



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 #09-56-OPE

JOB TRAINING AND PLACEMENT PROGRAM MAILING TO SELECT PARTICIPANTS

Date: May 21, 2009	Subtopic(s): Mailing
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff about an upcoming mailing conducted by Management Information Systems (MIS) to inform select Cash Assistance (CA) participants of a new program offering paid temporary employment opportunities. The mailing will consist of a letter informing the participant about the new employment opportunity program (Attachment A), the Notice of Job Interview (EXP-85K), and the Pre-Employment Form (DSS-800.1).</p> <p>Attachment A informs the CA participant that he/she has been selected to interview for this program based on his/her successful participation in Human Resources Administration (HRA) employment programs and if hired, will be employed for nine (9) months at a wage of \$9.21 per hour. If the participant is currently engaged in a Work Experience Program (WEP) or Back to Work (BTW) activity, he/she is instructed to provide a copy of Attachment A and the enclosed EXP-85K form to his/her Supervisor to excuse the absence for attending the appointment. The participant is also instructed to continue participating in his/her current work activity pending his/her selection for the employment opportunity.</p> <p>Form EXP-85K provides the date, time, and location of the orientation and preliminary processing. The form also identifies documents the participant is required to bring with him/her (e.g., résumé, high school diploma or General Equivalency Diploma [GED]). The list of required documentation includes form DSS-800.1, which must be completed and signed by the participant.</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*

Both **Attachment A** and form **EXP-85K** indicate the contact person and telephone number for the participant to call to confirm his/her attendance at the orientation. Failure of the participant to report to the orientation on the appointment date and time will result in the loss of a job opportunity.

Participants hired for this job opportunity will have their CA cases rebudgeted by Parks Job Center staff to reflect their employment income.

Samples of the forms are attached.

Effective Immediately

Attachments:

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

- | | |
|-------------------------|---|
| Attachment A | Informational Letter About New Employment Opportunity Program |
| Attachment A (S) | Informational Letter About New Employment Opportunity Program (Spanish) |
| EXP-85K | Notice of Job Interview (Rev. 5/21/09) |
| EXP-85K (S) | Notice of Job Interview (Spanish) (Rev. 5/21/09) |



Human Resources
Administration
Department of
Social Services

Family
Independence
Administration

Employment
Contractor Services

Dear Participant,

Robert Doar
Commissioner

Seth W. Diamond
Executive Deputy
Commissioner

Raymond Singleton
Asst. Deputy
Commissioner

180 Water Street
New York, NY 10038

Human Resources Administration (HRA) is starting a new program offering paid employment opportunities to a limited number of cash assistance participants. The new program will offer temporary jobs at the HRA and because of your successful participation in our employment programs, you have been selected to interview for this program.

The job with the HRA is a grant diverted temporary job. Grant diverted means that, if hired, you will be paid an hourly wage and your cash assistance grant will be reduced. Medicaid benefits will remain active.

Enclosed is a Notice of Job Interview, which will offer you a new opportunity to become employed.

Please note that this is a temporary and transitional job for nine (9) months with a salary of \$9.21 per hour. You will be employed a total of 40 hours, five days per week. On one of the days, you are required to participate in mandated job search activities as indicated by HRA.

Please report for orientation and preliminary processing on the date, time, and at the pre-selection screening location indicated on the enclosed notice. Travel directions are also included on the notice. Please bring your résumé, high school diploma or GED, and/or any professional certificates you may have. A listing of required documents is detailed on the Notice of Job Interview.

If you are currently in Work Experience Program (WEP) or Back to Work (BTW) activity, give a copy of this letter and the enclosed notice to your supervisor. You must continue to participate in all HRA activities.

You must call Ms. M. Jefferson at (212) 835-7104 to confirm you will be attending. Please be sure to keep your scheduled appointment.

Failure to report to the orientation on the appointment date will result in the loss of a job opportunity.

Sincerely,

Seth Diamond
Executive Deputy Commissioner



Administración de
Recursos
Humanos
Departamento de
Servicios Sociales

Administración de
Independencia
Familiar

Contratista de
Servicios de Empleo

Robert Doar
Commissioner

Seth W. Diamond
Executive Deputy
Commissioner

Raymond Singleton
Asst. Deputy
Commissioner

180 Water Street
New York, NY 10038

Estimado Participante,

La Administración de Recursos Humanos (HRA) iniciará un nuevo programa con oportunidades de empleo pagado para un número limitado de participantes que reciben asistencia en efectivo. El nuevo programa ofrecerá empleo temporal en la Administración de Recursos Humanos y debido a su participación exitosa en nuestro programa de empleo, usted ha sido seleccionado(a) para una entrevista con este programa.

El empleo con la Administración de Recursos Humanos es un empleo temporal con fondos de subsidio. Los fondos de subsidio significan que si lo contratan, le pagarán un salario por hora y su asistencia en efectivo será reducida. Los beneficios del Medicaid permanecerán activos.

