

FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner
Policy, Procedures and Training



Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #07-60-EMP

WORKSHOPS FOR SANCTIONED PUBLIC ASSISTANCE PARTICIPANTS ATTENDING CITY UNIVERSITY OF NEW YORK (CUNY) SCHOOLS

Date: May 18, 2007	Subtopic(s): Employment
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to announce to all Job Center staff that the Training Evaluation and Monitoring Office (TEAM) and the Intensive Services Center (Center 71), in collaboration with CUNY/College Opportunity to Prepare for Employment (COPE) and College and Related Experience (CARE) Work Experience Program (WEP), have prepared workshops for sanctioned Public Assistance (PA) participants who are attending CUNY schools.</p> <p>These workshops have been scheduled at various CUNY locations. The TEAM staff will enter Action Code 132A (Sanctioned CUNY client for reinstatement) in NYCWAY to identify the PA participants who attend a CUNY workshop.</p> <p>Participants whose cases do not reside in Center 71, who attend the workshop and by doing so agree to comply with the work requirements, will be referred back to their designated Job Center to have their sanctions lifted.</p> <p>For participants whose cases reside in Center 71, the Center's staff at the workshop will schedule an appointment for them to be seen by a designated Worker. The Worker will determine if sanctions can be lifted and if so, s/he will take appropriate follow-up actions. As this is a voluntary process, there will be no infraction imposed if the participant fails to keep the appointment.</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*

As per standard procedure, once the sanctioned participant indicates that s/he is willing to comply with work rules, the Worker must first determine if the sanction has expired before taking action to lift it. For participants who identify themselves as CUNY workshop attendees, Workers must also check if Action Code **132A** is posted in NYCWAY. If Action Code **132A** is posted and the sanction can be lifted, the Worker will be responsible for making the assignment to educational activity as well as the required concurrent activity.

Sanctioned individuals participating in the project have already been approved for training by HRA. Under no circumstances should these participants be referred to the Training Assessment Group (TAG) for processing.

As per current procedure, before assigning a participant to any work activities, the Worker must ensure that all supportive services or grants such as childcare and carfare are in place.

Effective Immediately