



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-174-EMP

(Use With PD #04-22-EMP)

NEW PARKS OPPORTUNITY PROGRAM PROCESS

<p>Date: September 28, 2004</p>	<p>Subtopic(s): Employment Program</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PD #04-22-EMP for detailed instructions regarding end of Parks Job process</p>	<p>This policy bulletin is to inform staff that the Parks Opportunity Program (POP) process has been modified to include additional action codes and notices that are initiated at the conclusion of the Parks jobs.</p> <p>A new action code, 15ER, has been established to indicate POP employment resignation. This code will be entered by Parks Department or designated HRA staff when a participant has resigned the POP job for good cause (e.g., serious illness, needed at home, personal emergency).</p> <p>NYCWAY Action Codes 15PA (End of POP Call-In) and 15PB (Parks Eligibility Call-In Pool) have also been established to schedule an eligibility appointment at the FIA Parks Job Centers (“Parks Centers”) at the completion of the POP subsidized employment.</p> <p>Entry and posting of these codes will generate a Notice to Report to Center (Form M-3g) eligibility call-in notice, which gives the participant an appointment date and time to report to the Parks Job Center and advises the participant to bring in mandatory verification of filing for Unemployment Insurance Benefits (UIB) to the appointment. Parks Center Workers should also advise participants at the appointment that they must immediately notify their own Job Center if they are awarded unemployment benefits.</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 purpose of the Call-in Appointment is to reestablish the participant's eligibility for public assistance and ensure the participant explores all available resources by applying for UIB.

Failure to provide proof of filing for UIB.

If participants do not furnish proof of filing, they are to be given a return appointment (Action Code **15PR**) to provide such verification. If a participant fails to apply for UIB, the JOS/Worker should enter the case level following codes into WMS:

- **N12** (Failure to Apply for or Use Benefits or Resources) for Safety Net cases
- **N13** (Failure to Apply for or Use Benefits or Resources) for Family Assistance cases

Reminder: A separate FS determination is required if the participant fails to apply for UIB.

Participant reports, files UIB application and is not currently engaged.

Workers should follow the detailed instructions given in PD #04-22-EMP to remove the Parks job income, rebudget the case and complete an Employability Plan (EP). Based on the results of the EP and in-person interviewing, JOS/Workers should fully engage the participant.

Participants who fail to comply with a mandatory work assignment without good cause will be sanctioned from the Food Stamp case.

If it is determined during the eligibility appointment that the participant needs to return to the Parks Center to submit additional documentation or to finalize other issues, the JOS/Worker should enter Action Code **15PR** in NYCWAY, which will generate the return notice Documentation Requirements (**W-113K**). Workers should complete the online **W-113K** notice to state what documents are needed to be returned. A copy should be retained for the case record.

If there are no other outstanding issues, and the participant has been fully engaged, the **444** caseload should be removed and the case transferred to the original caseload and Job Center.

Effective Immediately