




FAMILY INDEPENDENCE ADMINISTRATION

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Office of Procedures

POLICY BULLETIN #15-17-EMP

TERMINATION OF FEDERATION EMPLOYMENT AND GUIDANCE SERVICES (FECS) AS A BACK TO WORK (B2W) VENDOR

<p>Date: March 4, 2015</p>	<p>Subtopic(s): Employment</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that Federation Employment and Guidance Services (FECS) will soon cease to operate as an HRA Back to Work (B2W) Vendor for applicants/participants in Manhattan and the Bronx.</p> <p>Applicants/ participants who have been in compliance with FECS will receive the new Transition to Back to Work (B2W) Vendor notice (FIA-1086i). This notice informs the applicant/participant that FECS will cease to provide B2W services in the future but to continue reporting to the assignment up until the date identified on the notice. The FIA-1086i also informs the applicant/participant that an appointment letter will be mailed to them at a later date informing them of the new assignment. New York City Work Accountability and You (NYCWAY) will post Action code 15BZ (B2W Assignment Roster Flag) to identify these individuals and to remove them from the FECS B2W Assignment.</p> <p>Once the new vendors and slots are available, NYCWAY will begin posting Action Code 95BI (Applicant Transition to B2W) and 15BI (Undercare Transition to B2W) on cases that received the 15BZ and did not have any other engagement interruption. The 95BI/15BI codes will generate the new Referral to Back to Work (B2W) Vendor notice (FIA-1086j). This notice provides all the necessary information for the applicant/participant to continue with his/her B2W assignment on the date indicated.</p> <p>If a review of an applicant's/participant's assignment yields a referral to FECS after a 15BZ has already posted the JOS/Worker must immediately contact the Center Director's Designee who will in turn contact FIA Employment Services.</p> <p><i>Effective Immediately</i></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

🖨 Please use Print on Demand to obtain copies of forms.

Attachments:

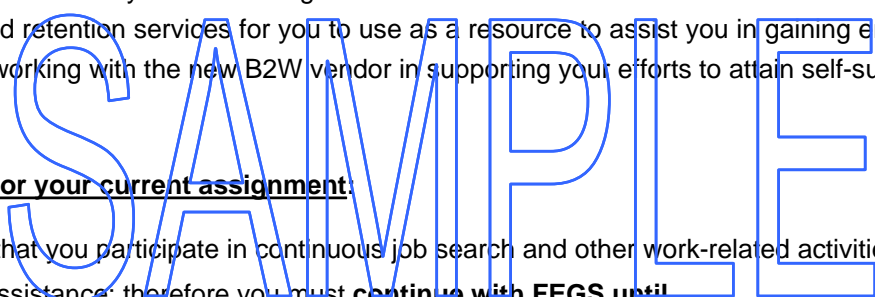
- FIA-1086i (E)** Transition to Back to Work (B2W) Vendor (03/02/15)
- FIA-1086i (S)** Transition to Back to Work (B2W) Vendor (Spanish) (03/02/15)
- FIA-1086j (E)** Referral to a New Back to Work (B2W) Vendor (03/02/15)
- FIA-1086j (S)** Referral to a New Back to Work (B2W) Vendor (Spanish) (03/02/15)

Date: _____
Case Number: _____
Case Name: _____
Case Type: _____
Caseload: _____

Transition to Back to Work (B2W) Vendor

Within the next 2-3 weeks the Federation Employment and Guidance Services (FEGS) will stop providing Back to Work (B2W) Services for HRA clients.

You will receive another letter informing you of your new B2W vendor. This letter will also provide you with a new appointment date to continue your B2W assignment. Your new B2W vendor will continue to offer job placement, literacy services and retention services for you to use as a resource to assist you in gaining employment. HRA is very committed to working with the new B2W vendor in supporting your efforts to attain self-sufficiency.



What this means for your current assignment:

State law requires that you participate in continuous job search and other work-related activities as a condition of eligibility for cash assistance; therefore you must **continue with FEGS until** _____.

Please note that any other activity you may be assigned to remains unchanged and you must continue to report to that assignment.

What this means for your new assignment:

As a result of a change in vendors, we will schedule a new appointment for you. You will be sent an appointment that will have the vendor's name and address. You must report to your newly assigned B2W vendor at the date and time indicated on the appointment notice. Please remember that you are not allowed to bring any children with you when you report to the B2W vendor.

If you have any questions related to this notice, please call: _____.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Tipo del Caso: _____
Unidad de Casos: _____

Transición al Contratista de Vuelta al Trabajo (B2W)

Dentro de las próximas 2-3 semanas los Servicios de Empleo y Orientación de la Federación (FEGS) dejará de brindar servicios de Vuelta al Trabajo (B2W) para los clientes de la HRA.

