

FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



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POLICY BULLETIN #03-182-OPE

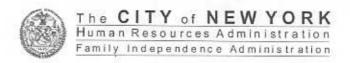
PARKS OPPORTUNITY PROGRAM AND THE JIGGETTS SHELTER SUPPLEMENT

Subtopic(s): Employment Notice
Participants who received the Jiggetts shelter supplement before their employment in the Parks Opportunity Program will receive a letter, New York City Parks Opportunity Program Jiggetts Shelter Supplement (EXP-76H, attached), informing them that they may choose to opt out of the Parks Opportunity Program in order to have their Jiggetts shelter supplement restored. It is not possible to receive the Jiggetts shelter allowance and work in the Parks Opportunity Program at the same time. Participants who choose to have their public assistance case and Jiggetts shelter supplement restored are instructed to schedule an appointment with their Parks Job Center Worker immediately.
Participants do not need to reapply for a Jiggetts shelter supplement. Their Jiggetts shelter supplement can simply be restored when the public assistance case is restored. The Parks Job Center Worker will transfer the case to the original Job Center after the budget and Jiggetts shelter supplement have been restored.
Effective Immediately
Attachment:
EXP-76H New York City Parks Opportunity Program Jiggetts Shelter Supplement

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Call 718-557-1313 then press 2 at the prompt followed by 765 or send an e-mail to FIA Call Center

Form EXP-76H (face) 12/11/03



Da	te:
Job Cen	er:
Case Numb	er;
Case Ty	ne:
Caselo	ad:

New York City Parks Opportunity Program Jiggetts Shelter Supplement

Dear Participant:

You have been employed in the NYC Parks Opportunity Program. Prior to your employment at Parks, you received the court-ordered Jiggetts shelter supplement for payment of your rent. As a result of the amount of money you are earning with the Parks Department, this Jiggetts shelter supplement has been discontinued.

If you wish to continue your employment with the Parks Department, you do not have to take any action at this time. If, however, you wish to have your Jiggetts shelter supplement restored, you must notify your Parks Job Center immediately. You will not be able to work at the Parks Department and receive the Jiggetts shelter supplement at the same time. Your Parks Job Center Worker will schedule an appointment with you to discuss the steps for restoring your public assistance case and the Jiggetts shelter supplement as appropriate.

Should you have any questions regarding this notice, please call the Parks Job Center listed in the above left-hand corner at ______ as soon as possible. Please note that you will not be paid for any missed work hours unless you arrange with your Parks Department Supervisor to make up the time on an alternate work day.

Sincerely,

Catherine McAlevey Deputy Commissioner Family Independence Administration

Form EXP-76H (reverse) 12/11/03		Human Resources Administration Family Independence Administration
	8	Fecha:
		Centro de Trabajo:
		Número del Caso:
		Tipo de Caso:
		Unidad del Caso:
del Programa de	Suplemento Jiggetts para Oportunidad en los Parque	i Viviendas s de la Ciudad de Nueva York
Estimado(a) Participante:		
Antes de trabajar para Parks, uste de dinero que esta ganando mient York, su suplemento Jiggetts para	tras trabaja para el Programa de Op	a Jiggetts para pagar su renta. Debido a la cantidad portunidad en los Parques de la ciudad de Nueva
Sin embargo, si usted desea volve Parks inmediatamente. Usted no p Jiggetts al mismo tiempo. Su Trab	er a recibir su suplemento de vivien podrá trabajar con el Departament pajador del Centro de Trabajo Park	necesita tomar ninguna medida en este momento. da Jiggetts, debe notificar a su Centro de Trabajo o de Parques y recibir el suplemento de vivienda s programará una cita con usted para tratar sobre a pública y el suplemento de vivienda Jiggetts de
aparece más arriba en la parte su cuenta que no se le pagará por h	uperior izquierda de esta carta al	tan pronto posible al Centro de Empleo Parks que Favor de tener en menos que haya acordado con su Supervisor del cotro dia laborable.

Atentamente,

Catherine McAlevey Deputy Commissioner Family Independence Administration