



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #14-72-OPE

(This Policy Bulletin Obsoletes CD #12-15 and CD #10-05)

REVISION TO MANDATED SIGNAGE LISTS: M-98C, M-98D

Date: June 27, 2014	Subtopic(s): Signage
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all staff that the Mandated Job Center Signage (M-98c) and the Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage (M-98d) lists have been updated.</p> <p>The M-98c and M-98d have been revised as follows:</p> <ul style="list-style-type: none"> • The “Notice-Sexual Harassment” sign (W-766) has become the “Notice-Sexual Harassment Policy” sign (POST-125). The title, identification number, and poster date have all been updated. • The “The EEO is the law...” sign (W-766S) has been revised and renumbered to POST-125a. The identification number and the poster date have been updated. • The “People with Disabilities Have Rights” sign (W-766B) has become the “Notice-Reasonable Accommodation” sign (POST-125b). The title, identification number, and poster date have all been updated. • The “Protect Your EBT Benefits” sign (W-917) has been revised and renumbered to POST-108. • The identification number of the “Stop Medicaid Fraud” sign (DOH-3362) has been corrected. • The “State of New York Division of Human Rights” sign (FIA-65) has been renumbered and is now POST-100. • The “Casale/Brown Class Action Lawsuit Settlement Notice” sign (POST-107) and (POST-107(S)) are now obsolete and should be removed.

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

Reminder: Use Print on Demand to obtain copies of signs smaller than 11 x 17 and signs not required to be displayed in color. Only signs 11 x 17 or larger, or signs required to be displayed in color should be ordered for reprint using the Central Intake Work Flow System (CIWS) by selecting the POSTER category.

Job Center and NCA SNAP Center Directors must ensure that all previous versions of the **M-98c** and **M-98d** are removed and recycled and that all mandated signage in their center is updated according to the most recent versions of the **M-98c** and **M-98d**.

Effective Immediately

Related Items:

[PD# 12-18-OPE](#)


Attachments:

M-98c

Mandated Job Center Signage (Rev. 6/27/14)

M-98d

Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage (Rev. 6/27/14)

 Please use Print on Demand to obtain copies of forms.

Mandated Job Center Signage

The following is a list of signage required to be displayed in Job Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below.
Note: Signs with separate Spanish translation are identified with an (S) after the identification number. Displaying black and white versions of signage is acceptable except when noted otherwise.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
1	And Justice For All	Prohibits discrimination in U.S. Department of Agriculture-related activity.	USDA	<u>AD-475B</u>	12/99	Federal regulation 7CFR 272.6(f)(2)	Prominently displayed	11 X 16 ½
2	Stop Medicaid Fraud	Encourages the reporting of suspected fraud.	NYS/DOH	<u>DOH-3362</u>	12/00	HRA policy	Prominently displayed	11 X 17
3	Stop Medicaid Fraud	Encourages the reporting of suspected fraud (Spanish).	NYS/DOH	<u>DOH-3363</u>	12/00	HRA policy	Prominently displayed	11 X 17
4	Resolving a Problem	Suggests alternatives to Fair Hearing.	FIA	<u>FIA-1</u>	11/1/09	<u>Reynolds</u> lawsuit	All applicant/participant waiting areas	14 X 8 ½
5	Filing an Application	Lists types of programs for which one can apply.	FIA	<u>FIA-7</u>	03/13	<u>Reynolds</u> lawsuit	Prominently displayed	14 X 8 ½
6	Filing an Application	Lists types of programs for which one can apply (Spanish).	FIA	<u>FIA-7 (S)</u>	03/13	<u>Reynolds</u> lawsuit	Prominently displayed	14 X 8 ½
7 a.	SNAP Information	Provides general information pertaining to SNAP program.	FIA	<u>FIA-8</u>	03/13	FIA policy	Prominently displayed	8 ½ X 14
8 a.	SNAP Information	Provides general information pertaining to SNAP program (Spanish).	FIA	<u>FIA-8 (S)</u>	03/13	FIA policy	Prominently displayed	8 ½ X 14
9	Expedited SNAP Benefits	Lists eligibility requirements for receiving SNAP within five days.	FIA	<u>FIA-9</u>	03/13	<u>Reynolds</u> lawsuit	Prominently displayed	8 ½ X 14
10	What You Should Know If You Have An Emergency	Gives examples of what qualifies as an emergency.	FIA	<u>FIA-10</u>	8/10	<u>Reynolds</u> lawsuit	Prominently displayed	8 ½ X 14
11	What You Should Know If You Have An Emergency	Gives examples of what qualifies as an emergency (Spanish).	FIA	<u>FIA-10 (S)</u>	8/10	<u>Reynolds</u> lawsuit	Prominently displayed	8 ½ X 14
12	HRA Notice to Applicants	Notice of HRA assistance in obtaining eligibility verification.	FIA	<u>FIA-11</u>	03/13	<u>Reynolds</u> lawsuit	Prominently displayed	8 ½ X 14
13	Cash Assistance Additional Allowances	Provides a list of special needs that may entitle a participant to an additional allowance.	FIA	<u>FIA-12*</u>	03/13	<u>Brown</u> lawsuit	All applicant/participant waiting areas	11 X 17
14	Cash Assistance Additional Allowances	Provides a list of special needs that may entitle a participant to an additional allowance (Spanish).	FIA	<u>FIA-12 (S)*</u>	03/13	<u>Brown</u> lawsuit	All applicant/participant waiting areas	11 X 17
15 b.	This is an AUTOMATED Job Center	Advises individuals that filling out a paper application may not be necessary.	FIA	<u>FIA-19</u>	1/08	FIA policy	All applicant/participant waiting areas	8 ½ X 11
16 b.	This is an AUTOMATED Job Center	Advises individuals that filling out a paper application may not be necessary (Spanish).	FIA	<u>FIA-19 (S)</u>	1/08	FIA policy	All applicant/participant waiting areas	8 ½ X 11

