li>Low literacy, limited English</li> </ul>	<ul style="list-style-type: none"> <li>ABE / ASE</li> <li>HSE preparation</li> <li>Internships</li> <li>Job readiness</li> <li>Employment assistance</li> <li>College access services</li> </ul> <ul style="list-style-type: none"> <li>ESOL classes</li> <li>Citizenship assistance</li> <li>Civics classes</li> <li>Job readiness</li> <li>Employment assistance</li> <li>Computer workshops</li> </ul>	<p>412-424 East 147th Street, 4th fl. Bronx, NY 10455</p> <p>938 Kings Highway, 2nd fl. Brooklyn, NY 11223</p>	(718) 742-3506  (718) 336-2836	<p>Walk-in intake every Thursday at 1:00 PM.</p> <p>Program operates Monday to Thursday: 9:00 AM to 7:00 PM</p> <p>Friday: 9:00 AM to 5:00 PM.</p> <p>Intake Monday-Thursday 9:00 AM to 5:00 PM</p> <p>Program operates Monday to Thursday: 9:00 AM to 9:00 PM</p>

## Attachment A

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
HANAC Inc.	<ul style="list-style-type: none"> <li>• Unemployed/underemployed youth</li> <li>• In school youth for immigration</li> <li>• Out of school youth</li> <li>• HSE preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Security Guard</li> <li>• Customer Service</li> <li>• Food Service</li> <li>• Home Health Aide</li> <li>• Transportation</li> <li>• Maintenance</li> <li>• Retail Sales</li> </ul>	127 West 127th Street, New York, NY 10027 Room 219	(212) 996-3949	Monday to Friday: 9:00 AM to 5:00 PM
Henry Street Settlement	<ul style="list-style-type: none"> <li>• Lower East Side and NYC residents</li> <li>• Youth (18-24)</li> <li>• Non-English speakers</li> </ul>	<ul style="list-style-type: none"> <li>• Job seeker skills</li> <li>• Career planning and advancement</li> <li>• ESL language training</li> <li>• Job placement assistance</li> <li>• Microsoft Office Certification</li> <li>• Culinary arts</li> <li>• Retail training</li> <li>• Hotel hospitality</li> </ul>	99 Essex Street, 3rd fl. New York, NY 10002	(212) 478-5400	Monday to Friday: 9:00 AM to 6:00 PM
Jewish Community Council of Greater Coney Island, Inc.	<ul style="list-style-type: none"> <li>• Recent Immigrants</li> <li>• Limited English proficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Phlebotomy</li> </ul> <p>Call for more training information</p>	3001 West 37th Street Brooklyn, NY 11224-1479  No walk-in (call for appointment)	(718) 449-5000 ext. 2215  (646) 265-9201	Monday to Thursday: 9:00 AM to 5:00 PM  Friday: 9:00 AM to 1:00 PM  And by appointment
Kingsborough Community College	<ul style="list-style-type: none"> <li>• Limited English proficiency</li> <li>• Unemployed/underemployed parents</li> <li>• Young adults (18-24)</li> <li>• Ex-offenders</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare – CCMA, EKG, Phlebotomy, CNA</li> <li>• Medical billing</li> <li>• EMT</li> <li>• Pharmacy Technician</li> <li>• Accounting</li> <li>• PCT for CAN</li> <li>• ESL</li> <li>• HSE</li> <li>• Paralegal</li> </ul>	2001 Oriental Blvd, Building T-2 Room T-231 Brooklyn, NY 11235	(718) 368-4870	Office hours: Monday to Friday: 9:00 AM to 5:00 PM  Program hours: Monday to Thursday: 9:00 AM to 10:00 AM  Friday to Sunday: 9:00 AM to 5:00 PM
LaGuardia Community College	<ul style="list-style-type: none"> <li>• English language learners</li> <li>• Immigrant nurses</li> </ul>	<ul style="list-style-type: none"> <li>• Home Health Aide</li> <li>• Registered Nurses (licensed in home countries)</li> </ul>	29-10 Thomson Avenue Center for Immigrant Education & Training, Room C-239 East Long Island City, NY 11101	(718) 482-5460	Office hours: Monday to Thursday: 10:30 AM to 6:30 PM

