




OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #15-118-OPE

INTRODUCTION OF THREE NEW FORMS: EXP-83G, FIA-1094U AND THE FIA 1086O

Date: January 5, 2016	Subtopic(s): Forms												
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to introduce three new forms:</p> <ul style="list-style-type: none"> • Important Notice to Child-Only Case Participants form (EXP-83g) has been created and is used at the Family Call Center (Center 17). • Business Link Has A Great Career Opportunity For You! form (FIA-1086o) has been created and is used by Business Links. • Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants form (FIA-1094u) has been created and is used by the SNAP program. <p>Samples of the forms are attached.</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <table border="0"> <tr> <td>EXP-83g</td> <td>Important Notice to Child-Only Case Participants</td> </tr> <tr> <td>EXP-83g (S)</td> <td>Important Notice to Child-Only Case Participants (Spanish)</td> </tr> <tr> <td>FIA-1086o</td> <td>Business Link Has A Great Career Opportunity For You!</td> </tr> <tr> <td>FIA-1086o (S)</td> <td>Business Link Has A Great Career Opportunity For You! (Spanish)</td> </tr> <tr> <td>FIA-1094u</td> <td>Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants</td> </tr> <tr> <td>FIA-1094u (S)</td> <td>Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants (Spanish)</td> </tr> </table>	EXP-83g	Important Notice to Child-Only Case Participants	EXP-83g (S)	Important Notice to Child-Only Case Participants (Spanish)	FIA-1086o	Business Link Has A Great Career Opportunity For You!	FIA-1086o (S)	Business Link Has A Great Career Opportunity For You! (Spanish)	FIA-1094u	Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants	FIA-1094u (S)	Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants (Spanish)
EXP-83g	Important Notice to Child-Only Case Participants												
EXP-83g (S)	Important Notice to Child-Only Case Participants (Spanish)												
FIA-1086o	Business Link Has A Great Career Opportunity For You!												
FIA-1086o (S)	Business Link Has A Great Career Opportunity For You! (Spanish)												
FIA-1094u	Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants												
FIA-1094u (S)	Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants (Spanish)												

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

Important Notice to Child-Only Case Participants

Your case is now active at the Family Services Call Center (Center 17). Staff at Center 17 are available to address many of your service needs over the telephone and/or via mail. Please call Center 17 at **(718) 752-3937** if you need assistance and a qualified staff member will evaluate your situation.

You will continue to receive in-person service at:

SAMPLE

Please note that if the payee on your case has an emergency or wishes to apply for ongoing cash assistance, s/he may go to any Job Center for assistance.

Aviso Importante a los Participantes con Casos Sólo de Niños

Su caso ya está activo en el Centro de Llamadas de Servicios a la Familia (Family Services Call Center) (Centro 17). El personal del Centro 17 está disponible para atenderle por teléfono y/o por correo. Favor de llamar al Centro 17 al **(718) 752-3937** si necesita ayuda y un miembro del personal capacitado evaluará su situación.

Usted seguirá recibiendo atención en persona en:

SAMPLE

Favor de notar que si se le presenta una emergencia al beneficiario de su caso, o si el mismo desea solicitar asistencia en efectivo continua, él o ella puede acudir a cualquier Centro de Trabajo para asistencia.

Date: _____

Case Number: _____

Case Name: _____

Center: _____

Business Link Has A Great Career Opportunity For You!

We are inviting you to a special pre-screening for the Shelter Exit Transition (SET) program. SET is an Human Resources Administration (HRA) program and the objective of the program is to help individuals in temporary housing to find employment that matches their skills and interests as a preparation for locating and moving to a permanent housing arrangement. The purpose of this scheduled session is to explain the SET program to you, answer any questions, and determine if this is an appropriate program for you. You have already been prescreened to qualify.

Please attend the session below at Business Link on:

Date: _____

Time: _____

Location: 123 William Street, 6th Floor, New York, NY 10038

What should you expect when you arrive at Business Link?

- 1) Report to the front desk receptionist who will enter your information into our system and verify your eligibility. **Please bring your Benefit Card**
- 2) If you choose to participate, you will sign a Participant Letter of Understanding (PLU).
- 3) If you choose to participate, you will then be assessed for your employment background, skills and interests. This pre-screening may take place in a group setting. **Please remember to bring a paper copy and an electronic copy of your resume if you have one.**

Business Link has helped thousands of Cash Assistance recipients find jobs, and now we want to help you. We look forward to seeing you at Business Link.

Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Centro: _____

¡Business Link Tiene una Gran Oportunidad Profesional para Usted!

Le invitamos a una selección preliminar especial para el programa de Transición de Salida de Albergue (SET). SET es un programa de la HRA con el objetivo de ayudar a las personas en viviendas temporarias a obtener empleo que corresponda a sus aptitudes e intereses, como preparación para conseguir y mudarse a vivienda permanente. El propósito de esta sesión programada es explicarle el programa SET, contestar sus preguntas, y determinar si este programa es apropiado para usted. Ya se le ha seleccionado preliminarmente como candidato(a) cualificado(a).

Favor de asistir a la sesión más abajo en Business Link el:

Fecha: _____

Hora: _____

Local: 123 William Street, piso 6, New York, NY 10038

¿Qué debe usted esperar al llegar a Business Link?

- 1) Preséntese a la recepción principal en donde se ingresarán sus datos personales a nuestro sistema y se verificará su elegibilidad. **Favor de traer su Tarjeta de Beneficios.**
- 2) Si usted opta por participar, deberá firmar una Carta de Aceptación del Participante (PLU).
- 3) Si usted opta por participar, sus antecedentes laborales, aptitudes e intereses serán evaluados. Esta selección preliminar puede realizarse en grupo. **Favor de acordarse de traer tanto una copia en papel como una electrónica de su curriculum vitae, de tenerlo.**

Business Link ha ayudado a miles de beneficiarios de Asistencia en Efectivo a obtener trabajos, y ahora nos gustaría ayudarle a usted. Nos complacerá reunirnos con usted en Business Link.

Date: _____
Case Number: _____
Case Name: _____

Important Notice to Supplemental Nutrition Assistance Program (SNAP) Participants

You recently received a letter dated November 14, 2015 informing you that your SNAP benefits were being reduced or discontinued. That letter was sent in error. Please ignore that letter. If necessary, a corrected, follow-up notice has been mailed to you.

We are sorry for any confusion or trouble that receiving the incorrect notice might have caused you.

If you have any questions, please call HRA Infoline at **(718) 557-1399**.

Fecha: _____

Nombre del Caso: _____

Número del Caso: _____

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

Usted recientemente recibió una carta con fecha del 14 de noviembre de 2015, que le informaba de que se iban a reducir o discontinuar sus beneficios de SNAP. Esa carta se envió erróneamente. Favor de hacer caso omiso de dicha carta. En caso necesario, se le ha enviado por correo postal un aviso corregido de seguimiento.

Nos disculpamos por cualquier confusión o molestia que le pueda haber causado recibir el aviso incorrecto.

Si usted tiene cualquier pregunta, por favor llame a la Línea Informativa (Infoline) de la HRA al **(718) 557-1399**.