




FAMILY INDEPENDENCE ADMINISTRATION
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Office of Procedures

POLICY BULLETIN #14-96-EMP

FOUR-YEAR COLLEGES AND OTHER EDUCATION/TRAINING CHANGES

<p>Date: August 29, 2014</p>	<p>Subtopic(s): Employment, TAG</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Some educational programs may require supervised homework time such as homework hours in a lab for Chemistry or Phlebotomy courses.</p>	<p>The purpose of this policy bulletin is to alert Job Center staff and Training Assessment Group (TAG) staff that due to changes in Social Services Law, attendance at four-year colleges can now be counted as an approved engagement activity to satisfy an applicant's/participant's work requirements. Applicants/participants who report that they are enrolled in a four-year college <u>must</u> be referred to TAG to approve the student's attendance at the educational program.</p> <p>In conjunction with this change, the Human Resources Administration (HRA) will now also count homework hours (supervised and unsupervised hours) toward the participant's 35-hour work week engagement requirement. One (1) hour of unsupervised homework is allowed for each credit/classroom hour. Additionally, all hours of supervised homework required by the educational institution are allowed to be counted toward the individual's hours of engagement. However, the total homework time counted for participation cannot exceed the total hours of homework required (supervised) or advised (unsupervised) by the educational program.</p> <p>For example, if a participant is taking a course for three credit hours per week, HRA will count the three credit hours for the course as well as three hours of unsupervised homework toward the individual's 35-hour weekly engagement requirement. In this example, a total of six hours per week is credited toward meeting the 35-hour engagement requirement. However, If the educational program requires an additional two hours of supervised homework, the participant will be credited with eight (8) hours of engagement (3 credit/class hours + 2 supervised homework hours + 3 unsupervised homework hours).</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

Lastly, HRA will now also recognize and approve attendance at two- and four-year schools/programs of study, including Liberal Arts programs, so long as the participant's educational program is directly related to obtaining useful employment in a recognized occupation.

Effective Immediately

References:

[14-ADM-04](#)

Social Services Law 336-a

Related Item:

[PB #14-94-EMP](#)

Revisions To Training Assessment Group (TAG)
Related Forms