



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #15-80-OPE

NEW FORM: LETTER OF INTRODUCTION TO THE LIVING IN COMMUNITIES (LINC) BACK TO WORK (B2W) AFTERCARE PROGRAM (HPA-10)

Date: September 1, 2015	Subtopic(s): LINC, Forms
<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 all Job Center and Back to Work (B2W) Representative staff about a new form titled “Letter of Introduction to the Living in Communities (LINC) Back to Work (B2W) Aftercare Program” (HPA-10). It is informational for all other FIA staff.</p> <p>This form has been created to inform applicants/participants either renewing their Living in Communities (LINC) I or V rental subsidy or initially signing a new lease with a LINC I or V subsidy about aftercare services available to them through the Back To Work (B2W) vendor. These services are offered to help applicants/participants transition from subsidized to unsubsidized housing.</p> <p>A Sample of the new form is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachment</p> <p>HPA-10 (E) Letter of Introduction to the Living in Communities (LINC) Back to Work (B2W) Aftercare Program</p> <p>HPA-10 (S) Letter of Introduction to the Living in Communities (LINC) Back to Work (B2W) Aftercare Program (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: _____
Aftercare Provider: _____

**LETTER OF INTRODUCTION TO THE LIVING IN COMMUNITIES (LINC)
BACK TO WORK (B2W) AFTERCARE PROGRAM**

Congratulations on securing/maintaining your housing!

As a LINC Housing Subsidy recipient, you are required to participate in Aftercare services provided by _____, a Back to Work (B2W) vendor.

At B2W you will receive services such as career planning, in-depth case management, housing stability through referrals to social supports, employment retention, career advancement, and financial empowerment.

These services are available to help you transition from subsidized to unsubsidized housing.

To take advantage of these services, you must report to _____
at _____ on, or after, _____.

If you would like to schedule an appointment, please call _____.

Evening and weekend appointments are available.

Worker's Name (please print)

Date

Worker's Signature



Fecha: _____

Número de caso: _____

Nombre del caso: _____

Centro: _____

Proveedor de cuidado posterior: _____

**CARTA DE INTRODUCCIÓN
AL PROGRAMA DE DE CUIDADO POSTERIOR DE VIVIR EN COMUNICADES
(LINC) Back to Work (B2W) (Spanish)**

¡Felicitaciones por asegurar y preservar su vivienda!

Como un beneficiario de subsidio de vivienda de LINC, se le solicita de que participe en los servicios de cuidado posterior ofrecidos por _____, un proveedor de Vuelta al trabajo (Back to Work, B2W).

En B2W, recibirá servicios como planeación de carrera, administración de casos a profundidad, estabilidad de vivienda a través de las recomendaciones que se le harán a apoyos sociales, retención de empleo, desarrollo de carrera e independencia financiera.

Estos servicios están disponibles para ayudarlo en la transición de una vivienda subsidiada a no subsidiada.

Para beneficiarse de estos servicios, debe informar a _____ en _____ en o después, _____.

Si desea planear una cita, llame _____.

También hay citas disponibles en las noches y los fines de semana.

Nombre del trabajador (en letra de molde)

Fecha

Firma del trabajador