



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-101-EMP

NEW EMPLOYMENT PROCESS AND MANUAL

<p>Date: August 3, 2006</p>	<p>Subtopic(s): Employment</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>See Attachment A for a list of Job Centers and the BTW vendor they have been paired with.</p>	<p>The purpose of this policy bulletin is to inform all staff of changes in the employment process and to introduce the Employment Process Manual.</p> <p>Effective August 8, 2006, the employment services provided by the Skills Assessment and Placement (SAP) and Employment Services Placement (ESP) contracted vendors will be provided under a new employment contract and initiative, the Back to Work (BTW) program. Under this new initiative each Job Center will be assigned to an employment vendor that will exclusively handle all job search and employment activities for applicants/participants assigned to that particular Job Center.</p> <p>This means that a nonexempt applicant assigned to a vendor at application for job search activities will no longer have to be reassigned to a new vendor when his/her case is accepted. Providing this continuity in service can improve the vendor's ability to assist the applicant/participant with his/her move toward self-sufficiency.</p> <p>Under the new employment process, nonexempt applicants/participants with no employment barriers will be required to attend a same- or next-business-day BTW orientation. This orientation will occur on-site in most Job Centers. In a few of the Job Centers, the orientation will take place off-site. On the next business day following the BTW orientation, the applicants/participants will be required to report to their assigned BTW site by 9 AM.</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*

To facilitate the accessing of work rules requirements and related employment processes, the Employment Process Manual has been created and will be distributed under separate cover.

In addition to all the standard rules and requirements, the manual contains detailed instructions regarding the new employment process and related NYCWAY codes.

With the creation of the Employment Process Manual, the following policy directives and policy bulletins are now obsolete, as the information contained in the directives and bulletins has been updated and is now included in the manual.

Obsolete Policy
Bulletins

- PB #01-42-EMP
- PB #02-224-SYS
- PB #03-128-EMP
- PB #03-128-EMP
- PB #04-135-EMP
- PB #05-155-ELI

Obsolete Policy
Directives

- PD #99-01
- PD #99-34R (4)
- PD #99-35RR
- PD #99-76RR
- PD #00-30
- PD #01-08
- PD #01-24
- PD #01-58-EMP
- PD #02-07-EMP
- PD #03-03-EMP
- PD #05-01-EMP

Attachment:

Attachment A Job Center/BTW Vendor Match

Attachment A

Job Center/BTW Vendor Match

Job Center	Back To Work (BTW) Vendor
Waverly (13)	Career & Educational Consultants (CEC)
Family Call Center (17)	GOODWILL Industries of Greater New York & New Jersey (Goodwill)
Riverview Annex (18)	Arbor New York Job Partners (ARBOR/NYJP)
East End (23)	Non Profit Assistance Corporation (NPAC)
St. Nicholas (26)	NPAC
Hamilton (28)	Wildcat
Colgate (32)	Federation of Employment & Guidance Services (FECS)
Dyckman (35)	NPAC
Riverview (37)	ARBOR/NYJP
Rider (38)	Goodwill
Union Square (39)	FECS
Melrose (40)	NPAC
Fordham (44)	FECS
Concourse (45)	NPAC
Crotona (46)	FECS
Refugee (47)	FECS
Refugee Annex (49)	FECS
Queens (53)	Goodwill
Jamaica (54)	Goodwill
Veteran's Center (62)	FECS
Coney Island (63)	FECS
Dekalb (64)	Goodwill
Bushwick (66)	ARBOR/NYJP
Linden (67)	CEC
Bayridge (70)	America Works
Intensive Services Center (71)	FECS
Euclid (78)	ARBOR/NYJP
Rockaway (79)	America Works
Seaport (80)	America Works
Seniorworks (84)	FECS
Greenwood (85)	Vendor assignment pending
Richmond Model Office (99)	Arbor