



# FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner

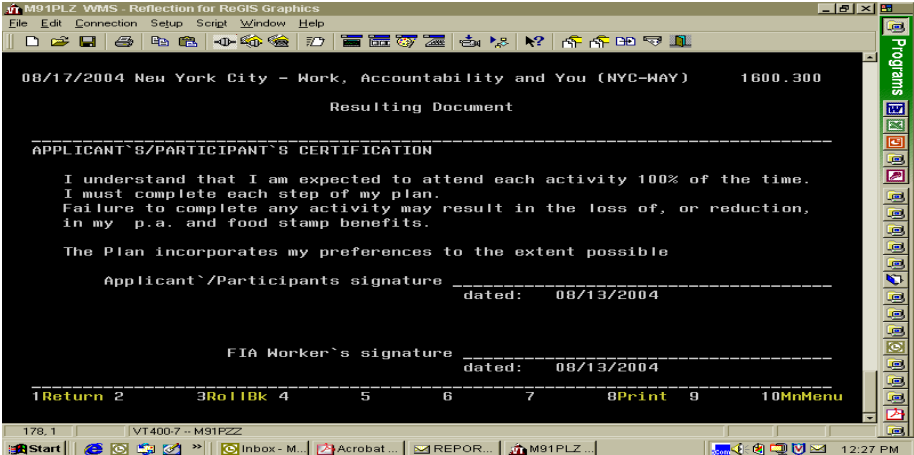


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## POLICY BULLETIN #04-178- EMP (This Policy Bulletin replaces PB #04-156-EMP)

### CERTIFICATION OF THE EMPLOYABILITY PLAN (EP)

<p><b>Date:</b> September 30, 2004</p>	<p><b>Subtopic(s):</b> Employment</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>The manual EP (form <b>W-584A</b>) should only be utilized when the system is unavailable.</p> <p><b>Applicant/Participant Certification screen</b></p>	<p><b>Revisions to the Original Procedure:</b></p> <p>This policy bulletin is being revised to correct the form number reference to the manual employability plan (<b>W-584A</b>) and to add the screen shots into the document.</p> <p><b>Purpose:</b></p> <p>This policy bulletin is being issued to remind JOS/Workers that:</p> <ul style="list-style-type: none"> <li>• all completed Employability Plans (EP), whether completed online (through NYCWAY) or completed manually (using form <b>W-584A</b>), must be signed and dated by both the JOS/Worker and the applicant/ participant;</li> <li>• the applicant/participant must receive a copy of the signed EP;</li> <li>• a copy of the signed and dated EP must be scanned and filed in the case record.</li> </ul> <p>At this time, the <b>Applicant/Participant Certification</b> screen only appears in the online EP when the assigned work activities do not meet the applicant/participant's preferences.</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*

Signing and Dating the Online EP

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:

- 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.

Note: Failure to comply only results in loss of or reduction in benefits if good cause is not established.

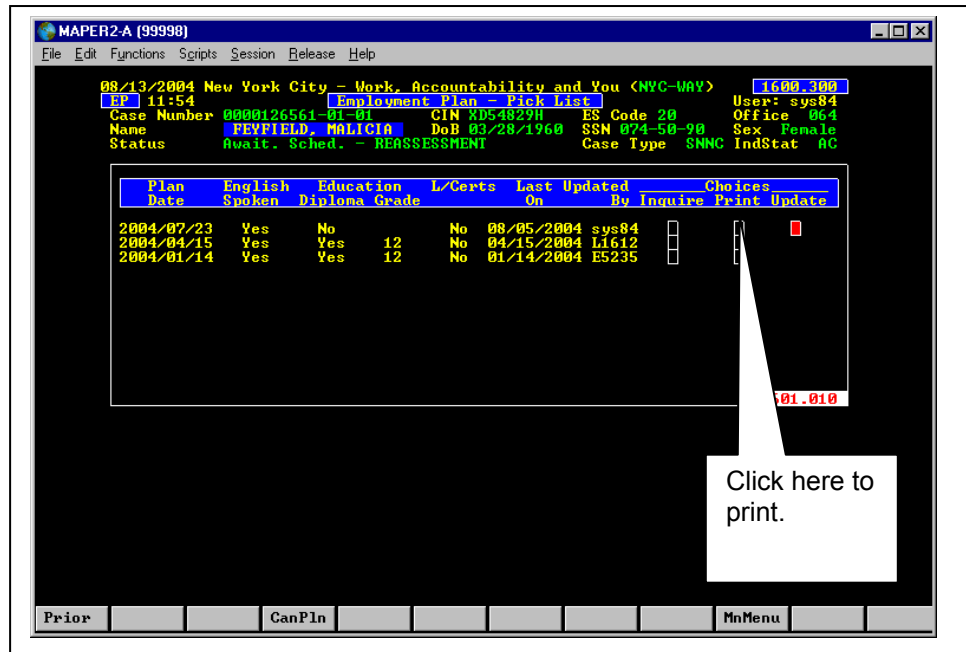
It is therefore critical that the EP is printed and the **Applicant/Participant Certification** page is signed and dated, with a copy given to the applicant/participant and a copy scanned and entered into the case record.

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.



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*