




FAMILY INDEPENDENCE ADMINISTRATION

James K. Whelan, Executive Deputy Commissioner

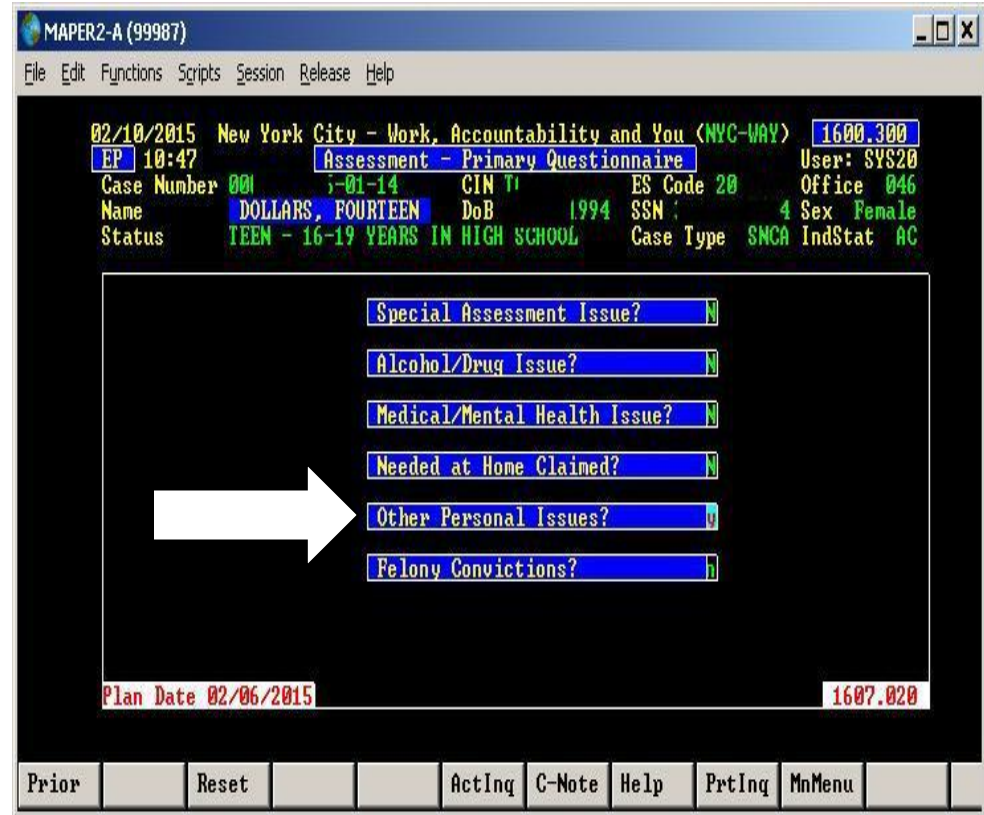
Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #15-15-EMP

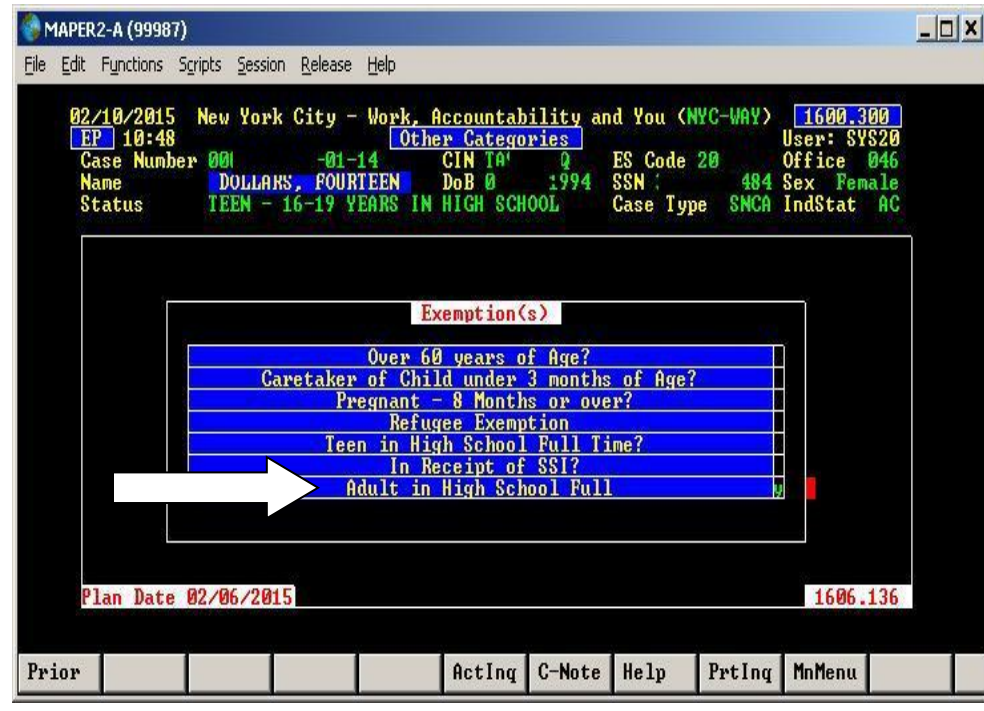
YOUNG ADULTS (AGES 20 AND 21) IN HIGH SCHOOL EXEMPTION

