



FAMILY INDEPENDENCE ADMINISTRATION


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POLICY BULLETIN #15-38-EMP

CLOSING OF THE RESCARE BACK TO WORK (B2W) SITE IN LONG ISLAND CITY

<p>Date: April 20, 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 the HRA Back to Work (B2W) vendor ResCare closed their Long Island City office on March 29, 2015. As a result, applicants and participants in Queens will no longer be referred there. Staff will be notified once a new Queens ResCare site is open and available for referrals.</p> <p>In the interim, applicants/participants who have been in compliance with ResCare in Long Island City will receive the revised Change in Back to Work (B2W) Site notice (FIA-1086i). New York City Work Accountability and You (NYCWAY) will populate this notice to inform the applicant/participant that his/her vendor assignment at ResCare is ending 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 15ZX (BTW Undercare Contract Termination) to identify these individuals and to remove them from the ResCare B2W Assignment.</p> <p>Individuals will be reassigned to FedCap, another B2W Vendor, in Manhattan. Once the new vendor site 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 15ZX and did not have any other engagement interruption. The 95BI/15BI codes will generate the 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>

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

Employed Part Time

Note: Individuals who are employed part time (indicated by open Action Code **160P** [Job Placement Part time]) and are engaged with ResCare in Long Island City (open Action Code **125Q** [AC Vendor Assignment]) will not receive the **15BI**. Employment Services will use a direct Vendor Assignment to ensure that the referral matches the employed individual’s work schedule.

Hardship Request

If an applicant/participant indicates that he/she cannot go to FedCap in Manhattan, he/she should be offered the opportunity to participate with the ResCare location in Brooklyn. Designated East River Job Center staff are authorized to directly assign the individuals to this alternative location.

If an applicant/participant indicates that he/she cannot go to either of these locations, the JOS/Worker must alert the Center Director’s Designee who will contact Employment Services for further guidance.

Effective Immediately

Attachments:

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

- FIA-1086i (E)** Change in Back to Work (B2W) Site (Rev. 3/24/15)
- FIA-1086i (S)** Change in Back to Work (B2W) Site (Spanish) (Rev. 03/24/15)
- 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: _____

Change in Back to Work (B2W) Site

_____ will stop providing Back to Work (B2W) Services for HRA clients.

You will receive another letter informing you of your new B2W site. This letter will also provide you with a new appointment date to continue your B2W assignment. Your new B2W site 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 site 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** _____ **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 sites, 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 this newly assigned B2W site 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 site.

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

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

Cambio del Local de Vuelta al Trabajo (B2W)

_____ dejará de brindar servicios de Vuelta al Trabajo (B2W) para los clientes de la HRA.

Usted recibirá otra carta informándole de su nuevo local de B2W. Esa carta también le proporcionará una nueva fecha de cita para continuar en su asignación de B2W. Su nuevo local de B2W seguirá ofreciendo colocación de trabajo, servicios de alfabetización y de retención como recursos para asistirle a obtener un trabajo. La HRA se compromete sinceramente a trabajar con el nuevo local 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** _____ **hasta** _____.

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

¿Qué significa esto para su nueva asignación?:

Como resultado de un cambio del local, 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 este recién asignado local de B2W en la fecha y hora indicadas en el aviso de cita. Favor de tener en cuenta que no se permite traer a niños consigo a la cita cuando usted se presente al local de B2W.

Ante cualquier pregunta sobre 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: