



# 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 # 08-153-OPE

*(This Policy Bulletin Obsoletes PB #02-82-EMP, PB #04-12-EMP, PD #02-12- EMP, and PD #02-22-EMP)*

### OBSOLETE PROCEDURES REGARDING SPECIAL POPULATION VENDORS, THE PROJECT COOPERATION PROGRAM, AND RELATED FORMS

<b>Date:</b> December 3, 2008	<b>Subtopic(s):</b> Procedures, Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all staff at Job Centers that the following procedures are now obsolete.</p> <ul style="list-style-type: none"> <li>• PB #02-82-EMP – Correction to Policy Directive #02-12-EMP</li> <li>• PB #04-12-EMP – Revised Walk-In Process For Special Population Vendors</li> <li>• PD #02-12-EMP – Special Population Vendors</li> <li>• PD #02-22-EMP – Project Cooperation Program For Sanctioned Participants</li> </ul> <p>The information contained in these procedures and the following forms are now obsolete because there are no longer Special Population Vendors or new entrants in the Project Cooperation Program:</p> <ul style="list-style-type: none"> <li>• Employment Services Referral Form (<b>M-74d</b>)</li> <li>• Voluntary Appointment Notice (<b>M-74f</b>)</li> <li>• Special Populations Contracts- Proposed Local Office Code Names (<b>M-74g</b>)</li> <li>• Project Cooperation Referral and Outcome Report (<b>W-561D</b>)</li> <li>• Project Cooperation Job Center Referral Form</li> </ul> <p>Job Center Directors must ensure that all versions of these forms, including their multilingual equivalents are removed from circulation and recycled.</p> <p>Samples of the obsolete forms are attached.</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*

*Effective Immediately*

**Attachments:**

**Obsolete Forms**

**M-74d** Employment Services Referral Form (Obsolete)

**M-74f** Voluntary Appointment Notice (Obsolete)

**M-74f (S)** Voluntary Appointment Notice (Spanish)  
(Obsolete)

**M-74g** Special Populations Contracts- Proposed Local  
Office Code Names (Obsolete)

**W-561D** Project Cooperation Referral and Outcome Report  
(Obsolete)

**Project Cooperation Job Center Referral Form (Obsolete)**

☞ Please use Print on Demand to obtain copies of forms.



### Employment Services Referral Form

Referral Date: \_\_\_\_\_

Residential Treatment Program		Address	
Contact Person	Telephone Number	Fax Number	

Participant's Name (Last, First, M.I.)		Social Security Number	
Participant's Address (Number, Street, Apt. No., Borough, Zip Code)			
Telephone Number (include area code)	HRA Case Number	Expected Date of Discharge	
Level of Education	Reading Score	Math Score	Primary Language
<input type="checkbox"/> GED <input type="checkbox"/> College Credit <input type="checkbox"/> HS Diploma <input type="checkbox"/> College Degree	Highest Grade Completed: _____		
Current Job Interest			
Other Services Needed			

OBSOLETE

Is the individual receiving vocational services at the program?     Yes     No

Is the person ready for an employment referral?     Yes     No

Recommendation

Date of Appointment: \_\_\_\_\_

**ADDRESS:** Residential Treatment Service Center  
109 East 16th Street, Room 102  
New York, New York 10003

<b>HRA Use Only</b>	
<input type="checkbox"/> Referred to: _____	Start Date: _____ Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> Participant failed to report	
<input type="checkbox"/> Declined assignment Reason: _____	



Date: \_\_\_\_\_  
Appointment Date: \_\_\_\_\_  
Appointment Time: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
CIN Number: \_\_\_\_\_  
Center: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Action Code: \_\_\_\_\_

### Voluntary Appointment Notice

Dear Sir/Madam:

You have volunteered to work with a Special Population Vendor. The Special Population Vendor will work with you to enhance your skills and help you to find employment.

Your Special Population Vendor appointment is indicated below.

If you are unable to keep this appointment, please contact the Special Population liaison at (212) 896-8784.

Location: \_\_\_\_\_

Orientation Date: \_\_\_\_\_

Time: \_\_\_\_\_  a.m.  p.m.