<p>Date: March 3, 2015</p>	<p>Subtopic(s): Employment</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>NYCWAY Process</p>	<p>The purpose of this policy bulletin is to inform all Family Independence Administration (FIA) staff that a new New York City Work Accountability and You (NYCWAY) exemption code for young-adult (ages 20 and 21) Cash Assistance (CA) applicants and participants attending high school has been created. FIA staff who administer an Employment Assessment (EA) and initiate and develop an Employability Plan (EP) must use this new code when appropriate.</p> <p>The Human Resources Administration (HRA) now permits young-adult (ages 20 and 21) CA applicants and participants to attend high school full-time. These individuals are exempt from work requirements when verification of high school enrollment is provided.</p> <p>This policy change ensures CA applicants and participants are able to pursue their high school diploma in order to obtain more durable and higher-paying employment.</p> <p>Note: Previously, young adults in high school were exempt from other work activities only if they were under 20 years of age (under 21 years of age for Special Education programs).</p> <p>To exempt these young-adult CA applicants and participants, ages 20 and 21 from work requirements, a new exemption status code has been added to the EP in the NYCWAY system. When FIA staff either create or update an applicant's or participant's EP, after identifying no barriers to employment, he/she must enter "Y" for "Other Personal Issues" as indicated in the screen on the following page.</p>

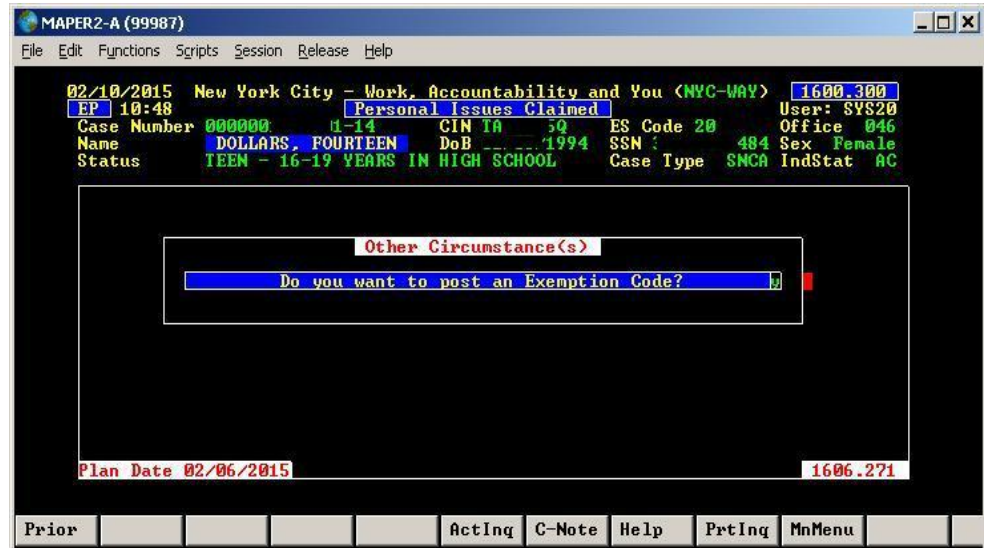
HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298