a. Must be annotated. b. Does not apply to Residential Treatment Service Center No. 52. * Cannot be printed from Print On Demand

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The following is a list of signage required to be displayed in Job Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below.
Note: Signs with separate Spanish translation are identified with an (S) after the identification number. Displaying black and white versions of signage is acceptable except when noted otherwise.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
17	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions.	FIA	<u>FIA-33</u>	8/19/09	<u>Piron</u> lawsuit	Prominently displayed	11 X 17
18	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions (Spanish).	FIA	<u>FIA-33 (S)</u>	8/19/09	<u>Piron</u> lawsuit	Prominently displayed	11 X 17
19 c.	Applications Are Available	Informs applicants/participants about availability of CA and FS applications.	FIA	<u>FIA-42</u>	12/27/04	FIA policy	All applicant/participant waiting areas	8 ½ X 11
20 c.	Applications Are Available	Informs applicants/participants about availability of CA and FS applications (Spanish).	FIA	<u>FIA-42 (S)</u>	12/27/04	FIA policy	All applicant/participant waiting areas	8 ½ X 11
21	Attention Single Parents on Public Assistance	Provides information on getting assigned to education or training as a work activity.	FIA	<u>FIA-43</u>	8/14/09	<u>Davila</u> lawsuit	Prominently displayed	11 X 17
22	Attention Single Parents on Public Assistance	Provides information on getting assigned to education or training as a work activity (Spanish).	FIA	<u>FIA-43 (S)</u>	8/14/09	<u>Davila</u> lawsuit	Prominently displayed	11 X 17
23 d.	Is Your Housing Uncertain? Do You Live At A Temporary Address?	Provides information of basic educational rights for homeless or temporarily housed children and youths under the McKinney-Vento Act.	NYS Technical and Education Assistance Center	<u>FIA-59</u>	8/25/06	McKinney-Vento Act	Prominently displayed	11 X 17
24 d.	Is Your Housing Uncertain? Do You Live At A Temporary Address?	Provides information of basic educational rights for homeless or temporarily housed children and youths under the McKinney-Vento Act. (Spanish).	NYS Technical and Education Assistance Center	<u>FIA-59 (S)</u>	11/28/06	McKinney-Vento Act	Prominently displayed	11 X 17
25 e. f.	To Serve You Better	Provides information regarding SNAP Centers with further extended hours of operation.	FIA	<u>FIA-61*</u>	09/13	FIA policy	Prominently displayed	13 X 19
26 e. f.	To Serve You Better	Provides information regarding SNAP Centers with further extended hours of operation (Spanish).	FIA	<u>FIA-61 (S)*</u>	09/13	FIA policy	Prominently displayed	13 X 19
27 f.	Be Careful About Who Cares For Your Child	Advises parents to be careful about those who are entrusted with the care of their child.	NYC Administration for Children Services	<u>FIA-85*</u>	10/10	FIA policy	Prominently displayed	11 X 17
28 f.	Be Careful About Who Cares For Your Child	Advises parents to be careful about those who are entrusted with the care of their child (Spanish).	NYC Administration for Children Services	<u>FIA-85 (S)*</u>	10/10	FIA policy	Prominently displayed	11 X 17
29	Food Stamp Benefits Complaint Procedure	How to file a complaint concerning Food Stamp processing standards and/or service.	NYS/OTDA	<u>LDSS-8036</u>	4/04	OTDA	Prominently displayed	14 X 8 ½
30	Food Stamp Benefits Complaint Procedure	How to file a complaint concerning Food Stamp processing standards and/or service (Spanish).	NYS/OTDA	<u>LDSS-8036 (S)</u>	4/04	OTDA	Prominently displayed	14 X 8 ½
31	EBT for MetroCards	Informs individuals that the Electronic Benefit Transfer (EBT) Common Benefit Identification Card (CBIC) can be used to purchase MetroCards from MTA vending machines.	HRA	<u>POST-87*</u>	01/2011	FIA Policy	Prominently displayed until further notice	8 ½ X 14
32	INFOLINE	Provides a toll-free telephone number to obtain HRA-related information.	HRA	<u>POST-98</u>	01/14	<u>Ramirez</u> lawsuit	All applicant/participant waiting areas	11 X 17