## Attachment A

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
Long Beach Adult Learning Center	<ul style="list-style-type: none"> <li>• Unemployed/underemployed adults</li> <li>• Adults without a high school diploma</li> <li>• Young adults (18-24)</li> <li>• Limited English proficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Medical</li> <li>• Food service</li> <li>• Technology</li> <li>• ESOL / GED</li> <li>• EDP high school diploma program</li> </ul>	500 Centre Street Long Beach, NY 11561	(516) 889-5575	Monday to Friday: 9:00 AM to 2:00 PM  Monday to Wednesday: 6:30 PM to 9:30 PM
Lutheran Family Health Center	<ul style="list-style-type: none"> <li>• Limited English proficiency</li> <li>• Eligible youth (16-24)</li> <li>• Individuals with history of work limitations</li> </ul>	<ul style="list-style-type: none"> <li>• Child Development Associate</li> <li>• Community Health Worker</li> <li>• Beginning HSE preparation</li> <li>• ESOL</li> </ul>	6025 6th Avenue Brooklyn, NY 11220	(718) 630-7150	Monday to Friday: 9:00 AM to 5:00 PM
Manhattan Educational Opportunity Center – Borough of Manhattan Community College	<ul style="list-style-type: none"> <li>• Unemployed/underemployed</li> <li>• Low literacy</li> <li>• No high school diploma</li> <li>• English Language Learning (2014)</li> </ul>	<ul style="list-style-type: none"> <li>• Certified Microsoft Office</li> <li>• CNA</li> <li>• Computer Technician</li> <li>• Electronic Health Records</li> <li>• Pre HSE and HSE</li> <li>• Home Health Aide</li> <li>• Literacy development</li> <li>• Security</li> </ul>	Adam Clayton Powell State Office Building 163 West 125th Street New York, NY 10027	(212) 961-3229	Monday to Thursday: 9:00 AM to 8:00 PM  Friday: 9:00 AM to 5:00PM  Fall/Spring: Limited Saturdays
New York Urban League (CWE Consortium)	<ul style="list-style-type: none"> <li>• Dislocated workers</li> <li>• Underemployed</li> <li>• Adults (18+)</li> </ul>	<ul style="list-style-type: none"> <li>• Retail Management and Operations Certification</li> </ul>	3008 Eastchester Road Bronx, NY 10469	(718) 944-3734	Monday to Friday: 9:30 AM to 5:30 PM
Northern Manhattan Improvement Corporation	<ul style="list-style-type: none"> <li>• SNAP Recipients</li> </ul>	<ul style="list-style-type: none"> <li>• Construction</li> <li>• Building maintenance and repair</li> <li>• Home Health Aide</li> <li>• ESOL</li> <li>• HSE preparation</li> </ul>	76 Wadsworth Avenue 2nd fl. New York, NY 10033	(212) 453-5396	Monday to Friday: 9:00 AM to 5:00 PM
Opportunities for a Better Tomorrow	<ul style="list-style-type: none"> <li>• Unemployed/under employed adults (19+)</li> </ul>	<ul style="list-style-type: none"> <li>• Job readiness</li> <li>• ESOL</li> <li>• HSE preparation</li> <li>• Microsoft Word</li> <li>• Customer Service</li> </ul>	280 Wyckoff Avenue Brooklyn, NY 11237	(718) 381-3222	Monday to Friday: 9:00 AM to 4:00 PM
Paraprofessional Healthcare Institute, Inc.	<ul style="list-style-type: none"> <li>• Unemployed/under employed adults (18+)</li> </ul>	<ul style="list-style-type: none"> <li>• Certified Home Health Aide training</li> <li>• Home Health Aide Jobs</li> </ul>	400 East Fordham Road, 11th fl. Bronx, NY 10458.	(718) 993-7104 ext 4129	Monday to Friday: 9:00 AM to 5:00 PM