Usted recibirá otra carta informándole de su nuevo contratista de B2W. Esa carta también le proporcionará una nueva fecha de cita para continuar en su asignación de B2W. Su nuevo contratista de B2W seguirá ofreciendo colocación de trabajo, servicios de alfabetización y de retención como recurso para asistirle a obtener un trabajo. La HRA se compromete sinceramente a trabajar con el nuevo contratista de B2W para apoyar los esfuerzos suyos de lograr la autosuficiencia.

¿Qué significa esto para su asignación actual?:

La ley estatal estipula que usted participe en búsqueda de trabajo continua y otras actividades relacionadas con el trabajo, como condición de su elegibilidad para Asistencia en Efectivo. Por lo tanto, usted debe **continuar con FEGS hasta** _____.

Favor de notar que cualquier otra actividad a la cual se le puede asignar sigue sin cambios y usted debe seguir presentándose a esa asignación.

¿Qué significa esto para su nueva asignación?:

Como resultado de un cambio de contratista, le programaremos una nueva cita a usted. Se le enviará una cita que indicará el nombre y la dirección del contratista. Usted debe presentarse a su recién asignado contratista de B2W en la fecha y hora indicadas en el aviso de cita. Favor de tener presente que no se permite traer a niños consigo a la cita con el contratista de B2W.

Ante cualquier pregunta relacionada con este aviso, favor de llamar al: _____.

Date: _____
Case Number: _____
Case Name: _____
Case Type: _____
Caseload: _____

Referral to a New Back to Work (B2W) Vendor

You are being referred to a new Back to Work (B2W) vendor. This B2W vendor provides over a dozen different services for you to find and keep a job. B2W providers offer job placement, literacy services, and retention services. We hope that you will fully use the resources made available to you in B2W to assist you in gaining employment.

You must report to your new B2W assigned vendor on the date, time and at the location listed below.

Please remember that you are not allowed to bring any children with you when you report to the B2W vendor.

State law requires that you participate in continuous job search and other activities as a condition of eligibility for Cash Assistance.

This is a mandatory appointment. If you do not keep your appointment or do not participate as required, your application for Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) benefits may be denied. If you are a recipient of Cash Assistance or SNAP benefits, your Cash Assistance and SNAP benefits may be reduced or your case may be closed. Failure to comply with Cash Assistance work requirements has no effect on your Medicaid eligibility. There are no work requirements for Medicaid.

If you have a physical, mental health, or learning problem that make it difficult for you to keep this appointment please call _____.

If you have an emergency or need to reschedule this appointment, please call the telephone number listed below prior to your reporting time to arrange another appointment.

Appointment Date: _____ Time: _____ Telephone: _____

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Travel Directions:

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Tipo del Caso: _____
Unidad de Casos: _____

Envío a Nuevo Contratista de Vuelta al Trabajo (B2W)

A usted se le envía a un nuevo contratista de Vuelta al Trabajo (B2W). Este contratista de B2W brinda más de una docena de distintos servicios para que usted pueda encontrar y mantener un trabajo. Los proveedores de B2W ofrecen colocación de trabajo, servicios de alfabetización, y servicios de retención. Esperamos que usted aprovechará plenamente los servicios que a su disposición en B2W para ayudarle a obtener trabajo.

Usted debe presentarse a su nuevo contratista asignado de B2W en la fecha, hora y en el local listados a continuación.

Favor de tener presente que no se permite traer a niños consigo a la cita con el contratista de B2W.

La ley estatal estipula que usted participe en una búsqueda de trabajo continua y otras actividades, como condición de elegibilidad para Asistencia en Efectivo.

Ésta es una cita de participación obligatoria. Si usted no cumple su cita o no participa tal como estipulado, se le puede denegar su solicitud de Asistencia en Efectivo y/o beneficios del Programa de Asistencia de Nutrición Suplementaria (SNAP). Si usted es beneficiario de Asistencia en Efectivo o de SNAP, se pueden reducir sus beneficios de Asistencia en Efectivo o de SNAP, o se le puede cerrar el caso. El incumplimiento de los requisitos de trabajo de Asistencia en Efectivo no tiene consecuencia alguna para su elegibilidad de Medicaid. No hay requisitos de trabajo para Medicaid.

Si usted tiene un problema físico, de salud mental o de aprendizaje que le dificulte cumplir esta cita, favor de llamar al _____.

Si usted tiene una emergencia o necesita reprogramar esta cita, favor de llamar al número telefónico listado a continuación, antes de la hora de presentarse para fijar otra cita.

Fecha de la cita: _____ Hora: _____ Teléfono: _____

Nombre del Contratista: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de viaje: