



# FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



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Policy, Procedures and Training

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## POLICY BULLETIN #04-146-EMP

### SENIOR WORKS CENTER COLLEGE BOUND OPPORTUNITY PROGRAM

<b>Date:</b> August 11, 2004	<b>Subtopic(s):</b> Education/Training
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform staff that the Senior Works Center will conduct a mailing to participants in zip codes 10000 through 10028 announcing a new college prep program available to their children who are in high school. The notices, <b>EXP-78B</b> and <b>EXP-78C</b>, contain information about the prep sessions, an orientation for interested parents and an application form, which must be returned to the Senior Works Center in the self-addressed envelope provided.</p> <p>The college prep program is not available for children of sanctioned participants.</p> <p>If staff or participants have questions regarding the College Bound Opportunity Program, they should contact the Senior Works Center at (212) 352-2526.</p> <p><i>Effective Immediately</i></p> <p><b>Attachments:</b></p> <p><b>EXP-78B</b> Dear Parent/Guardian letter  <b>EXP-78B (S)</b> Dear Parent/Guardian letter (Spanish)  <b>EXP-78C</b> College Bound Opportunity Program (CBOP)  <b>EXP-78C(S)</b> College Bound Opportunity Program (CBOP) (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*



**HUMAN RESOURCES ADMINISTRATION  
FAMILY INDEPENDENCE ADMINISTRATION  
SENIOR WORKS CENTER**  
12 West 14th Street, 2nd floor  
New York, NY 10011

**VERNA EGGLESTON**  
*Administrator/Commissioner*

**PATRICIA M. SMITH**  
*First Deputy Commissioner*

**SETH W. DIAMOND**  
*Executive Deputy Commissioner*

**CATHERINE MCALEVEY**  
*Deputy Commissioner*

August 10, 2004

Dear Parent/Guardian:

Do you have a son or daughter in high school who wants to attend college after graduation? The Family Independence Administration (FIA) has designed a new college prep program, known as the College Bound Opportunity Program (CBOP), to assist them. The CBOP program will assist your child by providing the necessary tools to guide them through the college application process.

Participants in the program will meet once a week on Mondays, 4:00 PM – 7:00 PM, beginning September 27, 2004, at a location in lower Manhattan. The students will receive assistance regarding college admission. Topics covered will include:

- How to write college admission essays
- How to select a college
- How to obtain financial aid for college
- How to prepare to attend a college fair
- Tests needed to get into college
- How to prepare to meet a college representative
- How to obtain fee waivers

If a member of your household is:

- Entering the 11th grade in September 2004
- Enrolled in an academic program
- On your public assistance budget
- Maintaining at least a 75 average
- Interested in going to college

We invite you to attend one of our orientation sessions. In order to secure your place, please call (212) 352-2526, or utilize the enclosed form by faxing it to (212) 337-1035 or mailing it using the enclosed business reply envelope by **Friday, August 27, 2004**.

If you are enrolled in a work activity, you will be excused to attend the orientation session with your child. MetroCards will be available to you and your child.

Your child may not attend this program if your case is sanctioned.



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*Deputy Commissioner*

agosto 10, 2004

Estimado(a) Padre/Madre o Tutor:

¿Tiene usted un(a) hijo(a) inscrito(a) en la escuela secundaria con planes de asistir a la universidad después de graduarse? La Administración de Independencia Familiar (FIA) ha iniciado un nuevo programa de preparación para la universidad (college prep) conocido como Programa de Oportunidad para Estudiantes en Camino a la Universidad (College Bound Opportunity Program [CBOP]). El CBOP le brindará ayuda a su hijo(a) mediante recursos necesarios para facilitar el trámite de solicitud de ingreso a la universidad.

Los participantes del programa se reunirán una vez a la semana los lunes de 4:00 PM a 7:00 PM, empezando el 27 de septiembre del 2004, en un local en el bajo Manhattan. Los estudiantes recibirán información respecto al proceso de admisión para la universidad. Los temas a ser discutidos incluyen:

- Cómo escribir una composición para admisión a la universidad
- Cómo elegir una universidad
- Cómo conseguir ayuda financiera (financial aid)
- Como prepararme para asistir a una feria universitaria (college fair)
- Qué exámenes son necesarios para ingresar a la universidad
- Cómo prepararme para reunirme con un representante univesitario
- Cómo obtener una dispensa de cuotas

Si un miembro de su hogar está:

- Por ingresar al grado 11 en septiembre del 2004
- Inscrito en un programa académico
- Incluido en su presupuesto de asistencia pública
- Manteniendo un promedio de 75 en sus notas
- Interesado en asistir a la universidad

Le invitamos a asistir a nuestras reuniones de orientación. Para reservar su lugar, por favor llame al (212) 352-2526, o use el formulario adjunto para enviarlo por fax al (212) 337-1035 o por correo en el sobre con dirección del remitente antes del **viernes, agosto 27 del 2004**.

Si usted está inscrito para una actividad de trabajo, será excusado de asistir a la reunión de orientación con su hijo(a). Se le proveerán tarjetas MetroCards para usted y su hijo(a).

Su hijo(a) no podrá asistir a este programa si su caso está sancionado.



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*Deputy Commissioner*

**College Bound Opportunity Program (CBOP)**

(Please print)

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City State Zip Code

Parent/Guardian Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Center Number: \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Cellular Telephone No.: \_\_\_\_\_

Name of Student's High School: \_\_\_\_\_

Enter Grade Student Will Start in September 2004: \_\_\_\_\_

Indicate below the exams student has taken:

Exam	Yes	No	Not Sure
PSAT			
SAT I			
SAT II			
ACT			

Indicate Student's Five (5) Top Choices for Universities	
1.	
2.	
3.	
4.	
5.	

Mail this form using the enclosed envelope or fax it to (212) 337-1035 before August 27, 2004.



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12 /West 14th Street, 2nd floor  
New York, NY 10011

**VERNA EGGLESTON**  
*Administradora/Comisionada*

**PATRICIA M. SMITH**  
*Primera Subcomisionada*

**SETH W. DIAMOND**  
*Subcomisionado Ejecutivo*

**CATHERINE MCALEVEY**  
*Subcomisionada de Operaciones*

**Solicitud del Programa de Oportunidad Para Estudiantes  
en Camino a La Universidad (CBOP)**

(Favor de imprimir en letra de molde)

Nombre del Estudiante: \_\_\_\_\_

Dirección: \_\_\_\_\_

\_\_\_\_\_ ,  
Ciudad

\_\_\_\_\_  
Estado

\_\_\_\_\_  
Código Postal

Nombre del Padre/Madre o Tutor: \_\_\_\_\_

Número del Caso: \_\_\_\_\_ Número del Centro: \_\_\_\_\_

Teléfono de la Casa: \_\_\_\_\_ Teléfono Celuar: \_\_\_\_\_

Nombre el al Escuela Secundaria del Estudiante: \_\_\_\_\_

Grado que el Estudiante va a Empezar en Septiembre del 2004: \_\_\_\_\_

Indique más abajo los exámenes que el estudiante ha tomado.

Examen	Sí	No	No Sé
PSAT			
SAT I			
SAT II			
ACT			

	Indique Cinco (5) Universidades Preferidas del Estudiante
1.	
2.	
3.	
4.	
5.	

Envíe este formulario en el sobre adjunto o por fax al (212) 337-1035 antes del 27 de agosto del 2004.