



# 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

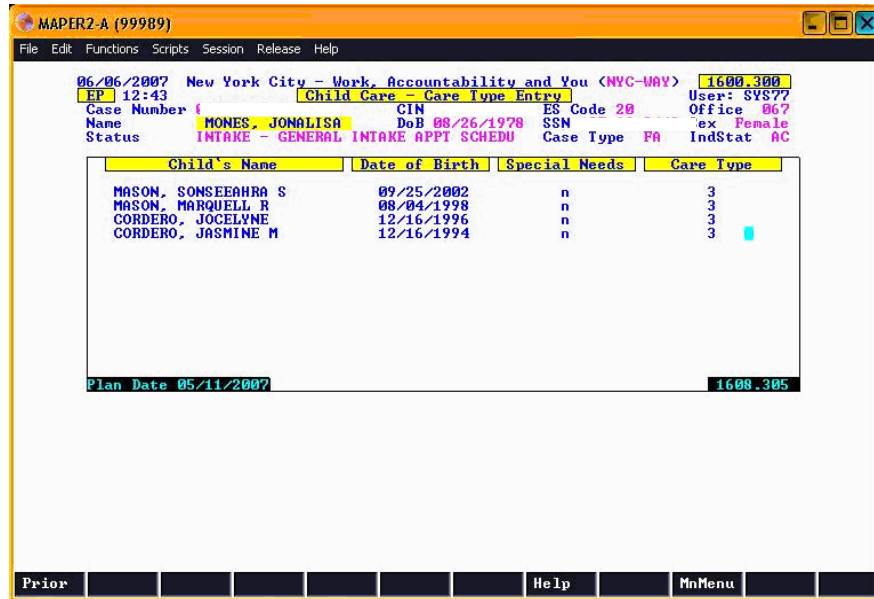
## POLICY BULLETIN #07-77-SYS

### NYCWAY UPDATES – NEW ACTION CODES

<p><b>Date:</b> June 27, 2007</p>	<p><b>Subtopic(s):</b> NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>New Child Care Action Codes for TAG</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:</p> <ul style="list-style-type: none"> <li>• New Child Care Action Codes for the Training Assessment Group (TAG)</li> <li>• New Employability Plan (EP) Action Code <b>99UI</b> (Alien Applicant)</li> <li>• New Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) Clinical Review Team (CRT) Vendor Action Code <b>16RR</b> (Reschedule CRT Appointment)</li> </ul> <p>Two new child care action codes, <b>133E</b> (TAG Child Care Return Appointment-Documentation) and <b>133F</b> (TAG Child Care Return Appointment-Provider) have been developed for use by TAG Workers only. The action codes are entered via the EP when Child Care Type <b>3</b> (No Child Care in Place – Arrangement Required) is selected from the <b>Child Care – Care Type Entry</b> screen.</p> <ul style="list-style-type: none"> <li>• The TAG Worker will automatically be directed to the first child care screen, <b>Children Found on the Case</b>, in the EP after selecting the case from the <b>Training Assessment – Pick List</b>. Enter <b>Y</b> to update the children in the case, Transmit and the <b>Child Care – Care Type Entry</b> screen appears.</li> </ul>

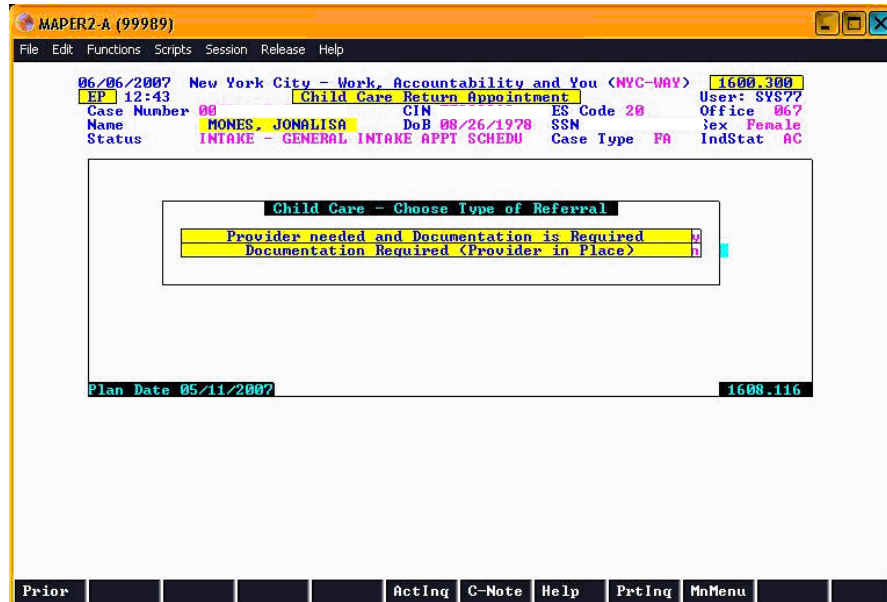
HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

