



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #15-71-EMP

*(The PB Replaces PB #00-18R, PB #02-38-OPE, PB #04-65-SYS, PB #04-68-OPE, PB #07-07-EMP and PB #15-32-EMP)*

### PERFECT OPPORTUNITY FOR INDIVIDUAL SKILLS AND EDUCATIONAL DEVELOPMENT (POISED)

Date:	Subtopic(s):								
August 12, 2015	Employment								
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff at the Job Centers that the Perfect Opportunity for Individual Skills and Educational Development (POISED) program was terminated effective July 1, 2015. The termination of the POISED program obsoletes the following forms:</p> <ul style="list-style-type: none"> <li>• The Perfect Opportunity for Individual Skills and Educational Development (POISED) Program Desk Guide (<b>W-204W</b>).</li> <li>• The POISED brochure (<b>W-612Z</b>).</li> <li>• The POISED Informational (<b>W-116Q</b>).</li> <li>• Mandatory POISED Assessment Appointment (<b>W-500Y</b>).</li> </ul> <p>Job Opportunity Specialists (JOS)/Workers must no longer refer participants to this program.</p> <p><b>Note:</b> Participants currently enrolled in POISED will remain in the program until the completion of the semester.</p> <p><b>Attachments:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"><b>W-116Q</b></td> <td>POISED Informational (Obsolete)</td> </tr> <tr> <td><b>W-116Q (S)</b></td> <td>POISED Informational (Spanish) (Obsolete)</td> </tr> <tr> <td><b>W-204W</b></td> <td>Perfect Opportunity for Individual Skills and Educational Development (POISED) Program Desk Guide (Obsolete)</td> </tr> <tr> <td><b>W-500Y</b></td> <td>Mandatory POISED Assessment Appointment (Obsolete)</td> </tr> </table>	<b>W-116Q</b>	POISED Informational (Obsolete)	<b>W-116Q (S)</b>	POISED Informational (Spanish) (Obsolete)	<b>W-204W</b>	Perfect Opportunity for Individual Skills and Educational Development (POISED) Program Desk Guide (Obsolete)	<b>W-500Y</b>	Mandatory POISED Assessment Appointment (Obsolete)
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<b>W-500Y</b>	Mandatory POISED Assessment Appointment (Obsolete)								

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

<b>W-500Y (S)</b>	Mandatory POISED Assessment Appointment (Spanish) (Obsolete)
<b>W-612Z</b>	POISED Brochure (Obsolete)

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.

**OBSCLETE**

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

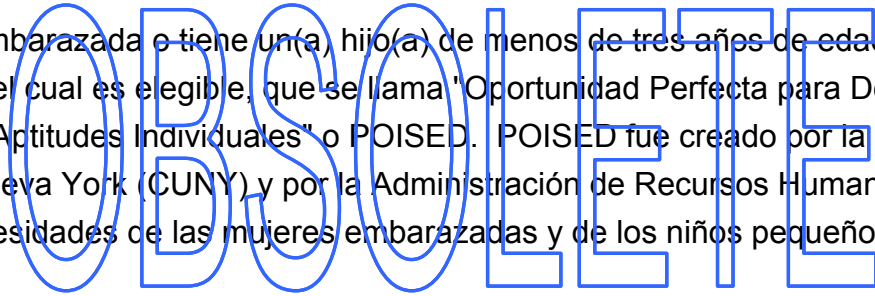
If you are **less than eight months pregnant or you have a child over three months old**, you must do a welfare-to-work program. POISED will count as your welfare-to-work program if you participate. A Metrocard and childcare (if you need it) will be provided to you if you join POISED.

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.