c. Do not post at Model Centers (the applications will be distributed at the front door receptional desk) OR Centers that do not accept applications. **d.** Must be posted at East River Job Center No. 37 only. **e.** Must be affixed to a wall.
f. Must be displayed in color. * Cannot be printed from Print On Demand

Mandated Job Center Signage

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Note: Signs with separate Spanish translation are identified with an (S) after the identification number. Displaying black and white versions of signage is acceptable except when noted otherwise.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
33	NYS Agency-Based Voter Registration	Identifies Center as a voter registration site.	NYS Board of Elections	<u>POST-101</u>	4/12	National Voter Registration Act	Prominently displayed	11 X 17
34	NYS Agency-Based Voter Registration	Identifies Center as a voter registration site (Spanish).	NYS Board of Elections	<u>POST-101 (S)</u>	4/12	National Voter Registration Act	Prominently displayed	11 X 17
35	Protect Your EBT Benefits	Advises applicants/participants not to give out their personal information over the phone.	OPIC	<u>POST-108* (MLF)</u>	4/13	FIA policy	Prominently displayed	18 X 24
36 g.	Do You Owe Child Support?	Finding out the status of Child Support Order and Arrears (Debt)	HRA/FIA	<u>POST-117*</u>	7/13	HRA/FIA policy	Prominently displayed	24.5 X 32.5
37 g.	Do You Owe Child Support?	Finding out the status of Child Support Order and Arrears (Debt)	HRA/FIA	<u>POST-117 (S)*</u>	7/13	HRA/FIA policy	Prominently displayed	24.5 X 32.5
38 f.	Keep The Heat On With HEAP Your Home Energy Assistance Program	HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home.	OTDA	<u>PUB-4735A*</u>	5/09	FIA policy	Prominently displayed	11 X 17
39 f.	Keep The Heat On With HEAP Your Home Energy Assistance Program	HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home. (Spanish)	OTDA	<u>PUB-4735A-SP*</u>	5/09	FIA policy	Prominently displayed	11 X 17
40	Will You Still Receive Supplemental Nutrition Assistance Program (SNAP) after Cash Assistance Ends?	Provides information on receiving Food Stamps after Cash Assistance ends.	NYS/OTDA	<u>LDSS-4996</u>	9/13	OTDA	All applicant/participant waiting areas	8 ½ X 14
41	Will You Still Receive Supplemental Nutrition Assistance Program (SNAP) after Cash Assistance Ends?	Provides information on receiving Food Stamps after Cash Assistance ends (Spanish).	NYS/OTDA	<u>LDSS-4996-SP</u>	9/13	OTDA	All applicant/participant waiting areas	8 ½ X 14
42	If You Need an Interpreter	Advises individuals with limited English-speaking ability that free interpreter service is available.	NYS/OTDA	<u>PUB-4842</u>	6/04	Ramirez lawsuit	All applicant/participant waiting areas	11 X 17
43	Important! You do not have to pay a surcharge to access your cash benefits	Informs applicants/participants about surcharge-free access to cash benefits.	NYS/OTDA	<u>PUB-4856</u>	4/05	OTDA	All applicant/participant waiting areas	11 X 17
44	HRA Central Complaint Unit	Advises applicants/participants on how to file a complaint.	HRA/OCCA	<u>W-184A</u>	No Date	HRA policy	Prominently displayed	11 X 8 ½

f. Must be displayed in color. g. Must be posted at St. Nicholas Center No. 18 and St. Nicholas NCA SNAP Center No. 14. * Cannot be printed from Print On Demand

Mandated Job Center Signage

The following is a list of signage required to be displayed in Job Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below.
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FIA Employee Posters

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
45	Equal Employment Opportunity is The Law	Discusses EEO law as it applies to employers holding federal contracts or subcontracts, private employment, state and local governments and institutions, and programs or activities receiving federal financing.	DOL	<u>EEOC-P/E-1*</u>	11/09	DCAS	Prominently displayed in employee lounges	11 X 17
46 e. f. h.	You Talk, We Listen	The City of New York offers its employees a confidential program through the concerned mental health professionals of the New York City Employee Assistance Program (NYC EAP).	EAP	<u>EAP-318*</u>	No Date	HRA policy	Prominently displayed in employee lounges	12 X 18
47	Your Rights Under USERRA	Outlines the protection of job rights of individuals who voluntarily leave employment positions to undertake military service or who serve in the National Disaster Medical System.	U.S. Department of Labor (VETS)	<u>FIA-64</u>	10/08	OTDA	Prominently displayed in employee lounges	8 ½ X 11
48	Confidential Document Bin Poster	Explanation of the proper uses for designated recycling bins in Job Centers and NCA Food Stamp Centers.	HRA	<u>FIA-67</u>	No Date	HRA policy	Displayed anywhere confidential document bins are located	11 X 17
49	Crime Prevention Tips for HRA Staff	Provides information to HRA staff about job safety and crime prevention.	HRA	<u>FIA-71</u>	No Date	HRA policy	Prominently displayed in employee lounges	8 ½ X 11
50	Workplace Violence Prevention Policy Statement	Informs staff of the Agency's Workplace Violence Prevention program designed to prevent and/or minimize the hazard of workplace violence.	HRA	<u>POST-95*</u>	6/11	HRA Policy	Prominently displayed in employee lounges	11 X 17
51	State of New York Division of Human Rights	Describes Human Rights Law which prohibits discrimination in employment, housing, credit, places of public accommodations and non-sectarian educational institutions, based on age, race, national origin, gender, sexual orientation, marital status, disability, military status, and other specified classes.	OTDA	<u>POST-100</u>	No Date	DCAS	Prominently displayed in employee lounges	8 ½ X 11
52 f.	Pregnancy and Employment Rights	Informs staff that pregnant women and those recovering from childbirth are protected from discrimination and may qualify for reasonable accommodations.	NYC Commission on Human Rights	<u>POST-124*</u>	No Date	NYC Commission on Human Rights	Prominently displayed in employee lounges	8 ½ X 14
53	Notice – Sexual Harassment Policy	Explains sexual harassment and provides contact information for victims of sexual harassment.	EEO	<u>POST_125</u>	2/14	EEO	Prominently displayed in employee lounges	8 ½ X 11
54	EEO is the law...	Provides contact information for employees who feel they have been sexually harassed or discriminated against in the workplace.	EEO	<u>POST-125a</u>	2/14	EEO	Prominently displayed in employee lounges	8 ½ X 11
55	Notice – Reasonable Accommodation	Provides employees with an address and telephone number for information and assistance for people with disabilities.	EEO	<u>POST-125b</u>	2/14	EEO	Prominently displayed in employee lounges	8 ½ X 11
56	Labor Law Information Relating to Public Employees	Advises public employees of their right to a safe workplace and their responsibility to adhere to the NYS Public Employees Safety and Health Act of 1980.	NYS/DOL	<u>SH 908</u>	1/07	HRA policy	Prominently displayed in employee lounges	11 X 17
57	Notice of Compliance Workers' Compensation Law	Provides important information about the rights of employees who are injured or suffer an occupational disease while working.	NYS Workers' Compensation Board	<u>C-105</u>	4/09	HRA policy	Prominently displayed in employee lounges	8 ½ X 14

