



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-135-EMP

REFERRALS TO THE TRAINING ASSESSMENT GROUP FROM THE OUTSTATIONED WORKER AT SAP

<p>Date: July 27, 2004</p>	<p>Subtopic(s): Training</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform FIA staff that Outstationed Workers (OSW) at SAP are now able to refer active single parents or caretaker relatives with dependent children to the Training Assessment Group (TAG) through the Employability Plan (EP) on the web-based NYCWAY system.</p>
<p>Applicants Already Enrolled in a Training Program</p>	<p>Applicants who are enrolled in an education/training program that will begin in 30 days or less are not to be referred to SAP. If an applicant who is enrolled in an education/training program was referred to SAP in error, or the enrollment was previously undisclosed, the OSW at SAP will post action code 935T (Applicant Enrolled in Unapproved Training). The individual will be deassigned from SAP and will be called in by TAG for assessment when the case becomes active. An applicant can only be deassigned from SAP by the 935T action code within the first five days of the SAP assignment.</p>
<p>Applicants Not Enrolled in a Training Program</p>	<p>Applicants that complete the SAP assignment will be called in by the OSW at SAP when their public assistance case becomes active. The OSW will assign work activities in accordance with public assistance requirements and the individual's preferences. During this engagement interview, the OSW will access the <u>Personal Circumstances</u> screen of the EP in NYCWAY. If the individual expresses an interest in education/training, the OSW will select "Yes" next to the question "Do you wish to refer this client to the Training Assessment Group?" A pop-up box will appear with two options. The OSW will select Basic Referral for English-speaking participants or ESL Referral for non-English-speaking participants.</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*

The system will post action code **13TT** (Referral to TAG) and generate the Mandatory Training Assessment Notice (**W-507**).

The individual will remain in the SAP assignment until the TAG appointment. Once the individual has been referred to TAG, only TAG staff will be able to update the EP. TAG staff will ensure that all participants are fully engaged, whether or not training is approved. If the participant experiences a barrier (medical, substance abuse, domestic violence, etc.) while still engaged at SAP after the OSW has made a referral to TAG, the OSW will cancel the TAG referral and make appropriate referrals.

Effective Immediately