



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #06-129-OPE

JOB FAIR ANNOUNCEMENT AND NOTICES

<p>Date: September 22,2006</p>	<p>Subtopic(s): Employment Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Mandatory registration</p>	<p>The purpose of this policy bulletin is to provide Job Center staff with information regarding a job fair scheduled for October 4, 2006, at the 69th Regiment Armory, located at 26th Street and Lexington Avenue in Manhattan.</p> <p>Unlike previous job fairs where attendance was not mandatory, attendance at this job fair will be mandatory for all applicants/ participants who are currently assigned to the Back to Work (BTW) Program. Attendance for applicants/participants who are employed full time or attending an Agency-approved training/educational program full time will continue not to be mandatory.</p> <p>To facilitate attendance at the job fair, two new notices have been created:</p> <ul style="list-style-type: none"> • Job Fair Notice (EXP-83C) – this notice will be sent to applicants/ participants whose attendance is mandatory. In addition to providing the date, time, location and travel instructions, the notice provides the telephone number of the assigned BTW vendor with instructions to contact the BTW vendor if the applicant/participant is unable to attend the fair for good cause. • Job Fair Notice (EXP-83E) – this notice will be sent to applicants/ participants whose attendance is not mandatory, and contains the date, time, location and travel instructions. <p>Upon arrival at the job fair site, applicants/participants must register and submit their job fair notice at the time of registration.</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*

Applicants/participants who arrive at the job fair without his/her **EXP-83C/EXP83E** will be checked against the roster of names at the site.


The failure of mandatory participants to attend the job fair will result in the issuance of a conciliation notice. The failure of a mandatory applicant to attend the job fair may result in the rejection of his/her application. The indication of this failure, however, will not be entered in NYCWAY until five days after the job fair.

Failure to Report (FTR) with good cause

New action code **12JC** (Client excused absence from job fair) activity has been developed to ensure that mandatory applicants/participants who contact their BTW vendor as required, and establish good cause for not attending the job fair, are not penalized. Action code **12JC** will prevent the auto posting of action code **12JZ** (Client failed to attend mandatory job fair). When a vendor determines that an applicant/participant did not attend the job fair for good cause, he/she must enter action code **12JC** in NYCWAY within five days after the job fair.

In any instance where an applicant/participant who is required to attend the job fair calls the Job Center Worker to explain why s/he will not attend or did not attend the job fair, the Worker must direct the applicant/participant to contact his/her BTW vendor and provide the vendor with this information and documentation.

Effective Immediately

 Please use Print on Demand to obtain copies of forms.

Attachments:

- EXP-83C** Job Fair Notice
- EXP-83C (S)** Job Fair Notice (Spanish)
- EXP-83E** Job Fair Notice
- EXP-83E (S)** Job Fair Notice (Spanish)



Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Centro de Trabajo: _____

Aviso de Feria de Trabajo

¡FELICITACIONES! Usted ha sido seleccionado para participar en una Feria de Trabajo que le brindará una excelente oportunidad para obtener un trabajo, o si ya tiene empleo, un trabajo con sueldo más alto que le ayude a alcanzar la independencia económica y la autosuficiencia. Vea el volante adjunto.

Muchos negocios locales participarán en la Feria de Trabajo y entrevistarán a candidatos para oportunidades de empleo inmediatas. Empleadores de diferentes áreas de la Ciudad también están programados para participar y tendrán oportunidades de empleo para candidatos calificados.

Le sugerimos que coordine con su contratista del programa de trabajo (employment program vendor) para poner al día su currículum (resume). Por favor asegúrese de traer por lo menos 20 copias de su currículum a la Feria de Trabajo. **Vestimenta profesional es obligatoria.**

La fecha, hora y el lugar de la Feria de Trabajo aparecen a continuación:

Fecha de la Feria de Trabajo: _____ Hora: _____ Teléfono: _____

Nombre del Local: 69th Regiment Armory

Dirección: 68 Lexington Avenue
(entre 25th y 26th Streets)

Ciudad: New York Estado: NY Código Postal: 10010

Indicaciones de Viaje:

Tome el tren #6 hasta 23rd Street.

Cuando llegue a la feria tiene que presentarse a la mesa de registración y entregar esta carta para verificar su asistencia.

Esta es una cita de búsqueda de trabajo obligatoria. El no cumplir la cita puede resultar en la reducción o terminación de sus beneficios o negación de su asistencia pública y/o solicitud de cupones para alimentos. Si usted no puede asistir a esta cita, favor de llamar a su contratista del programa de trabajo a más tardar el día de la cita al número de teléfono indicado más arriba.



Date: _____
Case Number: _____
Case Name: _____
Job Center: _____

Job Fair Notice

CONGRATULATIONS! You have been selected to participate in a Job Fair that will provide you with an excellent opportunity to obtain a job, or if you are already employed, a higher-paying job leading to financial independence and self-sufficiency. See the enclosed flyer.

Many local businesses will be participating in the Job Fair and will be screening candidates for immediate employment opportunities. Employers from various locations throughout the City are also scheduled to participate and will have employment opportunities available for qualified candidates.

We strongly suggest that you work with your employment program vendor to update your resume. Please make sure to bring at least 20 copies of your resume to the Job Fair. **Professional business attire is required.**

The date, time and Job Fair location are as follows:

Job Fair Date: _____ Time: _____ Telephone: _____

Location Name: 69th Regiment Armory

Address: 68 Lexington Avenue
(between 25th and 26th Streets)

City: New York State: NY Zip: 10010

Travel Directions:

Take the #6 train to 23rd Street.

Upon arrival you must report to the registration desk and submit this notice in order to verify your attendance.

This is a mandatory job search appointment. Failure to keep this appointment may result in the reduction or termination of your benefits or denial of your public assistance and/or Food Stamp application. If you cannot keep this appointment, please call your employment program vendor on or before the appointment date at the telephone number indicated above.



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Número del Caso: _____
Nombre del Caso: _____
Centro de Trabajo: _____

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Por favor asegúrese de traer por lo menos 20 copias de su currículum (resume) a la Feria de Trabajo. **Vestimenta profesional es obligatoria.**

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Cuando llegue a la feria tiene que presentarse a la mesa de registración. Favor de traer esta carta consigo.



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Case Number: _____
Case Name: _____
Job Center: _____

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Address: 68 Lexington Avenue
(between 25th and 26th Streets)

City: New York State: NY Zip: 10010

Travel Directions:

Take the #6 train to 23rd Street.

Upon arrival you must report to the registration desk. Please bring this notice with you.