



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #15-75-EMP

(This Policy Bulletin Replaces PB #15-38-EMP)

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

Date: August 19, 2015	Subtopic(s): Employment
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform East River Job Center staff that the HRA Back to Work (B2W) vendor ResCare is reopening at a new location in Long Island City. Applicants and participants residing in Queens shelters will start being referred to the new site effective Tuesday, August 18, 2015. The new ResCare site is located at 65-35 Queens Blvd, Suite 102, Woodside, NY 11377.</p> <p>Participants who are currently in compliance with FedCap in Manhattan, but who would have been assigned to Rescare if it did not temporarily close, may continue with their current assignment.</p> <p>Participants who were not in compliance with FedCap, but remain on the roster of FedCap will be mailed an Appointment with HRA Staff at Back to Work (B2W) (FIA-1086d) notice. Individuals who do not respond to this notice will have the open assignment terminated, but will not be infracted. A new engagement related appointment to report to the participant's Job Center will be made with Action Code 105E (Referred for Employment Appointment).</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>FIA-1086d (E) Appointment with HRA Staff at Back to Work (B2W)</p> <p>FIA-1086d (S) Appointment with HRA Staff at Back to Work (B2W) (Spanish)</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

Date: _____
Case Number: _____
Case Name: _____
Center: _____
Action Code: _____

Appointment With HRA Staff at Back to Work (B2W)

You have an appointment with HRA staff at the Back to Work (B2W) vendor to discuss:

- Medical Barrier/WeCARE
- Substance Abuse/Credentialed Alcohol and Substance Abuse Counselor (CASAC)
- Needed at Home Barrier
- Special Assessment
- Employment Plan
- GED
- Other: _____

SAMPLE

Please bring any required documents with you. Your appointment is scheduled for:

Appointment Date: _____ Time: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Travel Directions:

This is a mandatory appointment. If you have an emergency or need to reschedule this appointment, please call the telephone number listed above prior to your reporting time to arrange another appointment. Failure to keep this appointment or to cooperate with employment requirements may result in the reduction or loss of your Cash Assistance benefits.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Centro: _____
Código de Acción: _____

Cita con el Personal de la HRA en de Vuelta al Trabajo (B2W)

Usted tiene una cita con el personal de la HRA en el contratista de de Vuelta al Trabajo Back (B2W) para tratar de:

- Barrera Médica de WeCARE
- Drogadicción/Consejero Acreditado para Alcoholismo y Drogadicción (CASAC)
- Barrera por ser Necesitado(a) en el Hogar
- Evaluación Especial
- Plan de Empleo
- GED
- Otro tema: _____

SAMPLE

Favor de traer consigo cualquier documento necesario. Su cita está programada para:

Fecha de la Cita: _____ Hora: _____ Teléfono: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de Viaje:

Esta cita es obligatoria. Si a usted se le presenta una emergencia o si necesita reprogramar esta cita, favor de llamar al número de teléfono más abajo, antes de la hora de presentarse para concertar otra cita. El incumplimiento de esta cita o la falta de cooperación con los requisitos de empleo puede resultar en la reducción o pérdida de sus beneficios de Asistencia en Efectivo.