



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-02-EMP

DURATIONAL EMPLOYMENT SANCTION PROJECT

Date: January 15, 2009	Subtopic(s): Sanction
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform staff that effective February 2009, the Special Needs Region is implementing a citywide call-in project for participants serving durational sanctions due to employment infractions.</p> <p>A new mandatory eligibility Appointment Notice (EXP-85B) has been created for this process and will be sent out by Management Information System (MIS). This notice informs participants that the appointment is to determine how he/she has been maintaining his/her household on a reduced Cash Assistance (CA) grant. This is a mandatory eligibility assessment appointment and participants who fail to report (FTR) to the appointment without good cause are subject to a full case closing.</p> <p>Participants will be seen at 109 East 16th Street, New York, NY 10003.</p> <p>If the participant calls or reports to the Job Center with questions regarding this appointment notice, he/she should be instructed to call the telephone number provided in the notice.</p> <p>A sample of the form is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>EXP-85B Appointment Notice EXP-85B (S) Appointment Notice (Spanish)</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*

Date: _____
Case Number: _____
Case Name: _____
Center: _____
Caseload: _____
Action Code: _____

Appointment Notice

Our records reflect that you are serving a durational sanction for an employment infraction on your Cash Assistance case.

We would like to discuss how you are maintaining yourself and your family on a reduced Cash Assistance grant.

Your appointment is scheduled for:

SAMPLE

Appointment Date: _____ Time _____ Telephone: _____
Address: _____
City: _____ State: _____ Zip: _____
Travel Directions: _____

If you are working, please bring copies of your latest pay stubs.

This is a mandatory eligibility appointment. If you have any questions or are unable to keep this appointment, please call us at (212) 835-7520 prior to your appointment date.

FAILURE TO REPORT MAY RESULT IN A REDUCTION OR LOSS OF YOUR CASH ASSISTANCE BENEFITS.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Centro: _____
Unidad de Casos: _____
Código de Acción: _____

Aviso de Cita

Según nuestros archivos usted está bajo período de sanción por una infracción de empleo en su caso de asistencia en efectivo.

Nos gustaría platicar cómo usted se está administrando a su familia con una concesión reducida de asistencia en efectivo.

Su cita está programada para

Fecha de la Cita: _____ Hora _____ Teléfono: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de Viaje:

Si usted está trabajando, favor de traer copias de sus más recientes talones de paga.

Esta cita de elegibilidad es obligatoria. Si tiene cualquier pregunta o si no puede cumplir esta cita, favor de llamar al (212) 835-7520 antes de la fecha de su cita.

EL NO PRESENTARSE COMO DEBIDO PUEDE RESULTAR EN UNA REDUCCIÓN O PÉRDIDA DE SUS BENEFICIOS DE ASISTENCIA EN EFECTIVO.