## Attachment A

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
Per Scholas	<ul style="list-style-type: none"> <li>• NYC Residents</li> <li>• Adults (19+)</li> <li>• Minimum education requirements: high school diploma or GED</li> <li>• Minimum TABE assessment (administered onsite) of 10.0 on math and reading</li> <li>• Interest in learning about information technology</li> </ul>	<ul style="list-style-type: none"> <li>• Information technology</li> <li>• Typical positions: Helpdesk analyst, network engineer, technology driver, cable installer, support specialist, and software tester</li> </ul>	804 East 138th Street, 2nd fl. Bronx, NY 10454	(718) 991-8400	<p>Monday to Friday: 9:00 AM to 6:00 PM</p> <p>Potential students should attend a walk-in information session held Monday to Friday at 9:00 AM</p>
Research Foundation of CUNY / Bronx Community College / Bronx EOC	<ul style="list-style-type: none"> <li>• Low income</li> <li>• Unemployed/underemployed</li> <li>• Low literacy</li> <li>• Limited English proficiency</li> <li>• Individuals without a high school diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Basic Education</li> <li>• ESL</li> <li>• Pre-GED</li> <li>• GED Preparation</li> <li>• Direct Support Professional (DSP)</li> <li>• Medical Assistant (MA)</li> <li>• EMT</li> <li>• College Prep</li> <li>• Vocational Academic Prep lab</li> </ul>	1666 Bathgate Avenue Bronx, NY 10457	(718) 530-7000	<p>Monday to Friday: 8:00 AM to 5:00 PM</p> <p>Classes: Monday to Friday: 9:00 AM to 4:00 PM</p> <p>Summer schedule may vary</p>
Ridgewood Bushwick Senior Citizens Council Community Empowerment Center	<ul style="list-style-type: none"> <li>• Adults (18+)</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> <li>• Home Health Aide</li> <li>• HSE Preparation</li> </ul>	90 Beaver Street Brooklyn, NY 11206	(718) 366-4300	Monday to Friday: 9:00 AM to 5:00 PM
Riverside Language Program	<ul style="list-style-type: none"> <li>• Recently arrived and documented adult immigrants, refugees, applicants for political asylum, and permanent residence</li> </ul>	<ul style="list-style-type: none"> <li>• Intensive ESOL and world of work preparation</li> </ul>	<p>91 Claremont Avenue New York, NY 10027</p> <p>Note: between Broadway and Riverside Drive, between West 120th and 122nd Streets, in Riverside Church</p>	(212) 662-3200 Ext. 0	Monday to Friday: 9:00 AM to 5:00 PM



