



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 #04-13-OPE

RETURN APPOINTMENT TO SAP VENDOR (W-500CC)

Date: January 23, 2004	Subtopic(s): Forms
<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>This policy bulletin introduces the Return Appointment to SAP Vendor (W-500CC) form used by the Outstationed JOS/Worker at Skills Assessment and Placement (SAP) vendor locations to refer an applicant/participant back to the SAP vendor for a mandatory employability appointment through Web-based NYCWAY.</p> <p>The (W-500CC) is generated by entering the following Web-based NYCWAY action codes:</p> <p>917P OSW Referral Back to SAP Vendor (applicant) 153P OSW Referral Back to SAP Vendor (participant)</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>W-500CC Return Appointment to SAP Vendor W-500CC (S) Return Appointment to SAP Vendor (Spanish)</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: _____
Case Number: _____
Case Name: _____
Telephone Number: _____
Job Center: _____
Action Code: _____

Return Appointment to SAP Vendor

You have been assigned to work activities with a Skills Assessment and Placement (SAP) vendor. As part of your assignment, additional follow-up interviews with the Outstationed Worker and staff in satellite vendor locations are required. These appointments are mandatory as part of your employability assessment and plan that is being developed in order to meet your job goals.

You must report to the mandatory employability appointment on the scheduled date and time below:

Appointment Date: _____ Time: _____ Phone: _____

Location: _____
Location Name
Address Line 1
Address Line 2
City State Zip Code

Travel Directions:

This is a mandatory engagement appointment. If you are unable to keep this appointment for a documented reason, please call the Worker at the telephone number listed above. Failure to keep this appointment or to cooperate with employment requirements may result in the reduction of your public assistance benefits.

Sincerely,

Catherine McAlevey
Deputy Commissioner



Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Número de Teléfono: _____

Centro de Trabajo: _____

Código de Acción: _____

Cita de Vuelta al Vendedor de SAP

Usted ha sido asignado a actividades de trabajo con un vendedor de Evaluación de Aptitudes y Colocación (Skills Assessment and Placement [SAP]). Como parte de su asignación, se requieren entrevistas de seguimiento adicionales con el Trabajador Externo (Outstationed Worker) y personal en locales satélites de vendedores. Dichas citas son obligatorias como parte de su evaluación de empleabilidad y del plan que se está trazando para alcanzar sus metas de trabajo.

Usted debe presentarse a la cita obligatoria de empleabilidad en la fecha y hora programadas más abajo:

Fecha de la Cita: _____ Hora: _____ Teléfono: _____

Local: _____

Nombre del Local

Línea de Dirección 1

Línea de Dirección 2

Ciudad

Estado

Código Postal

Indicaciones de Viaje:

Esta cita y su participación en las actividades es obligatoria. Si usted no puede cumplir con la cita por un motivo documentado, favor de llamar al Trabajador al número de teléfono que aparece más arriba. El incumplimiento de esta cita o la falta de cooperación con los requisitos de trabajo pueden resultar en la reducción de sus beneficios de asistencia pública.

Atentamente,

Catherine McAlevey
Subcomisionada