## Perfect Opportunity for Individual Skills and Educational Development (POISED) Program Desk Guide

	Participant Description	Program Selection and Actions Needed
<b>POISED I</b>	<p>For women on public assistance, and:</p> <ul style="list-style-type: none"> <li>less than 8 months pregnant; or</li> <li>have a child who is at least 13 weeks but <u>under 2 years of age</u></li> </ul>	<p>The JOS/Worker must:</p> <ul style="list-style-type: none"> <li>ensure the case type is updated to Family Assistance (FA), the EDC date is verified and entered into WMS (if the woman is pregnant), or the child has been added to the public assistance (PA) case, as appropriate. Refer to PD #00-22R(2);</li> <li>initiate the Employment Plan (EP) and ensure child care is in place and payment authorized prior to making the assignment;</li> <li>assign the participant to the 13-week, full-time <b>POISED I (WEP)</b> as follows: <ul style="list-style-type: none"> <li>on the Work Activity Schedule screen under “Special Programs,” enter “Y” next to “<b>POISED</b>”</li> <li>select a specific site destination: <ul style="list-style-type: none"> <li><b>U18</b> (Manhattan – City College)</li> <li><b>U19</b> (Bronx – Bronx Community College)</li> <li><b>U20</b> (Brooklyn – Medgar Evers College)</li> </ul> </li> </ul> </li> </ul> <p>The system will post Action Code <b>120A</b> and generate a referral notice to <b>POISED I</b>.</p>
<b>POISED II</b>	<p>For women on public assistance who have completed <b>POISED I</b> and:</p> <ul style="list-style-type: none"> <li>are not pregnant and have a child who is at least 13 weeks but less than <u>2 years of age</u></li> </ul>	<p>Participants meeting the <b>POISED II</b> criteria will be invited to participate in the 12-week <b>POISED II</b> program for 28 hours biweekly (a concurrent assignment to <b>WEP</b> will be given for up to 42 hours biweekly) by the POISED staff. The JOS/Worker only needs to ensure:</p> <ul style="list-style-type: none"> <li>the child is added to the public assistance case. Refer to PD #00-22R(2); and</li> <li>initiate the EP and ensure child care is in place and payment authorized, if not already done.</li> </ul>
<b>EXEMPTIONS</b>	<p>If a woman is in one of the following categories, she is exempt from engagement:</p> <ul style="list-style-type: none"> <li>eight or more months pregnant; or</li> <li>has a child under 13 weeks of age (on PA case or not)</li> </ul>	<p>The JOS/Worker must:</p> <ul style="list-style-type: none"> <li>ensure the case type is updated to FA, the EDC date is verified and entered into WMS or the child has been added to the public assistance case, as appropriate. Refer to PD #00-22R(2).</li> </ul> <p>No program assignment is needed for exempt participants. Certain exempt participants will be invited to voluntarily participate in the <b>POISED-at-HOME</b> program.</p>
<b>WeCARE</b>	<p>For pregnant women on public assistance who:</p> <ul style="list-style-type: none"> <li>report high-risk pregnancy (at any point in pregnancy) or other medical problems</li> </ul>	<p>The JOS/Worker must:</p> <ul style="list-style-type: none"> <li>ensure the case type is updated to FA, the EDC date is verified and entered into WMS. Refer to PD #00-22R(2); and</li> <li>enter Action Code <b>168W</b> to refer participant for a medical evaluation at WeCARE.</li> </ul>

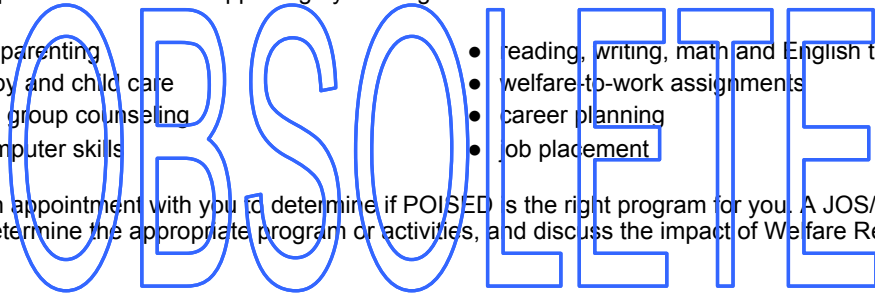
Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Case Type: \_\_\_\_\_  
Caseload: \_\_\_\_\_  
ES Code: \_\_\_\_\_  
Job Center: \_\_\_\_\_

### Mandatory POISED Assessment Appointment

Perfect Opportunity for Individual Skills and Educational Development (POISED) is a program for women who are pregnant or have a child under three years of age. POISED was created by the Human Resources Administration (HRA) and the City University of New York (CUNY) to address the special needs of pregnant women and mothers of young children. POISED helps participants become self-supporting by offering:

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

FIA has scheduled an appointment with you to determine if POISED is the right program for you. A JOS/Worker will assess your work abilities, determine the appropriate program or activities, and discuss the impact of Welfare Reform on you and your family.