Adjunto encuentre un Aviso de la Entrevista de Empleo, el cual le ofrece una nueva oportunidad para obtener empleo.

Por favor tenga en cuenta que este es un empleo temporal y de transición por nueve (9) meses con un salario de \$9.21 por hora. Usted trabajará un total de 40 horas, cinco días de la semana. Se requiere que en uno de estos días usted participe en las actividades obligatorias para conseguir empleo, según como lo indica HRA.

Por favor presentese a la orientación y tramite preliminaría en la fecha, hora y lugar de pre-evaluación indicado en el aviso adjunto. Además el aviso incluye instrucciones de cómo llegar al lugar. Por favor traiga su currículo, un diploma de educación secundaria, un GED, o cualquier certificado profesional que tenga. En el Aviso de la Entrevista de Trabajo se encuentra una lista de los documentos necesarios.

Si se está actualmente en el programa de WEP o en una actividad de BTW (de Regreso al Trabajo), entreguele a su supervisor una copia de esta carta y el aviso adjunto. Debe continuar participando en las actividades del HRA.

Debe comunicarse con Ms. Mary Jefferson llamando al (212) 835-7104 para confirmar su asistencia. Por favor asegúrese de mantener su cita.

El no presentarse a la cita de orientación en la fecha que se indica resultará en la perdida de obtener empleo.

Atentamente,

Seth Diamond
Subcomisionado Ejecutivo

Date: _____
Case Number: _____
Case Name: _____
Worker's Name: _____
Worker's Telephone Number: _____
Title: Job Training Participant
Employment Tenure: Nine (9) months
Salary: \$9.21 per hour
Location: Citywide

Notice of Job Interview

Congratulations! You have been selected by the New York City Human Resources Administration (HRA) for possible appointment to the position of Job Training Participant. The positions are located throughout the City.

Please report for a pre-selection screening as follows:

Appointment Date: _____ Time: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Travel Directions: _____
(Located on John Street between Pearl and Water Streets)

Please bring the following items with you to the interview:

- Two working pens with black ink and this notice.
- The enclosed form **DSS-800.1** completed with your signature on the reverse side.
- Current résumé that lists and describes your current job and all previous jobs.
- High school diploma, GED, and/or any professional certificates.
- Government-issued valid picture ID (e.g., New York State Driver's License, New York State Non-driver's ID, HRA EBT card).
- Social Security card.
- Alien Registration Card, if you are a legal permanent resident.
- Letter of disposition for each crime for which you were convicted. You must also disclose the circumstances surrounding any indictment or criminal conviction.
- Letter of recommendation from your current WEP Supervisor.

You must arrive promptly, bring all requested documents, and dress in professional attire. Please be prepared to spend the entire day; you must be present for the whole session. Do not bring anyone with you.

Contact Ms. M. Jefferson at (212) 835-7104 to confirm you will be attending and if you have any questions.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Nombre del Trabajador: _____
Número de Tel. del Trabajador: _____
Cargo: Participante en Capacitación
Laboral
Duración del Empleo: Nueve (9) meses
Salario: \$9.21 la hora
Ubicación: En toda la ciudad

Aviso de Entrevista de Trabajo

¡Felicitaciones! Usted ha sido seleccionado(a) por la Administración de Recursos Humanos de la Ciudad de Nueva York (New York City Human Resources Administration – HRA) para una posible cita para el cargo de Participante de Capacitación Laboral. Los trabajos están ubicados en toda la Ciudad.

Por favor preséntese a una preevaluación según se indica:

Fecha de la Cita: _____ Hora: _____
Dirección: _____
Ciudad: _____ Estado: _____ Código Postal: _____
Indicaciones de Viaje: _____
(Ubicado en John Street entre Pearl y Water Street)

Por favor traiga consigo a la entrevista los siguientes documentos:

- Dos lapiceros en estado de funcionamiento de tinta negra y este aviso
- El adjunto formulario **DSS-800.1** llenado con su firma al reverso
- Currículo actual que liste y describa su trabajo actual así como todos sus trabajos anteriores
- Diploma de Secundaria (High School), GED, y/o cualquier certificado profesional
- Identificación válida con foto expedida por el gobierno (p.ej., Licencia de Conducir del Estado de Nueva York, Identificación de No Conductor del Estado de Nueva York, tarjeta de EBT de HRA)
- Tarjeta de Seguro Social
- Tarjeta de Registro de Extranjero, si es residente permanente legal
- Carta de sentencia para cada delito por el cual haya sido condenado. Además, usted tiene que revelar las circunstancias pertinentes a cualquier arresto, acusación o condena.
- Carta de recomendación de parte del empleador actual de WEP

Usted tiene que presentarse a tiempo, y traer todos los documentos solicitados y vestirse con atuendo profesional. Por favor anticipe pasar todo el día en la sesión. Usted tiene que estar presente durante toda la sesión. No traiga a nadie consigo.

Comuníquese con Ms. M. Jefferson al (212) 835-7104 para confirmar si piensa asistir y si tiene cualquier pregunta.