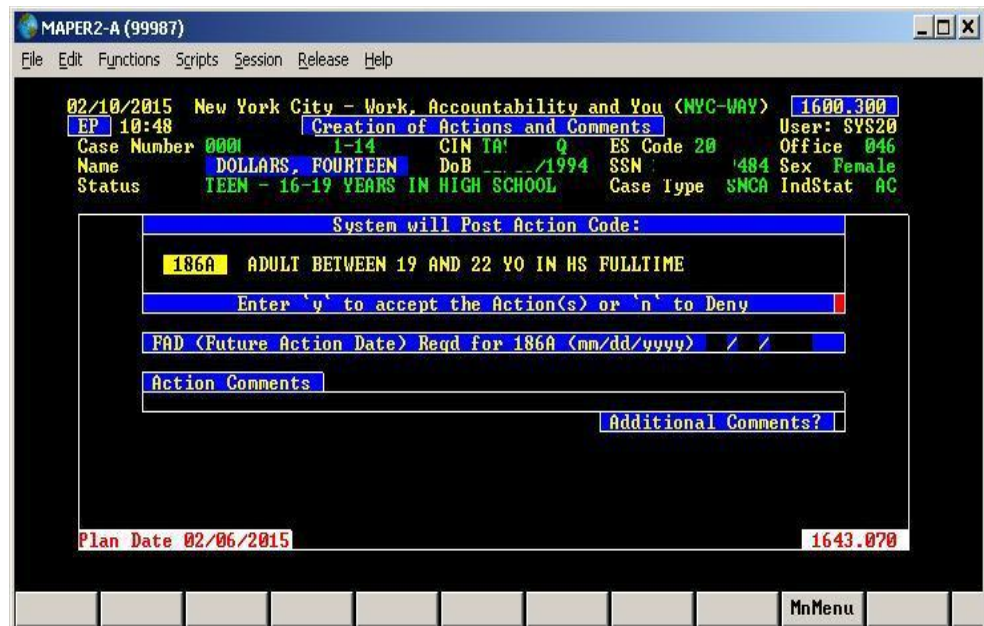
After entering “Y” and transmitting, the list of other exemptions will be displayed, including the new exemption status, “Adult in High School Full Time” as indicated in the screen shot below.



NYCWAY will then confirm whether or not the JOS/Worker wants to post an exemption code.



Entering "Y" will bring the JOS/Worker to the Creation of Action Codes screen informing him/her that NYCWAY will post the new Action Code **186A** (Adult in High School Full Time), provide an other opportunity to confirm the action and require that a Future Action Date (FAD) be entered.



Future Action Date	The JOS/Worker must enter a FAD of <u>no more than 180 days</u> (six months) but no less than until the end of the current school year (June 30) or calendar year (December 31). At the expiration of the FAD, the individual will be called back into his/her Job Center to verify his/her continued attendance at high school, or to engage him/her in an employment activity if he/she no longer attends high school.
Special Circumstances	If an individual over the age of 21, but under 24, reports and verifies that he/she is still in high school, further supervisory review is required. Generally, New York City Department of Education secondary schools only permit individuals to remain in school until the end of the school year in which they turn 21. However, rare exceptions exist that allow students over age 21 to complete their high school studies. FIA staff must seek supervisory review in completing an EP for such students and alert the Center Director/Director's Designee who will in turn contact the Regional Manager.
Earned Income Budgeting	<p>Staff are also reminded that for Cash Assistance (CA), if the applicant or participant is under the age of 21 and part of a household with his/her parent or guardian, then any earned income from that individual is exempt from CA budgeting while enrolled in high school. However, the earned income is <u>not</u> exempt for the Supplemental Nutrition Assistance Program (SNAP) and must be budgeted against the household's SNAP case.</p> <p>Note: Do <u>not</u> refer any students who are still in high school to the Training Assessment Group (TAG).</p> <p><i>Effective Immediately</i></p> <p>References:</p> <p>N.Y. Education Law § 3201[1] NYC Department of Education, Chancellor's Regulation A-101, issued October 31, 2013 18 NYCRR §§ 352.20[a],[b], 387.10</p>