



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-136-SYS

NYCWAY UPDATES – POISED, FIA3A AND EMPLOYABILITY PLAN

Date: October 2, 2006	Subtopic(s): NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p>	<p>NYCWAY is updated on a regular basis to make the system more helpful to users and to update current policy. The purpose of this policy bulletin is to inform staff of the following updates made to NYCWAY:</p> <ul style="list-style-type: none"> • New Action Codes for CUNY Staff for the POISED Program • Removal of 004 Option from Evidence of Employment/ Income Field in FIA3A • New Special Assessment Action Code 991C (Special Assessment Needed – Credibility Determination) • New Child Care Action Codes 133Z (Child Care in Place at No Cost to FIA) and 933Z (Child Care in Place at No Cost to FIA) • New Back to Work (BTW) Infraction Code 438Q (FTR/FTC Sanctioned BTW Assignment) • New Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) Referral Codes 16HR (Referral to WeCARE Review Board – Fair Hearing Result) and 16JR (Referral to WeCARE Review Board – Previous FCO)

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*

New Action Codes for CUNY Staff for the POISED Program

The following action codes will be entered as Perfect Opportunity for Individual Skills and Educational Development (POISED) program milestones by City University of New York (CUNY) POISED staff:

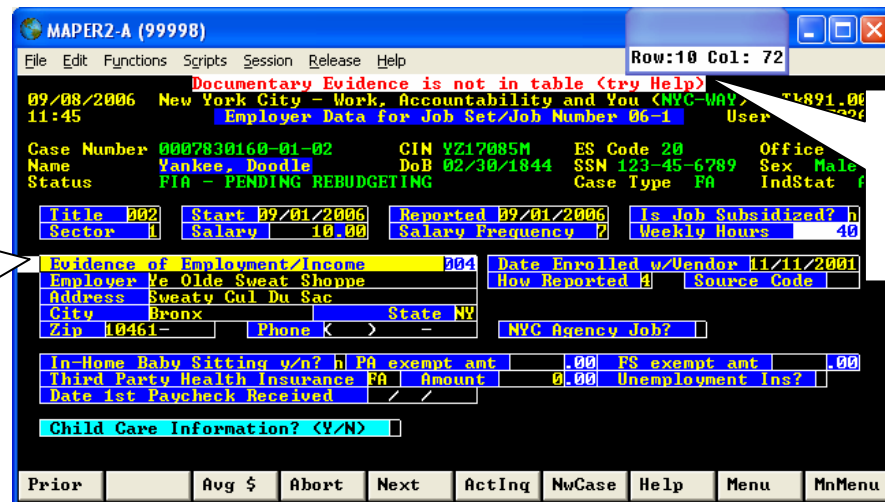
- 10NR POISED Payment Reviewed and Not Recommended
- 106B POISED Bonus Payments for Milestones
- 106F POISED Education Improvement Milestone
- 106G POISED Computer Skills Improvement Milestone
- 106L POISED 30 Day Job Retention Milestone
- 106M POISED 90 Day Job Retention Milestone
- 106N POISED 180 Day Job Retention Milestone
- 106P POISED Transition to Placement II Milestone
- 106S POISED Family/Self-Care Manual Milestone
- 106T POISED Completed Mini Manual
- 106W POISED Work Portfolio Completion Milestone

Removal of 004 Option from Evidence of Employment/Income Field in FIA3A

The Declaration Signed by Client – 004 option was removed from the Evidence of Employment/Income field drop-down menu on the Employer Data for Job Set/Job Number screen in the FIA3A. It was removed because the declaration was being used as verification of income and only the employer can provide verification of earned income from employment (excluding self employment).

Employer Data for Job Set/Job Number screen

Evidence of Employment/Income field. The 004 option can no longer be entered in the field.



Message indicating "Documentary Evidence" is no longer available.

New Special
Assessment Action
Code **991C**

POS will send a file to NYCWAY and new Action Code **991C** (Special Assessment Needed – Credibility Determination) will post based on information entered in POS that indicates an applicant who is a battered Non Citizen without a Qualified Alien Status requires a Special Assessment appointment for a Credibility Determination of domestic violence for a non-citizen.

Previously, Workers had to determine which type of Domestic Violence (DV) referral was required, Action Code **991I** (Referred for Special Assessment – Alien Applicant) or **991S** (Applicant Referral for Special Assessment).

Now, NYCWAY will know when a **991I** DV referral is required. Whenever a **991C** is posted, the Employability Plan (EP) will prompt the worker to make a **991I** referral to DV as follows:

- The EP guides the Worker to make a special assessment referral by defaulting to a **Y** in the **Special Assessment** field on the **Primary Questionnaire** screen in the EP. The Worker is then offered Action Code **991I**, which s/he must post for a Domestic Violence (DV) referral. If the Worker does not make the DV referral, s/he will not be permitted past the barrier screen.
- When there is no open **991C**, the Worker must enter a **Y** in the **Special Assessment** field and then make the normal **991S** referral.

New Child Care
Action Codes **133Z**
and **933Z**

New Child Care Action Codes, **133Z** (Child Care in Place at No Cost to FIA [participant]) and **933Z** (Child Care in Place at No Cost to FIA [applicant]) have been created.

Prior to this release,
Action Code **133O/933O**
posted in these
instances.

When Care Type **5** (Care is in Place – Licensed at No Cost to the Agency) or **6** (Care is in Place – Informal at No Cost to the Agency) is entered on the **Child Care** screen, Action Code **133Z/933Z** will be offered to post in the EP unless Care Type **3** (No Child Care in Place – Arrangement Required) or Care Type **7** (Child Care is Refused) is also listed for the other children on the case.

New BTW Infraction
Code **438Q**

BTW vendors must now use a new action code, **438Q**, with sanctioned participants who infract on BTW activities. It replaces the **438N** (FTR/FTC Sanctioned Employment Referral), which will continue to be used for other sanction infractions. This new action code can be manually posted or autoposted by the system.

New WeCARE
Referral Codes
16HR and **16JR**

Effective October 16, 2006, new Action Codes **16HR** and **16JR** can be used for applicants/participants who were seen at WeCARE within the last 12 months with a Functional Capacity Outcome (FCO) and who now want to return to WeCARE for an assessment.

The Worker will be asked to select one of the following two codes to return the individual to WeCARE:

- Action Code **16HR** (Referral to WeCARE Review Board – Fair Hearing Result) should be selected only if the action is a result of a Fair Hearing mandate;
- Action Code **16JR** (Referral to WeCARE Review Board – Previous FCO) should be selected for all other instances.

The following action codes will now only be used for initial referrals to WeCARE when an individual has never been to WeCARE or was previously seen at WeCARE and did not get an FCO within the past 12 months:

16WG	Intensive Service Sanction Referral to WeCARE
16WH	General Sanction Referral to WeCARE
968I/168I	SA CM Referral to WeCARE
968U/168U	SASC Referral to WeCARE
968W/168W	Initial Referral to WeCARE

Effective Immediately