#### Appointment Information

Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Travel Directions:

If you have any questions, call \_\_\_\_\_.  
(Telephone Number)

Please bring to your appointment this letter and the following:

- any documents that will help your JOS/Worker determine your ability to work, such as medical records
- (if you are working) proof of your earnings, such as pay stubs
- (if you are in school or a training program) proof of enrollment

Because space is limited, if possible, do not bring your children to this appointment.

**This is a mandatory engagement appointment. Failure to report and/or comply with this appointment may result in the reduction of your cash assistance. Failure to comply with Cash Assistance work requirements has no effect on your Medicaid eligibility. There are no work requirements for Medicaid number.**

**If you have a physical, mental health, or learning problem that makes it difficult for you to get to this new location, please call the telephone number above.**

Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Tipo de Caso: \_\_\_\_\_  
Unidad de Casos: \_\_\_\_\_  
Código de ES: \_\_\_\_\_  
Centro de Empleo: \_\_\_\_\_

### Cita Obligatoria de Evaluación de POISED

El programa POISED (Oportunidad Perfecta para Desarrollo Educativo y de Habilidades Particulares) es para mujeres embarazadas o que tengan niños menores de tres años de edad. La Administración de Recursos Humanos (Human Resources Administration – HRA) conjuntamente con la Universidad de la Ciudad de Nueva York (CUNY) desarrollaron POISED para atender a las necesidades específicas de mujeres embarazadas y de madres de niños menores. POISED ayuda a los participantes a lograr la autosuficiencia por medio de:

- talleres sobre la crianza
- clases sobre el cuidado de bebés y de niños
- consejería en grupo o individual
- clases de informática
- enseñanza de lectura, escritura, matemáticas e inglés
- enseñanza de lectura, escritura, matemáticas e inglés
- planificación de profesión
- colocación de empleo

La FIA le ha programado una cita para determinar si POISED es el programa adecuado para usted. Un JOS/Trabajador evaluará su capacidad de trabajo y determinará si el programa o las actividades son adecuadas para usted al igual que platicará con usted sobre el impacto que tienen las Reformas al Sistema de Bienestar Público (Welfare Reform) sobre usted y su familia.

#### Datos sobre la Cita

Fecha de la Cita: \_\_\_\_\_ Hora: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Indicaciones de Viaje:

Si tiene cualquier pregunta, llame al \_\_\_\_\_.

(Número de Teléfono)

Por favor traiga a la cita esta carta al igual que la siguiente documentación:

- cualquier documentación que ayude a su JOS/Trabajador a decidir su capacidad para trabajar, tal como comprobante médico
- (si está trabajando) pruebas de ingresos, tales como talones de paga
- (si asiste a una escuela o programa de capacitación) prueba de matriculación

Debido al espacio limitado, si es posible, favor de no traer sus niños a la cita.

**Esta es una cita de participación obligatoria. El no presentarse ni cumplir con esta cita puede resultar en la reducción de su asistencia en efectivo. El no cumplir con los requisitos de trabajo de asistencia en efectivo no tiene efecto sobre su elegibilidad de Medicaid. No existen requisitos de trabajo para Medicaid. Si usted tiene un problema de salud física, mental, o de aprendizaje que le dificulte llegar a este nuevo local, favor de llamar al número de teléfono más arriba.**

## ¿Qué es POISED?

POISED (Perfect Opportunity for Individual Skills & Educational Development) es un programa para mujeres que están recibiendo beneficios de Asistencia Familiar, y quienes están embarazadas o que tienen un niño menor de dos años de edad o menor.