## Attachment A

Organization	Target Population	Industries/Jobs	Address	Telephone	Hours of Operation
St. Nicks Alliance	<ul style="list-style-type: none"> <li>• Adults (22+)</li> <li>• Immigrants</li> <li>• Individuals with limited formal education or low educational achievement</li> <li>• Low literacy</li> <li>• Unemployed/underemployed</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Remediation Technician (ERT): Environmental/Construction/ Hazardous Waste Removal</li> <li>• Commercial Truck Driver License Class B (CDL/Bus/Truck Driver/Paratransit Worker)</li> <li>• Integrated Pest Control Management/Technician/Exterminator</li> <li>• HHA Certification</li> <li>• HSE (English and Spanish)</li> <li>• ESOL</li> </ul>	790 Broadway, 2nd fl. Brooklyn, NY 11206 ext. 231	(718) 302-2057	Monday to Thursday: 9:00 AM to 9:00 PM  Friday: 9:00 AM to 5:00 PM
South Bronx Overall Economic Development Corporation	<ul style="list-style-type: none"> <li>• Unemployed/underemployed</li> </ul>	<ul style="list-style-type: none"> <li>• Retail, Cashier, Bank Tellers</li> <li>• Customer Service Representatives</li> <li>• Security</li> <li>• Clerical, Receptionist</li> <li>• Front Desk Associates</li> <li>• Warehouse</li> <li>• General Labor</li> </ul>	555 Bergen Avenue 3rd fl. Bronx, NY 10455	(718) 292-3155	Monday to Friday: 9:00 AM to 5:00 PM
The Fortune Society	<ul style="list-style-type: none"> <li>• Formerly Incarcerated/ Criminal Justice touch point</li> <li>• Unemployed/underemployed</li> </ul>	<ul style="list-style-type: none"> <li>• Job Readiness training and placement</li> <li>• Specialized training in Green Construction</li> <li>• Building Maintenance</li> <li>• Culinary Arts</li> </ul>	29-76 Northern Blvd. Long Island City, NY 11101	(212) 691-7554	Monday to Friday: 9:00 AM to 5:00 PM
The HOPE Program (CWE Consortium)	<ul style="list-style-type: none"> <li>• Unemployed/underemployed</li> </ul>	<ul style="list-style-type: none"> <li>• Building services</li> <li>• Retail</li> <li>• Healthcare</li> <li>• Food service</li> </ul>	1 Smith Street, 4th fl. Brooklyn, NY 11201	(718) 852-9307	Monday to Friday: 9:00 AM to 5:00 PM

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
SNAP Center: \_\_\_\_\_

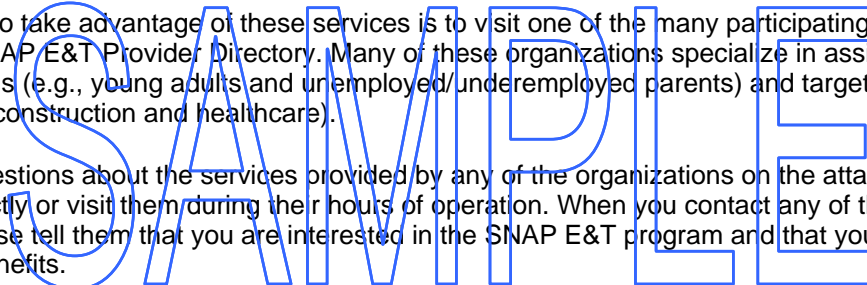
## **Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants**

We are pleased to inform you about the opportunity to receive training leading to employment through the Supplemental Nutritional Assistance Program Employment and Training (SNAP E&T) program.

This program provides services that will help you gain skills that employers seek in today's job market. Various organizations throughout New York City have been selected to provide SNAP participants like you, these opportunities.

All you have to do to take advantage of these services is to visit one of the many participating organizations listed on the attached SNAP E&T Provider Directory. Many of these organizations specialize in assisting targeted groups of individuals (e.g., young adults and unemployed/underemployed parents) and targeted industries of employment (e.g., construction and healthcare).

If you have any questions about the services provided by any of the organizations on the attached directory, you may call them directly or visit them during their hours of operation. When you contact any of the participating organizations, please tell them that you are interested in the SNAP E&T program and that you are currently receiving SNAP benefits.



Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro SNAP: \_\_\_\_\_

### **Aviso Importante a los Participantes del Programa de Asistencia de Nutrición Suplementaria (SNAP)**

Nos complace informarle de la oportunidad de recibir servicios de capacitación que conducen a empleo mediante el programa de Empleo y Capacitación del Programa de Asistencia de Nutrición Suplementaria (SNAP E&T).

Este programa brinda servicios que le ayudarán a adquirir aptitudes que los empleadores necesitan en el actual mercado laboral. Varias organizaciones en toda la Ciudad de Nueva York han sido seleccionadas para brindar estas oportunidades a los participantes de SNAP como usted.

Lo único que usted debe hacer para aprovecharse de estos servicios es visitar una de las varias organizaciones participantes listadas en el adjunto Directorio de Proveedores (Provider Directory) de SNAP E&T. Muchas de estas organizaciones se especializan en asistencia a grupos específicos (p.ej., jóvenes adultos y padres/madres desempleados/subempleados) e industrias específicas (p.ej., construcción y atención de salud).

Si usted tiene cualquier pregunta sobre los servicios brindados por cualquiera de las organizaciones en el directorio adjunto, puede llamarlas directamente o visitarlas durante horas laborables. Al comunicarse con cualquiera de las organizaciones participantes, favor de indicar que usted está interesado(a) en el programa de SNAP E&T y que actualmente recibe beneficios de SNAP.

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

SNAP Center: \_\_\_\_\_

### Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Enrollment and Consent Form

Provider/Program Name: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

This is to inform you that you have been enrolled as a participant in the above referenced Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program.

Your participation in this SNAP E&T program is supported in whole or in part by federal SNAP E&T funds.

Your participation in the education/training services provided by the SNAP E&T provider is intended to help you gain skills that will improve your ability to secure and/or maintain employment.

**\*\*Important Consent Information – Please Read and Sign Below\*\***

I give my consent and fully understand that the Human Resources Administration (HRA) will provide to \_\_\_\_\_ (Contractor) limited participant-identifiable information and data about me for

verification of my identification, eligibility for the SNAP E&T program, and my employment status, as well as for tracking and follow-up purposes. This data may include my name, address, telephone number, the last four digits of my Social Security number, my SNAP Case status, and related recertification dates.

I understand that any changes in my employment status and/or income that occur during or after my participation in this program will be reported to HRA by the training provider and could result in changes to my current SNAP or Cash Assistance benefits.

I also understand that I must report to HRA changes in my employment status and/or income in accordance with SNAP reporting requirements.

I also understand that if I elect to not sign the consent form, I will not be eligible to participate in the SNAP E&T program until such time that I agree to sign the consent form .

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

Fecha: \_\_\_\_\_  
Número de Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro de SNAP: \_\_\_\_\_

## Programa de Asistencia de Nutrición Suplementaria Empleo y Capacitación (SNAP E&T) Formulario de Inscripción y Consentimiento

Proveedor/Nombre del Programa: \_\_\_\_\_

Nombre del Participante: \_\_\_\_\_

El presente es para informarle que usted ha sido inscrito(a) como participante en el antedicho programa para Empleo y Capacitación del Programa de Asistencia de Nutrición Suplementaria (SNAP E&T).

Su participación en este programa de SNAP E&T recibe financiación plena o parcial de los fondos federales de SNAP E&T.

Su participación en los servicios de capacitación/educación proporcionados por el Programa de SNAP E&T tiene el propósito de ayudarlo a obtener aptitudes que mejoren su capacidad de asegurar y/o mantener empleo.

### \*\*Información Importante de Consentimiento – Favor de Leer y Firmar Más Abajo\*\*

Doy mi consentimiento y entiendo plenamente que la Administración de Recursos Humanos (Human Resources Administration – HRA) proveerá a \_\_\_\_\_ información limitada identificable sobre el  
(Contratista)

participante y datos míos propios para probar mi identidad, elegibilidad para el programa de SNAP E&T, y mi estado de empleo, al igual que para efectos de seguimiento. Estos datos pueden incluir mi nombre, dirección, número de teléfono, los últimos cuatro dígitos de mi número de Seguro Social, el estado de mi caso de SNAP, y fechas relacionadas con recertificación.

Entiendo que cualquier cambio en mi estado de empleo y/o ingreso que ocurran durante o después de mi participación en este programa serán reportados a la HRA por el proveedor de capacitación y pueden resultar en cambios a mis beneficios actuales de SNAP o Asistencia en Efectivo.

Entiendo además que debo reportar a la HRA cambios en mi estado de empleo y/o ingreso conforme a los requisitos de notificación de SNAP.

Entiendo además que si opto por no firmar el formulario de consentimiento, no seré elegible para participar en el programa de SNAP E&T hasta que acuerdo firmar el formulario de consentimiento.

\_\_\_\_\_  
Firma del Participante

\_\_\_\_\_  
Fecha