



# 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

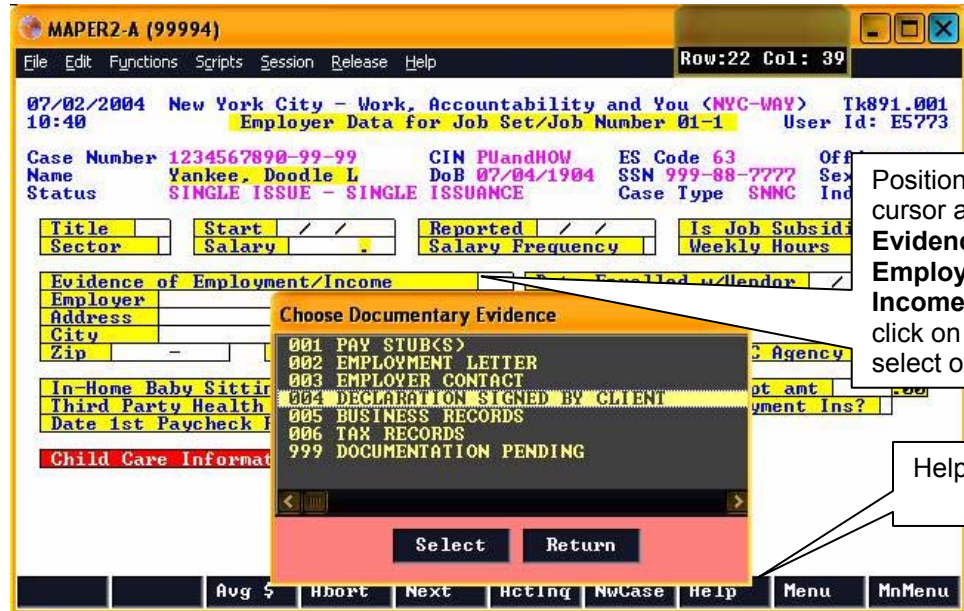
## POLICY BULLETIN #04-128-SYS

### NYCWAY UPDATES – FIA3A, EMPLOYABILITY PLAN

<b>Date:</b> July 20, 2004	<b>Subtopic(s):</b> NYCWAY
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>FIA3A</p>	<p>NYCWAY is updated on a regular basis to make the system more helpful to users, and to update current policy. This policy bulletin is to inform staff of the following updates and enhancements made to NYCWAY:</p> <ul style="list-style-type: none"> <li>• FIA3A Declaration Signed by Client</li> <li>• Employability Plan             <ul style="list-style-type: none"> <li>▪ Personal Circumstances Questions</li> <li>▪ Training Assessment Questionnaire</li> </ul> </li> <li>• Deactivation of <b>Action Code 194</b> (ADC SSI Pending)</li> </ul> <p>A change was made to the <b>Choose Documentary Evidence</b> Drop-down box on the <b>Employer Data</b> screen. The <b>Self-Reported</b> option has been renamed <b>Declaration Signed By Client</b>. Staff should select this option whenever the participant reports income and signs a Declaration of Employment (<b>W-575T</b>) or any other signed document verifying his/her employment. The new option is accessed as follows:</p> <ol style="list-style-type: none"> <li>1. Access <b>FIA3A</b> from the <b>NYCWAY Master Menu</b>.</li> <li>2. Select the <b>Earned Income</b> option, and the <b>Employer Data</b> screen appears.</li> <li>3. When completing the screen, position the cursor at the <b>Evidence of Employment/Income</b> field, click on <b>Help</b> and select <b>Declaration Signed by Client</b>.</li> </ol>

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*

Employer Data screen



**Note:** If an applicant/participant signs a Declaration of Employment (**W-575T**) form, s/he is still responsible for providing employment verification by mail or in person.

The Worker is required to verify that the employment information provided by the applicant/participant is complete and accurate whether or not the **W-575T** has been signed.

Employability Plan

Three new questions have been added to the **Personal Circumstances Questions** screen on the next page which will allow the Outstationed Workers (OSWs) at a Skills Assessment Program (SAP) to select answers to employment goal questions, and to refer eligible participants to the Training Assessment Group (TAG).

Personal Circumstances

Outstationed Workers can:

- Select an answer from the drop-down box for the highlighted question “What is your employment goal?”
- Select an answer from the drop-down box for the highlighted question “What steps do you feel are necessary to reach your goal?”
- Click **Yes** to the highlighted question “Do you wish to refer this client to the Training Assessment Group? ” to make a referral to TAG.
- After selecting **Yes**, the OSW must click on **Basic Referral** for English-speaking participants or **ESL Referral** for non-English-speaking participants, and click **Next**.

Personal Circumstances Questions screen

After selecting **Yes**, OSW must click on **Basic Referral** for English-speaking participants and **ESL Referral** for non-English-speaking participants.

Click on the drop-down box to select an answer.

OSW answers **Yes** to the question to refer a participant to TAG.

Training Assessment Questionnaire

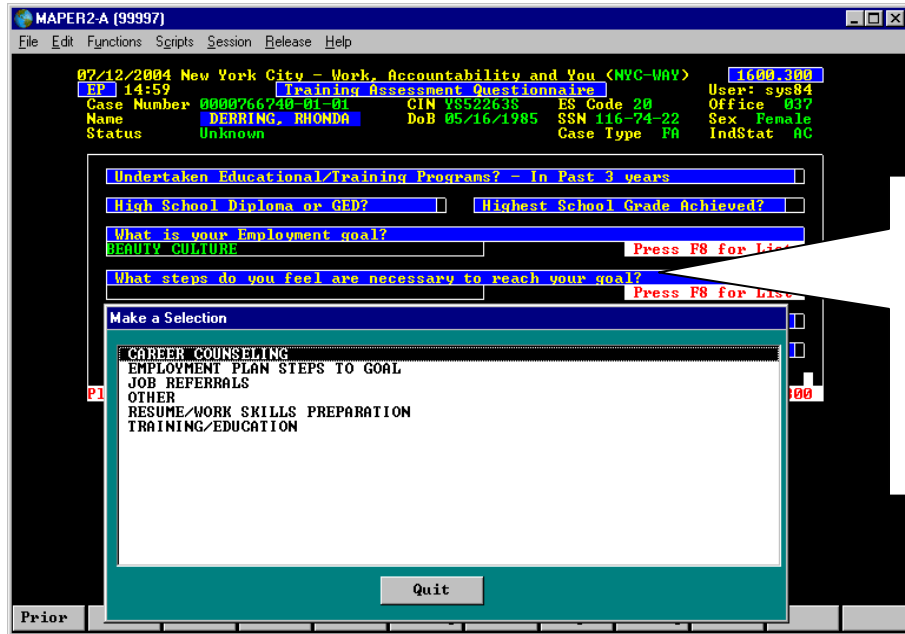
Two questions on the **Training Assessment Questionnaire** screen in the Employability Plan (EP) formerly required free-response answers from a participant at a Job Center, but now include a drop-down list from which an answer can be selected. The two questions, "What is your Employment goal?" and "What steps do you feel are necessary to reach your goal?" and the corresponding drop-down lists appear as follows:

Training Assessment Questionnaire screen

"What is your Employment goal?" Question

Position the cursor at "What is your Employment goal?" and press **F8** or **Help**.

“What steps do you feel are necessary to reach your goal” Question



Deactivation of Action Code 194

**Action Code 194** – ADC SSI Pending is being deactivated because Workers can no longer post the code. All SSI Pending applicant/participants must be referred to HS Systems (HSS) via the Employability Plan.

*Effective Immediately*