



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-156-EMP

CERTIFICATION OF THE EMPLOYABILITY PLAN (EP)

<p>Date: August 26, 2004</p>	<p>Subtopic(s): Employment</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>The manual EP (form W-584K) should only be utilized when the system is unavailable.</p> <p>Signing and Dating the Online EP</p> <p>Note: Failure to comply only results in loss of or reduction in benefits if good cause is not established.</p>	<p>This policy bulletin is being issued to remind JOS/Workers that:</p> <ul style="list-style-type: none"> • all completed Employability Plans (EP), whether completed online (through NYCWAY action code 119B) or completed manually (using form W-584K), must be signed and dated by both the JOS/Worker and the applicant/ participant; • the applicant/participant must receive a copy of the signed EP; • a copy of the signed and dated EP must be scanned and filed in the case record. <p>At this time, the Applicant/Participant Certification screen (see Attachment A) only appears in the online EP when the assigned work activities do not meet the applicant/participant's preferences. However, the sign-off page will print as the last page when the EP is printed. This page includes an applicant/participant certification which indicates that:</p> <ul style="list-style-type: none"> • the applicant/participant understands that s/he is required to attend each activity 100% of the time; • the applicant/participant must complete each step of the plan; • a failure to comply may result in the loss of or reduction in benefits; and • the EP incorporates the individual's preferences to the extent possible. <p>It is therefore critical that the EP is printed and the Applicant/Participant Certification page is signed and dated, with a copy given to the applicant/participant and a copy scanned and entered into the case record.</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*

JOS/Workers should also note that if an applicant/participant does not wish to sign the EP certification, this should be noted on the printout with a date and a copy retained for the record.

Note: Refusal to sign does not constitute a failure to cooperate infraction.

Printing the Online EP

The EP is printed from the **Employment Plan – Pick List** screen (see Attachment B).

Follow-up Discussion

It should be emphasized to applicants and participants that absences from work activity assignments should be avoided, but if an absence is absolutely necessary, documentation must be submitted.

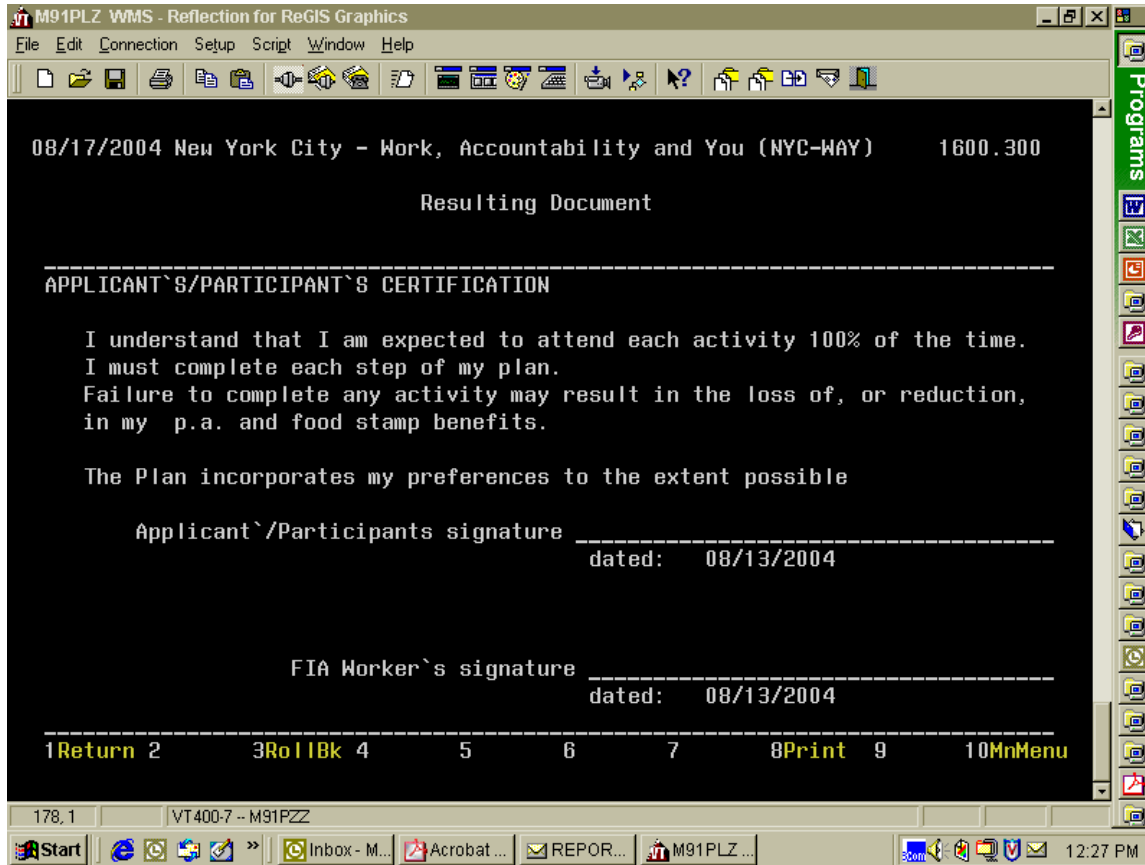
For good cause documentation guidelines for absences, JOS/Workers may refer to the Conciliation/Notice of Intent Manual for Employment Infractions published June 2003 (available on the FIAWeb).

Effective Immediately

Attachments:

- Attachment A** Applicant/Participant Certification screen
- Attachment B** Employment Plan – Pick List screen

Attachment A



Attachment B

MAPER2-A (99998)

File Edit Functions Scripts Session Release Help

08/13/2004 New York City - Work, Accountability and You <NYC-WAY> 1600.300

EP 11:54 Employment Plan - Pick List User: sys84

Case Number [redacted] CIN X054829H ES Code 20 Office 064

Name F [redacted] DoB 03/28/1960 SS [redacted] Sex Female

Status Await. Sched. - REASSESSMENT Case Type SNMG IndStat AC

Plan Date	English Spoken	Education Diploma	L/Certs Grade	Last Updated On	By	Choices
2004/07/23	Yes	No	No	08/05/2004	sys84	<input type="checkbox"/>
2004/04/15	Yes	Yes	12	04/15/2004	L1612	<input type="checkbox"/>
2004/01/14	Yes	Yes	12	01/14/2004	E5235	<input type="checkbox"/>

1601.010

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Click here to print.