



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-150-OPE

EXTENSION OF THE WORK ADVANTAGE PROGRAM CONVERSION DATE


Date: December 3, 2008	Subtopic(s): Eligibility
<p>  This procedure can now be accessed on the FIAweb. </p> <p> See PD #08-32-ELI </p> <p>Riverview Annex</p>	<p>The purpose of this policy bulletin is to inform all Job Center staff that the Opportunity to Participate in Work Advantage (EXP-84A) notice has been revised because the time limit for Housing Stability Plus (HSP) cases to convert to the Work Advantage program has been extended to April 24, 2009.</p> <p>Participants who are employed at least 20 hours per week and are participating in the HSP program, are being sent form EXP-84A, even if their case is closed and they are no longer in receipt of Cash Assistance (CA). The form informs participants that the opportunity to convert to the Work Advantage program is available through April 24, 2009. Participants can also call (212) 331-4200 for additional information about the Work Advantage program.</p> <p>Note: Participants whose HSP case was in the Advent Unit at Hamilton Model Center #28 (now being serviced at the East End Model Center #23), Crotona Center #46, or Linden Model Center #67, should call (212) 331-4430 to find out what Center to go to to apply for Single Issuance (SI) status.</p> <p><u>Please Note:</u> Special SI statues for closed HSP cases that want to move to Work Advantage need to be opened with Code Y18 in Special Caseload 00100</p> <p>Job Center Directors must ensure that all previous copies of form EXP-84A are removed from circulation and recycled.</p> <p>Samples of form EXP-84A, in English and Spanish, are attached.</p> <p><i>Effective Immediately</i></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*

Related Items:

[PD #08-32-ELI](#)

Attachments:

 Please use Print on Demand to obtain copies of forms.

- EXP-84A** Opportunity to Participate in Work Advantage Program (Rev. 12/3/08)
- EXP-84A (S)** Opportunity to Participate in Work Advantage Program (Rev. 12/3/08) (Spanish)

Date: _____

Opportunity to Participate in Work Advantage Program

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 April 24, 2009, and is available to you even though your CA case has closed. If you have questions about the Work Advantage program, call **212-331-4200**, Monday through 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 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). To apply, please go to Job Center #18 (the Riverview Annex at 132 West 125th Street, 2nd Floor, New York, NY 10027). Please bring this letter along with recent pay stubs.

Exception: If your HSP case was in a Specialized Unit at Hamilton Model Center #28 (now being serviced at the East End Model Center #23), Crotona Center #46, or Linden Model Center #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 that want to move to Work Advantage need to be opened with Code Y18 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 de alquiler de la Ciudad. Si usted sigue empleado por lo menos 20 horas a la semana, esta oportunidad está disponible hasta el 24 de abril, del 2009, y está disponible para usted aunque su caso de Asistencia en Efectivo se haya cerrado. Si tiene preguntas sobre el programa Work Advantage llame 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, usted tiene que solicitar y recibir un estado especial de Single Issuance (SI) para poder recibir una carta de certificación por correo del programa Work Advantage por parte del Departamento de Desamparados (Department of Homeless Services – DHS). Para solicitar, favor de presentarse al Centro de Trabajo #18 (el Riverview Annex en 132 West 125th Street, 2do piso New York, NY 10027). Favor de traer esta carta junto con talones de paga recientes.

Excepción: Si su caso de HSP estaba en una Unidad Especializa en el Centro Modelo de Hamilton #28 (ahora tramitándose en el Centro de Trabajo Modelo de East End #23), Centro de Crotona #46, o Centro Modelo de Linden #67, debe llamar al 212-331-4430 para averiguar a qué Centro debe ir.

Note to HRA Job Center: Special SI status for closed HSP cases that want to move to Work Advantage need to be opened with Code Y18 in Special Caseload 00100.