



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #06-15-SYS

NYCWAY UPDATES

| <p>Date: February 6, 2006</p> | <p>Subtopic(s): NYCWAY</p> |
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| <p> This procedure can now be accessed on the FIAweb.</p> <p>Update of the Action Code 917T Procedure</p> <p>The applicant must be enrolled in a training program prior to posting 917T.</p> | <p>NYCWAY is updated on a regular basis to make the system more helpful to users and to comply with current policy. This policy bulletin is to inform staff of the following updates made to NYCWAY:</p> <ul style="list-style-type: none"> • Update of the Action Code 917T (SAP Applicant Appointment to Job Center for Training Claim) Process • New Vendor Action Code 193C (Referral Back to CSM Vendor) • New Disability Assistance Unit (DAU) Vendor Action Code 173N (WC FTC Outreach Required for Client at DAU) • Change to Contesting Employability Synchronized Codes • New WeCARE Action Code 16TE (Temporary Employment Call-In Exemption) <p>The 917T procedure outlined in PB #05-158-SYS has been updated as follows:</p> <p>When an applicant that is already enrolled in a training program is referred to the Skills Assessment Program (SAP) in error, the Outstationed Worker (OSW) at SAP can post Action Code 917T within five business days of the SAP assignment start date to return the applicant to the Job Center (applicants with a return appointment to a Model Center will be directed to the Customer Service Information Center [CSIC] instead of his/her Worker). The appointment should be scheduled for one to four days after the 917T was posted. At the same time, the OSW Worker must also post Action Code 917R (Return Appointment Scheduled to Outstationed Worker at SAP) to create a return appointment to the OSW that should be scheduled for one to seven days after the 917R was posted.</p> |

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 2 at the prompt followed by 765 or
 send an e-mail to *FIA Call Center*

Note: The Worker that posts the **917T** to schedule the appointment must also post a **917R** to schedule a return appointment.

- At the **917T** appointment, the Worker at the Job Center must then assess the applicant's training documentation to verify that it is an HRA approved training program.

- If the training program is approved by HRA, the Worker will access the Training Assessment Questionnaire on the Employability Plan (EP), enter a **Y** for the question "Is Applicant in (or nearing) Training?" and post a **935T** (Applicant Enrolled in Vocational/Educational Training) and the SAP assignment and return appointment (**917R**) to OSW will be closed.

If the training program is not approved by HRA, the Worker will access the Training Assessment Questionnaire on the EP, enter an **N** for the question "Is Applicant in (or nearing) Training?" and post a **917D** (Training Disapproved – Return to SAP) to close down the **917T** appointment. The applicant must then keep his/her previously scheduled **917R** appointment at SAP.

Once the applicant is finished at SAP, the OSW will post Action Code **13TT** (Referral to Training Assessment Unit (TAG) to refer the applicant to the Training Assessment Group (TAG).

If the applicant becomes active prior to the **917T** appointment, the Worker will refer the applicant to the TAG. S/he will access the Training Assessment Questionnaire on the EP, enter a **Y** for the question "Is Applicant in (or nearing) Training?" and post a **935T**. If the applicant is not eligible for TAG, the system will offer to post Action Code **917D**, which will close down the **917T** appointment. The applicant must then keep his/her previously scheduled **917R** appointment at SAP.

New Vendor Action Code **193C**

The Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) vendor will be prompted by the system to enter a **193C** when a Comprehensive Services Model (CSM) applicant/participant is found to be fully employable and there is no return appointment already set up in the system to return him/her to CSM.

New Vendor Action Code **173N**

The DAU vendor will post the **173N** when a participant in the disability track at WeCARE has Failed to Comply (FTC) with his/her **364Q** (Call-In for ALJ Prep Appointment)/**364C** (Reschedule SSI Appointment) or the first posting of Action Code **168A** (WeCare Reschedule DAU Appointment), and then the WeCARE vendor will follow up by entering the appropriate Outreach code.

Change to Contesting Employability Synchronized Codes

NYCWAY will always post the following codes after it checks for an open Action Code **711** (Fair Hearing Requested/Contesting Employability):

- **010W** (Case Accepted – Contesting Employability at JC)
- **056W** (ES Code Changed to [70] Contesting Employability at JC)
- **057W** (New to NYCWAY – Contesting Employability at JC)
- **059W** (New to NYCWAY – Contesting Employability at JC)
 - If the system finds an open **711**, it posts the code as a legitimate code and it will remain open until the Fair Hear process has been completed.
 - If the system does not find an open **711** but WMS has passed information indicating that the participant is contesting employability, it will post the code but will also autopost Action Code **113W** (Needs Assessment) and place the participant in a call-in pool and on the **UNENG** Worklist.

New WeCARE Action Code **16TE**

Effective March 1, 2006, WeCARE Vendors will enter the new Action Code **16TE** to indicate a temporary travel restriction for a participant due to a medical condition.

When there is an open **16TE**, NYCWAY will not allow an employment batch call-in to post. The system will also restrict Workers from making on-line employment call-in appointments and will display a message when the Worker attempts to make an appointment.

Please refer to [PB #06-13-SYS](#) for other travel accommodation codes posted by WeCARE Vendors.

Effective Immediately