



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-32-OPE (This Policy Bulletin Replaces PB #09-30-OPE)

JOB FAIR AT JACOB JAVITS CENTER

Date: March 27, 2009	Subtopic(s): MIS Mailing
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to advise Job Center staff of a mailing that will inform participants of an upcoming Job Fair on May 7, 2009 at the Jacob K. Javits Convention Center in Manhattan.</p> <p>The Mandatory Job Fair Notice (EXP-84DD) will be sent to all nonexempt participants in both English and Spanish by Management Information Systems (MIS). The EXP-84DD has been modified to include the following language:</p> <ul style="list-style-type: none"> • “Also, if you have any questions or have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment, please contact your employment vendor prior to the appointment date.” <p>The EXP-84DD informs the participant that he/she will not be permitted to enter the Job Fair any earlier than 15 minutes prior to the scheduled time on the notice.</p> <p>If the participant cannot keep the appointment, he/she must inform his/her employment vendor immediately and provide documentation on or before the appointment date. Participants can call the HRA Infoline at (877) 472-8411 with any questions concerning the Job Fair.</p> <p>Samples of the EXP-84DD 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*

Attachments:

 Please use Print on Demand to obtain copies of forms.

- EXP-84DD** Mandatory Job Fair Notice (Rev. 3/27/09)
- EXP-84DD (S)** Mandatory Job Fair Notice (Spanish) (Rev. 3/27/09)

Date: _____
Case Number: _____
Case Name: _____
Job Center Number: _____

Mandatory Job Fair Notice

CONGRATULATIONS! You have been selected to participate in a Human Resources Administration (HRA) citywide Job Fair that will provide you with an excellent opportunity to obtain a job, or if you are already employed, a higher paying job leading to financial independence and self-sufficiency. Please see the enclosed flyer.

Many local businesses will be participating in the Job Fair and will be screening candidates for employment opportunities. Employers from various locations throughout the City are also scheduled to participate and will have employment opportunities available for qualified candidates.

We strongly suggest that you work with your employment program vendor to update your résumé. Please make sure to bring at least 50 copies of your résumé to the Job Fair. Professional business attire is required. **Please arrive at the time that has been scheduled for you. You will not be permitted to enter the Job Fair any earlier than 15 minutes prior to your scheduled time. Please bring this letter with you** to expedite the time you have to spend at the Registration Desk. Please do not bring your children or guests with you, as there will be no child care provisions available onsite the day of the Job Fair.

Upon arrival to the Job Fair, you must report to the Registration Desk and submit this notice in order to verify your attendance. The date, time, and location of the Job Fair are as follows:

Job Fair Date: _____ Time: _____ Telephone: (877) 472-8411

Location Name: Jacob K. Javits Convention Center of New York

Address: 11th Avenue at 36th Street

City: New York State: NY Zip Code: 10001

Travel Directions:

This is a mandatory job search appointment. If you cannot keep this appointment, you must inform your employment vendor immediately and provide documentation on or before the appointment date. If you do so, you will be excused from attending the Job Fair. Also, if you have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment, please contact your employment vendor. If you have questions concerning this Job Fair please call the telephone number above.

FAILURE TO KEEP THIS APPOINTMENT MAY RESULT IN THE DENIAL OF YOUR CASH ASSISTANCE APPLICATION OR REDUCTION OF YOUR CASH ASSISTANCE BENEFITS AND/OR A REDUCTION IN YOUR FOOD STAMP BENEFITS. THERE ARE NO WORK REQUIREMENTS FOR MEDICAID.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Número del Centro de Trabajo: _____

Aviso Obligatorio para la Feria de Trabajo

FELICITACIONES! Usted ha sido seleccionado para participar en una Feria de Trabajo de la Administración de Recursos Humanos (HRA) en toda la ciudad que le brindará una excelente oportunidad para obtener un trabajo, o si ya tiene empleo, un trabajo con sueldo más alto que le ayude a alcanzar la independencia económica y la autosuficiencia. Favor de ver el volante adjunto.

Muchos negocios locales participarán en la Feria de Trabajo y entrevistarán a candidatos para oportunidades de empleo. Empleadores de diferentes áreas de la Ciudad también están programados para participar y tendrán oportunidades de empleo para candidatos que reúnen los requisitos.

Le sugerimos enfáticamente que coordine con su contratista del programa de trabajo (employment program vendor) para poner al día su currículum (résumé). Por favor asegúrese de traer por lo menos 50 copias de su currículum a la Feria de Trabajo. Se requiere vestimenta profesional. **Favor de llegar a la hora que le ha sido programada. No se le permitirá entrar a la Feria de Trabajo más de 15 minutos antes de su hora programada. Favor de traer esta carta consigo** para acelerar el tiempo que tendrá que pasar en la mesa de Registro. Favor de no traer a sus hijos o invitados consigo, puesto que no habrá cuidado infantil disponible en el local de la Feria de Trabajo.

Al llegar a la Feria de Trabajo, usted tiene que presentarse a la mesa de Registro y entregar este aviso para comprobar su asistencia. La fecha, hora, y el local de la Feria de Trabajo:

Fecha de la Feria de Trabajo: _____ Hora: _____ Teléfono: (877) 472-8411

Nombre del Local: Jacob K. Javits Convention Center of New York

Dirección: 11th Avenue en 36th Street

Ciudad: New York Estado: NY Código Postal: 10001

Indicaciones de Viaje:

Esta cita de búsqueda de trabajo es obligatoria. Si usted no puede cumplir esta cita, tiene que informar de inmediato a su contratista de empleo y proporcionele documentación el día de la fecha de la cita o antes. Si así lo hace, se le excusará de asistir a la Feria de Trabajo. Además, si tiene un problema físico, mental, o de aprendizaje que le dificulta cumplir la cita, comuníquese con su contratista de empleo. Si tiene cualquier pregunta sobre esta Feria de Trabajo, por favor llame al número de teléfono más arriba.

EL NO CUMPLIR ESTA CITA COMO DEBIDO PUEDE RESULTAR EN EL RECHAZO DE SU SOLICITUD DE ASISTENCIA EN EFECTIVO O EN LA REDUCCIÓN DE SUS BENEFICIOS DE ASISTENCIA EN EFECTIVO Y/O LA REDUCCIÓN DE SUS BENEFICIOS DE CUPONES PARA ALIMENTOS. NO EXISTEN REQUISITOS DE TRABAJO DE MEDICAID.