**Child Care – Care Type Entry screen**



- Enter Care Type 3 (No Child Care in Place – Arrangement Required) for Child Care Return Appointment, Transmit and the **Child Care Return Appointment** screen appears.

**Child Care Return Appointment screen**



- Next to **Provider Needed and Documentation is Required**, enter a Y, Transmit and the Action Code 133F is offered. If a Y was entered next to **Documentation Required <Provider in Place>**, Action Code 133E would be offered.

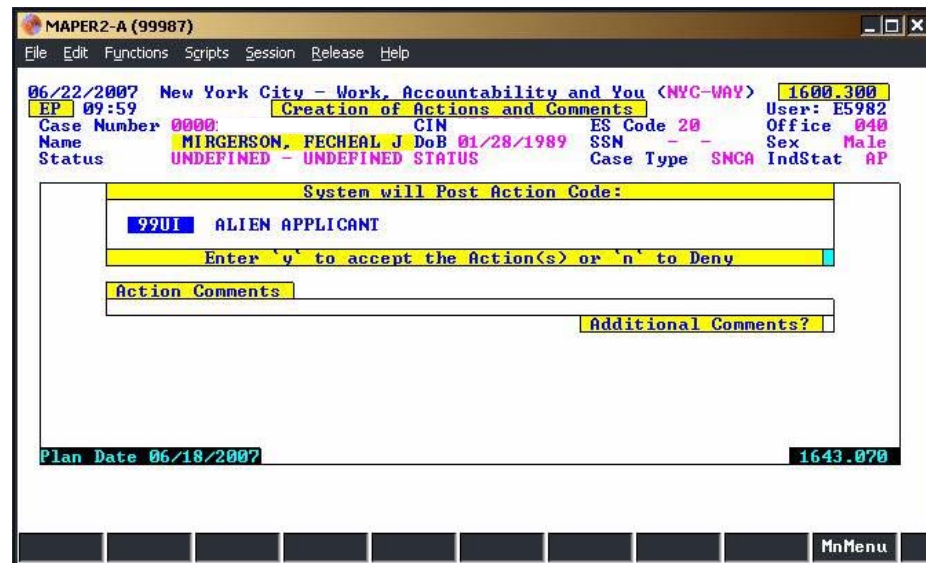
**Note:** Child Care Type 7 (Child Care is Refused) is now offered by the EP when the participant fails to secure child care after two child care return appointments. Action Code **133R** (Refused Child Care Referral/Placement) will now post when Child Care Type 7 is selected.

Please refer to PD #05-16-EMP for detailed information on child care.

NYCWAY offers to post the **99UI** after the **Assessment – Primary Questionnaire** screen has been completed for documented immigrant applicants without work authorization.

Once the **99UI** is posted, the EP remains open until the applicant becomes active or is rejected. The applicants who become active, will be placed in a pool to be called in at a later date.

**Note:** If the applicant is rejected, the EP is shut down.



New EP Action Code  
**99UI**

New WeCARE CRT  
Vendor Action Code  
**16RR**

Refer to PB #07-43-EMP  
for detailed instructions  
on CRT

Action Code **16RR** will be used by WeCARE CRT Vendors to reschedule the following CRT appointment codes:

- 16HR** (Referral to WeCARE Review Board – Fair Hearing Result)
- 16JR** (Referral to WeCARE Review Board – Previous FCO)
- 16WR** (WeCARE Referral for FCO Reassessment)

*Effective Immediately*