



FAMILY INDEPENDENCE ADMINISTRATION


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POLICY BULLETIN #15-32-EMP

REVISIONS TO THE PERFECT OPPORTUNITY FOR INDIVIDUAL SKILLS AND EDUCATIONAL DEVELOPMENT (POISED) INFORMATIONAL (W-116Q)

Date: April 07, 2015	Subtopic(s): Employment, Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>Refer to PB #14-122-EMP for information on NFP</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the Perfect Opportunity for Individual Skills and Educational Development (POISED) Informational (W-116Q) form has been revised and renamed Information About a Program Called POISED.</p> <p>The W-116Q has been revised to remove any references to POISED-at-Home which has been replaced with the Nurse Family Partnership (NFP). Additionally, the form has been revised to inform participants that the program is voluntary. Participants interested in the POISED program can contact HRA's Infoline.</p> <p>Infoline staff will submit requests for voluntary appointments in the Intranet Quorum (IQ) system. IQ will then send an email alerting the Union Square Job Center (#39) that a <u>voluntary</u> appointment has been requested for POISED.</p> <p>Note: At this time, no negative actions are to be processed for individuals who fail to report or comply with POISED.</p> <p>Management Information Systems (MIS) has identified the POISED eligible participants and will mail out the revised W-116Q.</p> <p><i>Effective Immediately</i></p> <p>Related Item: PB #14-122-EMP</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:

W-116Q

Information About a Program Called POISED
(Rev. 4/07/15)

W-116Q (S)

Information About a Program Called POISED
(Spanish) (Rev. 4/07/15)

Date: _____

Case Name: _____

Case Number: _____

Job Center: _____

Information About a Program Called POISED

If you are pregnant or have a child under three years old, there is a program you are eligible for called "Perfect Opportunity for Individual Skills and Educational Development," or POISED. POISED was created by the City University of New York (CUNY) and the Human Resources Administration (HRA) to address the needs of pregnant women and mothers of young children.

POISED can help you by offering:

- parenting workshops
- baby and child care classes
- counseling
- computer skills classes
- reading, writing, math, and English tutoring
- career planning
- job placement
- welfare-to-work assignments

If you are **less than eight months pregnant or you have a child over three months old**, you must do a welfare-to-work program. POISED will count as your welfare-to-work program if you participate. A Metrocard and childcare (if you need it) will be provided to you if you join POISED.

If you are interested in POISED, please call (718) 557-1399 to schedule an appointment to sign up for the program.

Fecha: _____
Nombre del Caso: _____
Número del Caso: _____
Centro de Trabajo: _____

Información Sobre un Programa Llamado POISED

Si usted está embarazada o tiene un(a) hijo(a) de menos de tres años de edad, existe un programa para el cual es elegible, que se llama "Oportunidad Perfecta para Desarrollo Educativo y de Aptitudes Individuales" o POISED. POISED fue creado por la Universidad de la Ciudad de Nueva York (CUNY) y por la Administración de Recursos Humanos (HRA) para atender las necesidades de las mujeres embarazadas y de los niños pequeños.

POISED puede ayudarle con:

- talleres para la crianza de niños
- clases de cuidado de bebés y de niños
- consejería
- clases de informática
- clases de tutor de lectura, escritura, matemáticas, e inglés
- planificación profesional
- colocación de trabajo
- asignaciones de traslado del bienestar público al trabajo

Si tiene **menos de ocho meses de embarazo o si su hijo(a) tiene más de tres meses de edad**, usted debe participar en un programa de traslado del bienestar público al trabajo. Si usted participa, POISED se considerará su programa del traslado de bienestar público al trabajo. Si decide participar en POISED, a usted se le proporcionará una tarjeta de Metrocard y cuidado infantil (en caso necesario).

Si a usted le interesa participar en POISED, por favor llame al (718) 557-1399 para programar una cita para la inscribirse en el programa.