e. Must be affixed to a wall. **f.** Must be displayed in color.

h. Does not need to be displayed in Family Services Call Centers.

* Cannot be printed from Print On Demand

Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage

The following is a list of signage required to be displayed in NCA SNAP Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below.

Note: Signs with separate Spanish translations are identified with an (S) after the identification number. Displaying black & white versions of signage is acceptable except when noted otherwise. Only prominently displayed signs and employee mandated signs are required at SNAP Change Centers.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
1	And Justice For All	Prohibits discrimination in U.S. Department of Agriculture-related activity.	USDA	<u>AD-475B</u>	12/99	Federal regulation 7CFR 272.6(f)(2)	Prominently displayed	11 X 16 ½
2	Stop Medicaid Fraud	Encourages the reporting of suspected fraud.	NYS/DOH	<u>DOH-3362</u>	12/00	HRA policy	Prominently displayed	11 X 17
3	Stop Medicaid Fraud	Encourages the reporting of suspected fraud (Spanish).	NYS/DOH	<u>DOH-3363</u>	12/00	HRA policy	Prominently displayed	11 X 17
4	Filing an Application	Lists types of programs for which one can apply.	FIA	<u>FIA-7</u>	3/13	FIA policy	Prominently displayed	14 X 8 ½
5	Filing an Application	Lists types of programs for which one can apply (Spanish).	FIA	<u>FIA-7 (S)</u>	3/13	FIA policy	Prominently displayed	14 X 8 ½
6 a.	SNAP Information	Provides general information pertaining to SNAP program.	FIA	<u>FIA-8</u>	3/13	FIA policy	Prominently displayed	8 ½ X 14
7 a.	SNAP Information	Provides general information pertaining to SNAP program (Spanish).	FIA	<u>FIA-8 (S)</u>	3/13	FIA policy	Prominently displayed	8 ½ X 14
8	Expedited SNAP Benefits	Lists eligibility requirements for receiving SNAP within five days.	FIA	<u>FIA-9</u>	3/13	FIA policy	Prominently displayed	8 ½ X 14
9	HRA Notice to Applicants	Notice of HRA assistance in obtaining eligibility verification.	FIA	<u>FIA-11</u>	3/13	FIA policy	Prominently displayed	8 ½ X 14
10	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions.	FIA	<u>FIA-33</u>	8/19/09	Piron lawsuit	Prominently displayed	11 X 17
11	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions (Spanish).	FIA	<u>FIA-33 (S)</u>	8/19/09	Piron lawsuit	Prominently displayed	11 X 17
12 b. c.	To Serve You Better	Provides information regarding SNAP Centers with further extended hours of operation.	FIA	<u>FIA-62*</u>	9/13	FIA policy	All applicant/participant waiting areas	13 X 19
13 b. c.	To Serve You Better	Provides information regarding SNAP Centers with further extended hours of operation (Spanish).	FIA	<u>FIA-62 (S)*</u>	9/13	FIA policy	All applicant/participant waiting areas	13 X 19
14	311 Informational Poster	Raises awareness of the wide range of nonprofit and government services, including human and health service referrals, that can be accessed by calling 311, New York City's Service Request Look-up.	Office of the Mayor	<u>FIA-72</u>	No Date	Office of the Mayor	All applicant/participant waiting areas until further notice.	11 X 17
15	311 Informational Poster	Raises awareness of the wide range of nonprofit and government services, including human and health service referrals, that can be accessed by calling 311, New York City's Service Request Look-up (Spanish).	Office of the Mayor	<u>FIA-72 (S)</u>	No Date	Office of the Mayor	All applicant/participant waiting areas until further notice.	11 X 17

a. Must be annotated. **b.** Must be affixed to a wall. **c.** Must be displayed in color. * Cannot be printed from Print On Demand.

Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage

The following is a list of signage required to be displayed in NCA SNAP Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below. **Note:** Signs with separate Spanish translations are identified with an (S) after the identification number. Displaying black & white versions of signage is acceptable except when noted otherwise. Only prominently displayed signs and employee mandated signs are required at SNAP Change Centers.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
16	Babies Sleep Safest Alone	Its purpose is to warn parents that it is dangerous to sleep with babies in the same bed and safer for the child to sleep alone in a crib or bassinet.	NYS Office of Children and Family Services	<u>FIA-74*</u>	No Date	HRA policy	All applicant/participant waiting areas	11 X 17
17	Babies Sleep Safest Alone	Its purpose is to warn parents that it is dangerous to sleep with babies in the same bed and safer for the child to sleep alone in a crib or bassinet (Spanish).	NYS Office of Children and Family Services	<u>FIA-74 (S)*</u>	No Date	HRA policy	All applicant/participant waiting areas	11 X 17
18	It Is Easier Than Ever To Recertify For Supplemental Nutrition Assistance Program (SNAP) Benefits	The poster informs participants of the various ways to recertify for SNAP.	FIA	<u>FIA-78*</u>	11/13	FIA policy	All applicant/participant waiting areas	11 X 17
19	It Is Easier Than Ever To Recertify For Supplemental Nutrition Assistance Program (SNAP) Benefits	The poster informs participants of the various ways to recertify for SNAP (Spanish).	FIA	<u>FIA-78 (S)*</u>	11/13	FIA policy	All applicant/participant waiting areas	11 X 17
20 c.	Be Careful About Who Cares For Your Child	Advises parents to be careful about those who are entrusted with the care of their child.	NYC Administration for Children Services	<u>FIA-85*</u>	10/10	FIA policy	Prominently displayed	11 X 17
21 c.	Be Careful About Who Cares For Your Child	Advises parents to be careful about those who are entrusted with the care of their child (Spanish).	NYC Administration for Children Services	<u>FIA-85 (S)*</u>	10/10	FIA policy	Prominently displayed	11 X 17
22	You Can Now Apply for Supplemental Nutrition Assistance Program (SNAP) Benefits Online	Advises applicants of a new option of filing a SNAP application online.	FIA	<u>POST-89*</u>	11/13	FIA policy	All applicant/participant waiting areas until further notice.	11 X 17
23	You Can Now Apply for Supplemental Nutrition Assistance Program (SNAP) Benefits Online	Advises applicants of a new option of filing a SNAP application online (Spanish).	FIA	<u>POST-89 (S)*</u>	11/13	FIA policy	All applicant/participant waiting areas until further notice.	11 X 17
24	INFOLINE	Provides a toll-free telephone number to obtain HRA-related information.	HRA	<u>POST-98</u>	1/14	Ramirez lawsuit	All applicant/participant waiting areas	11 X 17
25	NYS Agency-Based Voter Registration	Identifies Center as a voter registration site.	NYS Board of Elections	<u>POST-101</u>	4/12	National Voter Registration Act	Prominently displayed	11 X 17
26	NYS Agency-Based Voter Registration	Identifies Center as a voter registration site (Spanish).	NYS Board of Elections	<u>POST-101 (S)</u>	4/12	National Voter Registration Act	Prominently displayed	11 X 17
27	Protect Your EBT Benefits	Advises applicants/participants not to give out their personal information over the phone.	OPIC	<u>POST-108* (MLF)</u>	4/13	FIA policy	Prominently displayed	18 X 24
28 d.	Do You Owe Child Support?	Finding out the status of Child Support Order and Arrears (Debt)	HRA/FIA	<u>POST-117*</u>	7/13	HRA/FIA policy	Prominently displayed	24.5 X 32.5
29 d.	Do You Owe Child Support?	Finding out the status of Child Support Order and Arrears (Debt)	HRA/FIA	<u>POST-117 (S)*</u>	7/13	HRA/FIA policy	Prominently displayed	24.5 X 32.5
30 c.	Keep The Heat On With HEAP Your Home Energy Assistance Program	HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home.	OTDA	<u>PUB-4735A*</u>	5/09	FIA policy	Prominently displayed	11 X 17
31 c.	Keep The Heat On With HEAP Your Home Energy Assistance Program	HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home. (Spanish).	OTDA	<u>PUB-4735A-SP*</u>	5/09	FIA policy	Prominently displayed	11 X 17

c. Must be displayed in color. **d.** Must be posted at St. Nicholas Center No. 18 and St. Nicholas NCA SNAP Center No. 14. * Cannot be printed from Print On Demand.

Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage

The following is a list of signage required to be displayed in NCA SNAP Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below.
Note: Signs with separate Spanish translations are identified with an (S) after the identification number. Displaying black & white versions of signage is acceptable except when noted otherwise. Only prominently displayed signs and employee mandated signs are required at SNAP Change Centers.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
32	If You Need an Interpreter	Advises individuals with limited English-speaking ability that free interpreter service is available.	NYS/OTDA	<u>PUB-4842</u>	6/04	Ramirez lawsuit	All applicant/participant waiting areas	11 X 17
33	Important! You do not have to pay a surcharge to access your cash benefits	Informs applicants/participants about surcharge-free access to cash benefits.	NYS/OTDA	<u>PUB-4856</u>	4/05	OTDA	Prominently displayed	11 X 17
34	SNAP Right to File	Provides information about application processing timeframes and the application filing rights for SNAP	NYS/OTDA	<u>LDSS-4995</u>	5/13	OTDA	Prominently displayed	11 X 17
35	Will You Still Receive Supplemental Nutrition Assistance Program (SNAP) after Cash Assistance Ends?	Provides information on receiving Food Stamps after Cash Assistance ends.	NYS/OTDA	<u>LDSS-4996</u>	9/13	OTDA	Prominently displayed	8 ½ X 14
36	Will You Still Receive Supplemental Nutrition Assistance Program (SNAP) after Cash Assistance Ends?	Provides information on receiving Food Stamps after Cash Assistance ends (Spanish)	NYS/OTDA	<u>LDSS-4996-SP</u>	9/13	OTDA	Prominently displayed	8 ½ X 14
37	Food Stamp Benefits Complaint Procedure	How to file a complaint concerning Food Stamp processing standards and/or service.	NYS/OTDA	<u>LDSS-8036</u>	4/04	OTDA	Prominently displayed	14 X 8 ½
38	Food Stamp Benefits Complaint Procedure	How to file a complaint concerning Food Stamp processing standards and/or service (Spanish).	NYS/OTDA	<u>LDSS-8036 (S)</u>	4/04	OTDA	Prominently displayed	14 X 8 ½
39	HRA Central Complaint Unit	Advises applicants/participants on how to file a complaint.	HRA/OCCA	<u>W-184A</u>	No Date	HRA policy	Prominently displayed	11 X 8 ½

FIA Employee Posters

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
40	Notice of Compliance Workers' Compensation Law	Provides important information about the rights of employees who are injured or suffer an occupational disease while working.	NYS Workers' Compensation Board	<u>C-105</u>	04/09	HRA policy	Prominently displayed in employee lounges	8 ½ X 14
41 b. c.	You Talk, We Listen	The City of New York offers its employees a confidential program through the concerned mental health professionals of the New York City Employee Assistance Program (NYC EAP).	EAP	<u>EAP-318*</u>	No Date	HRA policy	Prominently displayed in employee lounges	12 X 18
42	Six-Month Reporting Rules for NCA SNAP Households with Earned Income	Provides information to staff on the six-month reporting rules for NCA SNAP.	FIA	<u>FIA-53*</u>	6/13	FIA policy	Prominently displayed in employee lounges/worker's areas until further notice	14 X 20
43	Budgeting SSI/SSA Income for SNAP	Provides information to staff on budgeting SSI/SSA income for SNAP.	FIA	<u>FIA-53A*</u>	6/13	FIA policy	Prominently displayed in employee lounges/worker's areas until further notice	14 X 20
44	Budgeting Employment Income for SNAP	Provides information to staff on budgeting employment income for SNAP.	FIA	<u>FIA-53B*</u>	6/13	FIA policy	Prominently displayed in employee lounges/worker's areas until further notice	14 X 20
45	Your Rights Under USERRA	Outlines the protection of job rights of individuals who voluntarily leave employment positions to undertake military service or who serve in the National Disaster Medical System.	U.S. Department of Labor (VETS)	<u>FIA-64</u>	10/8	OTDA	Prominently displayed in employee lounges	8 ½ X 11
46	Confidential Documents Bin Poster	Explanation of the proper uses for designated recycling bins in Job Centers and NCA Food Stamp Centers.	HRA	<u>FIA-67</u>	No Date	HRA policy	Displayed anywhere confidential document bins are located	11 X 17

b. Must be affixed to a wall. c. Must be displayed in color. * Cannot be printed on Demand.

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FIA Employee Posters (continued)

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
47	Crime Prevention Tips for HRA Staff	Provides information to HRA staff about job safety and crime prevention.	HRA	<u>FIA-71</u>	No Date	HRA policy	Prominently displayed in employee lounges	8 ½ X 11
48 c.	Equal Employment Opportunity is The Law	Discusses EEO law as it applies to employers holding federal contracts or subcontracts, private employment, state and local governments and institutions, and programs or activities receiving federal financing.	DOL	<u>EEOC-P/E-1*</u>	11/09	DCAS	Prominently displayed in employee lounges	11 X 17
49	Workplace Violence Prevention Policy Statement	Informs staff of the Agency's Workplace Violence Prevention program designed to prevent and/or minimize the hazard of workplace violence.	HRA	<u>POST-95*</u>	6/11	HRA Policy	Prominently displayed in employee lounges	11 X 17
50	State of New York Division of Human Rights	Describes Human Rights Law which prohibits discrimination in employment, housing, credit, places of public accommodations and non-sectarian educational institutions, based on age, race, national origin, gender, sexual orientation, marital status, disability, military status, and other specified classes.	OTDA	<u>POST-100</u>	No Date	DCAS	Prominently displayed in employee lounges	8 ½ X 11
51 c.	Pregnancy and Employment Rights	Informs staff that pregnant women and those recovering from childbirth are protected from discrimination and may qualify for reasonable accommodations.	NYC Commission on Human Rights	<u>POST-124*</u>	No Date	NYC Commission on Human Rights	Prominently displayed in employee lounges	8 ½ X 14
52	Notice – Sexual Harassment Policy	Explains sexual harassment and provides contact information for victims of sexual harassment.	EEO	<u>POST-125</u>	2/14	EEO	Prominently displayed in employee lounges	8 ½ X 11
53	EEO is the law...	Provides contact information for employees who feel they have been sexually harassed or discriminated against in the workplace.	EEO	<u>POST-125a</u>	2/14	EEO	Prominently displayed in employee lounges	8 ½ X 11
54	Notice – Reasonable Accommodation	Provides employees with an address and telephone number for information and assistance for people with disabilities.	EEO	<u>POST-125b</u>	2/14	EEO	Prominently displayed in employee lounges	8 ½ X 11
55	Labor Law Information Relating to Public Employees	Advises public employees of their right to a safe workplace and their responsibility to adhere to the NYS public Employees Safety and Health Act of 1980.	NYS/DOL	<u>SH 908</u>	1/07	HRA policy	Prominently displayed in employee lounges	11 X 17

c. Must be displayed in color. * Cannot be printed from Print On Demand.