



FAMILY INDEPENDENCE ADMINISTRATION
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Office of Procedures

POLICY BULLETIN #14-99-OPE

REVISIONS TO THE JOB SEARCH BUSINESS LINK APPOINTMENT (W-116P) FORM

<p>Date: September 16, 2014</p>	<p>Subtopic(s): Form Revision</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff that the Job Search Business Link Appointment (W-116P) form has been revised as follows:</p> <ul style="list-style-type: none"> • The note “As of August 29, 2012, any reference to the Food Stamp Program in this notice shall mean the Supplemental Nutrition Assistance Program (SNAP), and any reference to Food Stamps shall mean SNAP benefits” has been removed. • Contact information has been updated. • Language has been changed to indicate that the appointment is not a mandatory one. <p>Center Directors must ensure that all previous versions of form W-116P are removed from circulation and recycled.</p> <p>A sample of the revised form is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>W-116P Job Search Business Link Appointment (Rev. 9/16/14) W-116P (S) Job Search Business Link Appointment (Spanish) (Rev. 9/16/14)</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

Date: _____
Case Number: _____
Case Name: _____
Caseload: _____
Job Center: _____
Action Code: _____

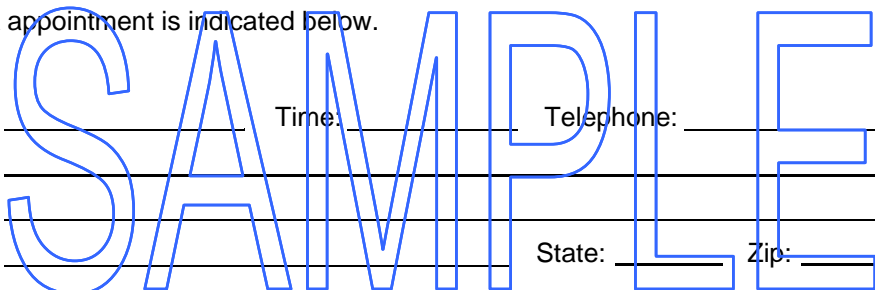
Job Search Business Link Appointment

State law requires that you be engaged in an active and continuing search for employment. As part of this obligation you have been selected to participate in a Business Link appointment. This appointment is a prescreening for a variety of jobs; qualified candidates will be scheduled for an interview with an employer. Please bring your Electronic Benefits Transfer (EBT) or Medicaid card for identification purposes. You should also bring a copy of your resume and/or references, if you have them, and dress appropriately for a job interview.

You will be excused from your assigned work activities to attend this appointment. Give your Back to Work (B2W) or Work Experience Program (WEP) location a copy of this notice.

Your Business Link appointment is indicated below.

Appointment Date: _____ Time: _____ Telephone: _____
Location Name: _____
Address: _____
City: _____ State: _____ Zip: _____



Travel Directions:

If you have any questions or are unable to keep this appointment, please contact Business Link at **(212) 643-2881, ext. "0."** You can also call this number if you have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Unidad de Casos: _____
Centro de Trabajo: _____
Código de Acción: _____

Cita de Enlace Comercial (Business Link) para Búsqueda de Trabajo

La ley Estatal estipula que usted esté realizando una búsqueda de trabajo activa y continua. Como parte de tal obligación se le ha seleccionado para que usted participe en una cita de Enlace Comercial (Business Link). El propósito de dicha cita es realizar una evaluación inicial con respecto a diversos trabajos: a los candidatos que cualifiquen se les programará una cita con un empleador. Para identificarse, favor de traer su tarjeta de Transferencia Electrónica de Beneficios (EBT) o de Medicaid. Además usted debe de traer una copia de su currículum y/o referencias profesionales, de tenerlas, y vestirse con atuendo apropiado para la entrevista de trabajo.

Se le excusará a usted de la participación en sus actividades de trabajo asignadas para que pueda asistir a esta cita. Entréguele a su local de Vuelta al Trabajo (B2W) o del Programa de Experiencia Laboral (WEP) una copia de este aviso.

Los detalles de su cita de Enlace Comercial (Business Link) aparecen a continuación:

SAMPLE

Fecha de la Cita: _____ Hora: _____ Teléfono: _____
Nombre del Local: _____
Dirección: _____
Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de Viaje:

Si usted tiene cualquier pregunta, o si no puede asistir a la cita, favor de comunicarse con el Enlace Comercial (Business Link) al **(212) 643-2881, ext. "0."** Además, usted puede llamar a este número si tiene un problema físico, mental, o de aprendizaje que le dificulte asistir a esta cita.