

FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



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

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### POLICY BULLETIN #09-21-OPE

### MAILING TO NON-EXEMPT FOOD STAMP PARTICIPANTS

Deter		Quilitaria(a)		
Date: February 20, 2009	Subtopic(s): Mailing			
1 cordary 20, 2000		Walling		
This procedure can	The purpose of this policy bulletin is to inform staff at all Non Cash			
now be accessed on the FIAweb.	Assistance Food Stamp (NCA FS) Centers about a mailing that is being sent to all Food Stamp (FS) participants who are subject to			
	work requirements.			
	The mailing contains a notice entitled "Important Notice Regarding			
	Food Stamp Work Requirements" ( <b>W-100G</b> ), which informs participants who are subject to FS work requirements that there are			
	programs available to assist them in finding employment.			
	The mailing also includes a listing of the employment programs			
	The mailing also includes a listing of the employment programs entitled "Back to Work Sites" ( <b>Attachment A</b> ) which FS participants			
	may choose from. FS participants are urged to select an employment			
	program from the list. FS participants are to visit and enroll in the employment program of their choice during the business hours noted on the listing.			
	Samples of the form and the Back to Work Sites listing are attached.			
	Effective Immediately			
	Attachments:			
	Attaoninents.			
Please use Print on Demand to obtain copies of forms.	Attachment A	Back to Work Sites		
	W-100G	Important Notice Regarding Food Stamp Work		
	W-100G (S)	Requirements Important Notice Regarding Food Stamp Work		
		Requirements (Spanish)		
		,		

# Back To Work (BTW) Sites

Site Name	Address	Contact Number	Hours of Operation
	· ·	Manhattan	
America Works	228 East 45th Street, 16th Floor New York, NY 10017	(212) 599-5627	Monday, Wednesday, and Friday 8:30 AM to 5:00 PM Tuesday and Thursday 8:30 AM to 7:00 PM
Career and Educational Consultants (CEC)	252 West 29th Street, 2nd Floor New York, NY 10001	(212) 564-0600	Monday through Friday 10:00 AM to 3:00 PM
Federation Employment and Guidance Services (FEGS)	80 Van Dam, 2nd Floor New York, NY 10013	(212) 727-5000	Monday and Wednesday 4:00 PM to 7:00 PM
Wildcat Service Corporation	2 Washington Street, 2nd Floor New York, NY 10004	(21 <b>2</b> ) 209-6000	Monday to Friday 9:00 AM to 5:00 PM
		Bronx	
Federation Employment and Guidance Services (FEGS)	412 East 147th Street, 3rd Floor Bronx, NY 10455	(718) 402-4144	Monday and Wednesday 4:00 PM to 7:00 PM
		Brooklyn	
America Works	6810 Third Avenue, 1st Floor Brooklyn, NY 11220	(718) 833-5042	Monday through Friday 8:30 AM to 5:30 PM
Career and Educational Consultants (CEC)	270 Flatbush Avenue, 3rd Floor Brooklyn, NY 11201	(718) 858-8500	Monday through Friday 10:00 AM to 3:00 PM
Federation Employment and Guidance Services (FEGS)	199 Jay Street, 4th Floor Brooklyn, NY 11201	(718) 488-0100 Ext. 470	Monday and Wednesday 4:00 PM to 7:00 PM
Goodwill	25 Elm Place, 6th Floor Brooklyn, NY 11201	(718) 246-4905	Monday and Friday 9:00 AM to 5:00 PM Tuesday, Wednesday, and Thursday 9:00 AM to 7:00 PM
		Queens	•
America Works	1600 Central Avenue, 5th Floor Far Rockaway, NY 11691	(718) 337-6365	Monday, Tuesday, Thursday, and Friday 8:30 AM to 5:00 PM Wednesday 8:30 AM to 7:00 PM

# Back To Work (BTW) Sites

Nombre del Local	Dirección	Número de	Horas de Trabajo
		Manhattan	
America Works	228 East 45th Street, 16vo Piso New York, NY 10017	(212) 599-5627	Lunes, miércoles y viernes de 8:30 AM a 5:00 PM Martes, jueves de 8:30 AM a 7:00 PM
Career and Educational Consultants (CEC)	252 West 29th Street, 2do Piso New York, NY 10001	(212) 564-0600	Lunes a viernes de 10:00 AM a 3:00 PM
Federation Employment and Guidance Services (FEGS)	80 Van Dam, 2do Piso New York, NY 10013	(212) 727-5000	Lunes y miércoles de 4:00 PM a 7:00 PM
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		Queens	
America Works	1600 Central Avenue, 5to Piso Far Rockaway, NY 11691	(718) 337-6365	Lunes, martes, jueves y viernes de 8:30 AM a 5:00 PM Miércoles de 8:30 AM a 7:00 PM

W-100G 2/20/09



Date:	
Case Number:	
Center:	

#### IMPORTANT NOTICE REGARDING FOOD STAMP WORK REQUIREMENTS

As a food stamp participant, you may be required to participate in employment activities. If we determine that you are required to take part in a work activity, you will be assigned to an employment program.

The Human Resources Administration (HRA) is offering you the opportunity to select a program from the list attached to this notice. These programs are available to assist you with finding a job or, if you are working, to help you move to another job where you may earn more money.

These programs assist food stamp participants and are ready to provide you with the skills and services that could help train you for a job or connect you with an employer. There is no charge to you for enrolling in these programs.

HRA urges you to choose a program that is convenient for you from the list. You should visit that program during the hours listed and begin working with that provider.

Good luck in your job search.



Fecha:

Número del Caso:

Centro:

#### AVISO IMPORTANTE SOBRE DE REQUISITOS DE TRABAJO DE CUPONES PARA ALIMENTOS

Como participante de Cupones para Alimentos puede que usted tenga que participar en actividades de empleo. Si nosotros determinados que usted tiene que participar en una actividad de trabajo, se le asignará a un programa de empleo.

La Administración de Recursos Humanos (HRA) le está ofreciendo la oportunidad de seleccionar uno de los programas de la lista adjunta a este aviso. Estos programas están disponibles para ayudarle a conseguir un empleo o, si ya está trabajando, ayudarle a cambiarse a un empleo con mejor sueldo.

Estos programas ayudan a los participantes de cupones para alimentos y están listos para ofrecerle las aptitudes y servicios que le puedan capacitar o conectar con un empleador. No se le cobrará nada por inscribirse en estos programas.

La HRA le recomienda que escoja un programa de la lista que sea conveniente para usted. Usted debe visitar ese programa durante las horas listadas y comenzar a trabajar con el proveedor.

Buena suerte en su búsqueda de empleo.