Travel Directions: \_\_\_\_\_

---

Seth Diamond,  
Deputy Commissioner



Fecha: \_\_\_\_\_  
Fecha de la Cita: \_\_\_\_\_  
Appointment Time: \_\_\_\_\_  
Hora de la Cita: \_\_\_\_\_  
Número de Caso: \_\_\_\_\_  
Número de CIN: \_\_\_\_\_  
Centro: \_\_\_\_\_  
Núm. de Seguro Social: \_\_\_\_\_  
Código de Acción: \_\_\_\_\_

**Aviso de Cita Voluntaria**

**OBSOLETE**

Dear Sir/Madam:

Usted se ha voluntariado para trabajar con un Vendedor de Población Especial (Special Population Vendor). El Vendedor de Población Especial trabajará con usted para mejorar sus habilidades para ayudarle a encontrar empleo..

Su cita con el Vendedor de Población Especial está indicada a continuación.

If you are unable to keep this appointment, please contact the Special Population liaison at (212) 896-8784.

Location: \_\_\_\_\_

Orientation Date: \_\_\_\_\_

Time: \_\_\_\_\_  a.m.  p.m.

Travel Directions: \_\_\_\_\_

\_\_\_\_\_

Seth Diamond,  
Deputy Commissioner

OBSOLETE



**Special Populations Contracts- Proposed Local Office Code Names**

Site Code	Special Population	Vendor	Total Served
VI1	Developmental disabilities	Job Path, Inc.	30
VI2	Developmental disabilities	NYSARC, Inc. NYC Charter	135
VD1	Disabled	NYU Medical Center Rusk Institute	100
VO1	Ex-offenders	Center for Employment Opportunities	500
VO2	Ex-offenders	The Osborne Association	606
VO3	Ex-offenders	STRIVE - East Harlem Employment Service, Inc.	200
VO4	Ex-offenders	Midtown Community Court/Fund for the City of New York	100
V05	Ex-offenders and substance abuse	DB Grant Associates	400
VY1	Ex-offenders - older youth	Friends of Island Academy, Inc	150
VV1	HIV/AIDS	Multitasking Systems of NY	200
VH1	Homeless	Career and Educational Consultants (CEC)	373
VH2	Homeless	Woman's Housing and Economic Development Corp. (WHEDCO)	260
VL1	Language/Cultural	Agudath Israel of America	132
VL2	Language/Cultural	Chinatown Manpower Project, Inc.	240
VL3	Language/Cultural	Chinese American Planning Council	80
VL4	Language/Cultural	Bronx Community College	100
VL5	Language/Cultural	Project Care of Brooklyn	100
VL6	Language/Cultural	National Puerto Rican Forum, Inc.	300
VL7	Language/Cultural	Church Avenue Merchants Block Association, Inc. (CAMBA)	375
VL8	Language/Cultural	Private Industry Council of New York City, Inc.	567
VL9	Language/Cultural	NPAC	500
VS1	Low basic skills	East Harlem Council for Community Improvement, Inc.	600
VS2	Low basic skills	Opportunities for a Better Tomorrow	100
VM1	Mature Workers	NY Foundation for Senior Citizens	148
VB1	Multiple barriers	HANAC, Inc.	240
VF1	Non-custodial fathers	Institute for Responsible Fatherhood and Family Revitalization	400
VA1	Substance abusers	NYC HHC Kings County Hospital Center	330
VA2	Substance abusers	Binding Together, Inc.	250
VA3	Substance abusers	The Hope Program	100
VA4	Substance abusers	NPAC	200
			7,816



**Project Cooperation Referral and Outcome Report**

Week Ending: \_\_\_\_\_

Job Center: \_\_\_\_\_

REFERRALS			OUTCOMES												
			Lift Sanction Indicate Outcome							Employed		Case Closed (non-employment reasons)	Sanction Not Lifted - Indicate Reason		
Participant Name	Case Number	Scheduled Appointment Date	No Show	Project Cooperation	SUNY EOC	BEGIN	WEP	Needed at Home	Other	Rebudget & Case Remain Open	Closed due to Income		Return Appointment child Care	Other	
			OBSOLETE												
<b>Total Referrals:</b>			<b>Total Outcomes:</b>												

Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_