



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-62-SYS

NYCWAY UPDATES – NEW ACTION CODES

Date: June 2, 2009	Subtopic(s): NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p> <p>New Fair Hearing Conference Codes</p> <p>See PD #09-12-OPE for the use of NYCWAY Action Codes 73DF, 73DG, and 73DD.</p>	<p>New York City Work, Accountability and You (NYCWAY) is updated on a regular basis to make the system more helpful to users and to reflect current policy. The purpose of this policy bulletin is to inform Job Center staff of the following updates made to NYCWAY:</p> <p>The following action codes have been developed for the Fair Hearing Conference process.</p> <ul style="list-style-type: none"> • 73DF (Request to Reconsider Default Action) • 73DG (Request to Re-open case is Granted) • 73DD (Request to Re-open case is Denied) • 70CM (FH Employment Conference) • 70CL (FH Eligibility Conference) • 70CB (FH Employment/Eligibility Conference) • 70CS (FH Conference: Sent to Control) • 70CN (FH Conference: No Action Required) • 70CX (FH Conference Expired) – autoposts on case when open action code is present for more than 2 days • 11FH (Referral from FH&C for Eligibility Assessment) • 11FK (Referral from FH&C for Eligibility Assessment Kept) <p>Action Codes 73DD and 73DG complete Action Code 73DF.</p> <p>Action Codes 70CS and 70CN complete Action Codes 70CM, 70CL, and 70CB.</p> <p>Action Code 70CX completes Action Codes 73DF, 70CM, 70CL, and 70CB.</p> <p>Cases with Action Codes 70CB, 70CL, and 70CM will appear on the FHCNF Worklists.</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*

Note: The Fair Hearing Conference Codes listed on page one do not replace the Good Cause Granted series of action codes (820 series) if the infraction originated in NYCWAY and the issue is settled in conference.

New referral form
W-180R

Action Code **11FH** is a referral code to be posted by the Fair Hearing and Conference (FH&C) Unit when an eligibility issue is settled in conference. The participant will be referred back to the Job Center for an eligibility review if the participant has any changes in circumstances that may require additional actions to be taken. The FH&C Worker will issue the participant the newly created Fair Hearing and Conference (FH&C) Unit Referral for Eligibility Review (**W-180R**) form and instruct the participant to go to the Receptionist in the Job Center. In Model Centers, the FH&C Worker will refer the participant to Front Door Reception.

FH&C JOS/Worker

The FH&C Worker must annotate form **W-180R** with the outstanding eligibility issue. The FH&C Worker will sign and date the form, provide his/her telephone number, and scan and index the form into the electronic case record.

Job Center JOS/Worker

If a participant who was given form **W-180R** keeps the referral for an eligibility review, the Job Opportunity Specialist will post Action Code **11FK** in NYCWAY, review the comments on the form, and process the case accordingly.

If the participant does not report to the Job Center for the **11FH** referral, NYCWAY Code **411U** (Manual NOI Required – Eligibility) will autopost. The case will appear on the **NOI** Worklist for processing by the Job Center.

A sample of the new form is attached.


Effective Immediately

Related Item:

[PD #09-12-OPE](#)

Attachments:

- W-180R** Fair Hearing and Conference (FH&C) Unit Referral for Eligibility Review
- W-180R (S)** Fair Hearing and Conference (FH&C) Unit Referral for Eligibility Review (Spanish)

 Please use Print on Demand to obtain copies of forms.

Fecha: _____

Nombre del Caso: _____

Número del Caso: _____

Centro: _____

**Unidad de Audiencias Imparciales y Conferencias
(Fair Hearing and Conference FH&C Unit)
Envío para Revisión de Elegibilidad**

Estimado(a) Participante:

Usted fue atendido(a) hoy por la Unidad de Audiencias Imparciales y Conferencias (Fair Hearings and Conference FH&C Unit) para tratar un asunto relacionado con la elegibilidad. A raíz de esta conferencia, le estamos enviando a un Especialista de Oportunidades Laborales (Job Opportunity Specialist – JOS) para poder completar este trámite.

Por favor traiga este formulario a la Recepcionista en este Centro, para que le pueda atender un Especialista de Oportunidades Laborales con los siguientes asunto(s) de elegibilidad.

SAMPLE

Firma del Trabajador de FH&C

Fecha

Número de Teléfono

**EL INCUMPLIMIENTO DE ESTA CITA PODRÍA RESULTAR EN
LA REDUCCIÓN O DISCONTINUACIÓN DE SUS BENEFICIOS**