



FAMILY INDEPENDENCE ADMINISTRATION
 Seth W. Diamond, Executive Deputy Commissioner



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 Policy, Procedures and Training

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POLICY BULLETIN #03-182-OPE

PARKS OPPORTUNITY PROGRAM AND THE JIGGETTS SHELTER SUPPLEMENT

Date: December 12, 2003	Subtopic(s): Employment Notice
<p>☞ This procedure can now be accessed on the FIAweb.</p> <p>☞ Forms can now be accessed through Print on Demand at all Job Centers.</p>	<p>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.</p> <p>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.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>EXP-76H New York City Parks Opportunity Program Jiggetts Shelter Supplement</p>

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*



Date: _____
Job Center: _____
Case Number: _____
Case Type: _____
Caseload: _____

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

Fecha: _____

Centro de Trabajo: _____

Número del Caso: _____

Tipo de Caso: _____

Unidad del Caso: _____

**Suplemento Jiggetts para Viviendas
del Programa de Oportunidad en los Parques de la Ciudad de Nueva York**

Estimado(a) Participante:

Antes de trabajar para Parks, usted recibía el suplemento de vivienda Jiggetts para pagar su renta. Debido a la cantidad de dinero que esta ganando mientras trabaja para el Programa de Oportunidad en los Parques de la ciudad de Nueva York, su suplemento Jiggetts para la vivienda ha sido discontinuado.

Si desea continuar su trabajo con el Departamento de Parques, no necesita tomar ninguna medida en este momento. Sin embargo, si usted desea volver a recibir su suplemento de vivienda Jiggetts, debe notificar a su Centro de Trabajo Parks inmediatamente. Usted no podrá trabajar con el Departamento de Parques y recibir el suplemento de vivienda Jiggetts al mismo tiempo. Su Trabajador del Centro de Trabajo Parks programará una cita con usted para tratar sobre los pasos que deben tomarse para restablecer su caso de asistencia pública y el suplemento de vivienda Jiggetts de una manera adecuada.

Si tiene cualquier pregunta con respecto a este aviso, favor de llamar tan pronto posible al Centro de Empleo Parks que aparece más arriba en la parte superior izquierda de esta carta al _____. Favor de tener en cuenta que no se le pagará por horas que ha faltado al trabajo, a menos que haya acordado con su Supervisor del Departamento de Parques completar las horas no trabajadas durante otro día laborable.

Atentamente,

Catherine McAlevey
Deputy Commissioner
Family Independence Administration