

**M E M O R A N D U M**

**DATE:** July 24, 2020

**TO:** Job Center Directors and Regional Managers

**FROM:** James K. Whelan, Executive Deputy Commissioner  
Office of Policy, Procedures and Training (OPPT)

**SUBJECT: Budgeting of Parks Opportunity Program (POP) Cases Has Not Changed During the COVID-19 Pandemic**

The purpose of this memorandum is to clarify functions for Family Independence Administration (FIA) Job Center Staff regarding budgeting for new hires in POP.

Center Directors and their designees will continue to process unbudgeted cases in the same manner as they did prior to the COVID-19 pandemic (see [PD 19-01-EMP](#)).

Center Directors and their designees should continue to remove POP income from the budgets of individuals who resign, are terminated, complete the program or otherwise separate from their POP assignment. Please remember to enter New York City Work, Accountability and You (NYCWAY) Action Code **15PC** (JTP Completion) immediately after removing the POP income.

During this period of quarantine, Career Service's Business Link office and FIA *will not refer any new clients* to the POP.

*Effective Immediately*

cc: FIA Call Center  
Code X