



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-139-OPE

NEW NOTICE REGARDING WORK ADVANTAGE PROGRAM

Date: November 23, 2007	Subtopic(s): Cash Assistance
<p> This procedure can now be accessed on the FIAweb.</p> <p>If the HSP case was serviced at Center 28, 46 or 67, the household may be instructed to go to a Center other than Riverview Annex to apply for SI status.</p>	<p>This policy bulletin informs Job Center staff of a new notice that informs Housing Stability Plus (HSP) participants about the Work Advantage program. This policy bulletin serves as information for all other staff.</p> <p>The Opportunity to Participate in Work Advantage notice (EXP-84A) will be sent to HSP households whose Cash Assistance (CA) cases were closed after July 20, 2007, because the participants obtained employment. The notice informs the household of the opportunity to receive rental assistance through the Work Advantage program (see PD #07-28-ELI) even though it no longer receives CA. This opportunity is available through August 31, 2008.</p> <p>Management Information Systems (MIS) will initially mail the EXP-84A to all HSP cases closed since July 20, 2007, that have been closed for at least thirty days. Recently closed HSP cases not included in the initial mailing and all HSP cases closed in the future will receive the notice approximately thirty days after the closing date.</p> <p>In order to qualify for the Work Advantage program, participants will need to go to the Riverview Annex Job Center (or another specified Job Center) with the EXP-84A and recent pay stubs to apply for a special Single Issuance (SI) status. If eligible, staff must open the case using CA Single Issuance Opening Code Y19 (Case Accepted for Emergencies Other than Shelter or Utility Arrears) and special caseload 00100 (see PD #07-28-ELI). The participant will then receive a Work Advantage certification letter in the mail from the Department of Homeless Services (DHS).</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*

After opening the case in SI status, any participant seeking assistance with rent arrears must be referred to the Homelessness Diversion Unit (HDU) at the Center, per current procedure.

If the participant has questions regarding the notice or Work Advantage program, staff must instruct him/her to call (212) 331-4200 Monday – Friday between the hours of 9:30 AM and 4:30 PM, as indicated on the notice.

A sample of the new notice is attached.


Effective Immediately

Related Item:

[PD #07-28-ELI](#)

Attachment:

EXP-84A Opportunity to Participate in Work Advantage

 Please use Print on Demand to obtain copies of forms.



Date: _____

Opportunity to Participate in Work Advantage

Congratulations on your employment that has enabled you to leave Cash Assistance (CA). While on Housing Stability Plus (HSP), you were sent a letter telling you about the opportunity to convert to the Work Advantage program, the City's new rental assistance program. If you are still employed at least 20 hours weekly, this opportunity is available through August 31, 2008, and is available to you even though your CA case has closed. If you have questions about the Work Advantage program, you can call **212-331-4200** Monday – Friday between the hours of 9:30 AM and 4:30 PM.

If you would like to participate in the Work Advantage program, you need to go to your Job Center to apply for and receive a special Single Issuance (SI) status in order to receive a Work Advantage certification letter in the mail from the Department of Homeless Services (DHS). When you go to the Job Center, please bring this letter along with recent pay stubs.

You should go to Center 18 (the Riverview Annex at 132 West 125th Street, 2nd Floor) to open up your SI case. Exception: If your HSP case was at Hamilton Model Office (28), Crotona Center (46), or Linden Model Office (67), you should call 212-331-4430 to find out what Center you should go to.

Note to HRA Job Center: Special SI status for closed HSP cases looking to move to Work Advantage need to be opened with Code Y19 in Special Caseload 00100.

Fecha: _____

Oportunidad de Participar en el Programa Work Advantage

Felicitaciones por su empleo que le ha permitido dejar la Asistencia en Efectivo. Mientras que usted estuvo en el Programa Housing Stability Plus (HSP), se le envió una carta informándole de la oportunidad de cambiarse al programa de Work Advantage, el nuevo programa de asistencia del alquiler de la Ciudad. Si usted sigue empleado por lo menos 20 horas a la semana, esta oportunidad está disponible hasta el 31 de agosto, 2008, y está disponible para usted aún si su caso de Asistencia en Efectivo se ha cerrado. Si tiene preguntas sobre el programa Work Advantage, puede llamar al **212-331-4200** de lunes a viernes de 9:30 AM a 4:30 PM.

Si usted desea participar en el programa Work Advantage, tiene que presentarse a su Centro de Trabajo para solicitar y recibir un estado especial de Single Issuance (SI) para recibir una carta de certificación por correo del programa Work Advantage por parte del Departamento de Desamparados (Department of Homeless Services – DHS). Al usted presentarse a su Centro de Trabajo, favor de traer esta carta junto con talones de paga recientes.

Usted debe presentarse al Centro 18 (el Riverview Annex en 132 West 125th Street, 2do piso) para abrir su caso de SI. Excepción: Si su caso de HSP estaba en la Oficina Modelo de Hamilton (28), Centro Crotona (46), u Oficina Modelo de Linden (67), tiene que llamar al 212-331-4430 para averiguar a qué Centro debe ir.

Note to HRA Job Center: Special SI status for closed HSP cases looking to move to Work Advantage need to be opened with Code Y19 in Special Caseload 00100.