## Los servicios de POISED incluyen

- Planificación de carrera
- Preparación para un empleo
- Colocación en un empleo
- Talleres de crianza de niños
- Clases de salud
- Consejería
- Entrenamiento de computadoras
- Clases de lectura, escritura inglés, y matemáticas

## ¿Es POISED para usted?

- ¿Está usted recibiendo Asistencia Pública?
- ¿Está usted embarazada o es usted la madre de un niño menor de dos años de edad?
- ¿Le gustaría recibir clases de lectura, de escritura, de matemáticas, de inglés, y de computadoras?
- ¿Le gustaría recibir ayuda para obtener un empleo?

**¡De ser así, POISED es para usted!**

## ¿Por qué usted debería querer ser parte de POISED?

- Nosotros le preparamos a usted y a su familia para el futuro.
- Le ayudamos a mejorar su habilidad en la crianza de niños.
- Le ayudamos a prepararse para un empleo.
- Le ofrecemos servicios de apoyo para ayudarle a permanecer empleada

\*Si usted lo necesita, se le facilitará cuidado infantil

## Servicios en el Hogar

Poised-en-el-Hogar es una opción para mujeres exentas debido a un embarazo de alto riesgo o a un embarazo avanzado, o para mujeres que tienen un niño menor de 13 semanas de edad. A través de visitas regulares al hogar y de comunicación por teléfono, POISED:

- Le ayudará con asuntos personales, de salud, de educación y de empleo y de la crianza de niños.
- Le proveerá instrucción individualizada de educación básica, computadoras, y preparación para la crianza de niños/salud y para un empleo.

## POISED Program Perfect Opportunity for Individual Skills and Educational Development



**A special program for  
pregnant women and  
mothers of very young  
children who receive  
Family Assistance benefits**

HRA/POISED at 109 East 16th St  
(212) 835-7133/8109

### Travel Directions:

Train: 4, 5, 6, L, N, Q, R, or W to  
14th Street/Union Square Station

### POISED Programs are located at:

- Bronx Community College  
(718) 741-9777
- City College, Manhattan  
(212) 650-5860
- Medgar Evers College, Brooklyn  
(718) 270-6466



## What is POISED?

POISED (Perfect Opportunity for Individual Skills & Educational Development) is a program for women who are receiving Family Assistance benefits, and are pregnant or have a child two years of age or younger.

## POISED services include

- Career planning
- Job preparation
- Job placement
- Parenting workshops
- Health classes
- Counseling
- Computer Skills
- Academic classes in reading, writing, English, and math

## Is POISED for you?

- Are you receiving Public Assistance?
- Are you pregnant or the mother of a child under two years old?
- Would you like to improve your reading, writing, math, English, and compute skills?
- Would you like help in getting a job?

## If so, POISED is for you!

## Why should you want to be a part of POISED?

- We prepare you and your family for the future.
- We help you improve your parenting skills.
- We help prepare you for employment.
- We offer support services to help you stay employed.

\* If needed, child care will be arranged.

## Home Services

POISED-at-Home is an option for women who are exempt due to high-risk pregnancy, advanced pregnancy, or who have a child under 13 weeks of age. Through regular home visits and telephone contact POISED will:

- Help you with personal, parenting, health, educational and employment issues.
- Provide individualized instruction in basic education, computer skills, parenting/health and job readiness.

## El Programa POISED La Oportunidad Perfecta para las Destrezas Individuales y el Desarrollo Educativo



**Un programa especial para  
mujeres embarazadas y madres  
de niños muy pequeños que  
reciben beneficios de Asistencia  
Familiar**

HRA-POISED está en 109 East 16th Street  
(212) 835-7133-8109

### Indicaciones de Viaje

Tren: 4, 5, 6, L, N, Q, R, o W hasta  
14th Street/Union Square Station

### Los Programas de POISED están localizados en:

- Bronx Community College  
(718) 741-9777
- City College. Manhattan  
(212) 650-5860
- Medgar Evers College, Brooklyn  
(718) 270-6466