



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #04-195-EMP

SAFETY NET CASH ASSISTANCE (SNCA) PARTICIPANT REFERRAL TO BEGIN PROGRAMS

Date: November 1, 2004	Subtopic(s): Employment
<p> This procedure can now be accessed on the FIAweb.</p> <p>BEGIN Language Work Study (BLWS)</p>	<p>The purpose of this policy bulletin is to inform the Job Opportunity Specialists (JOS)/Workers at the Job Centers and the Skills Assessment and Placement (SAP) vendor sites that Begin Employment Gain Independence Now (BEGIN), which until now only serviced Family Assistance (FA) participants, will now service eligible Safety Net (SN) participants at selected sites in Brooklyn and Manhattan.</p> <p>Safety Net Cash Assistance (SNCA) participants who have been assessed as having a language and literacy employment barrier can be referred to the BEGIN Language Work Study (BLWS) program. BLWS is designed to improve the participant's English language skills and employability by simultaneously offering work readiness and language training/support along with work experience.</p> <p>The program currently has two locations:</p> <ul style="list-style-type: none"> • 248 Duffield Street, 5th floor, Brooklyn, New York and • 450 West 41st Street, 5th floor, Manhattan, New York. <p>To refer a participant to the BLWS program, the JOS/Worker must:</p> <ul style="list-style-type: none"> • Select BEGIN Managed Programs from the Assignment Menu in NYCWAY. • Select Language for BLWS from the BEGIN Managed Programs Selection Menu. • Select the preferred BLWS site. The BEGIN Program Referral Letter (W-573XX) will print out, informing the participant of the appointment date, time and location.

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*

Note: JOS/Workers should note that 25% of the slots in the BLWS are set aside for SNCA.

BEGIN Employment Plus (BE+)

SNCA and Safety Net Non-Cash (SNNC) participants who are employed twenty or more hours per week can be referred to the BEGIN Employment Plus program located at 248 Duffield Street, 5th floor, Brooklyn New York. BEGIN Employment Plus (BE+) is a post-employment program that offers evening and Saturday classes in English as a Second Language (ESL), General Equivalency Diploma (GED), Adult Basic Education (ABE) and computer training. The emphasis of the BEGIN Employment Plus program is to provide participants with the opportunity to continue their education while working thus leading to a career path that will ultimately result in the participant obtaining full self-sufficiency.


To refer a participant to the BE+ program, the JOS/Worker must:

- Select **BEGIN E+** from the **BEGIN Managed Programs** Assignment Menu in NYCWAY.
- The BEGIN Employment Plus (**W-500B**) referral letter will print out informing the participant of the appointment date, time and location.

JOS/Workers must follow the steps in Policy Directive #03-46-EMP (Referrals to BEGIN Managed Programs) when making a referral.

Effective Immediately

Attachments

 Please use Print on Demand to obtain copies of forms.

- W-500B** BEGIN Employment Plus Mandatory Appointment Notice for Part-Time Employed Participants (Rev. 11/1/04)
- W-500B(S)** BEGIN Employment Plus Mandatory Appointment Notice for Part-Time Employed Participants (Spanish) (11/1/04)
- W-573XX** BEGIN Program Referral Letter (Rev. 11/1/04)
- W-573XX(S)** BEGIN Program Referral Letter (Spanish) (Rev. 11/1/04)



Date: _____

Case Number: _____

Case Name: _____

CIN: _____

Center: _____

Action Code: _____

BEGIN Employment Plus Mandatory Appointment Notice for Part-Time Employed Participants

As long as you are not employed full-time and continue to receive public assistance, New York State law requires that you be engaged in an active and continuing search for employment. As part of this obligation, you are required to work with a BEGIN Employment Plus vendor who will help you to enhance your skills and find full-time employment.

If you have children under 13 years of age, you may need to make child care arrangements. If you already have a child care provider, have your provider complete and return the enclosed Child Care Provider Form (**W-273B**) to you. You must bring the completed form with you to your BEGIN Employment Plus appointment.

If you are unable to find a child care provider, call the Child Care Services Unit at (212) 835-7610. It is your responsibility to make child care arrangements or to let us know that you have been unable to find appropriate child care. In order to avoid delays, all child care arrangements must be completed at least one week before your BEGIN Employment Plus vendor appointment.

Your BEGIN Employment Plus vendor appointment is indicated on the next page. To the best of our knowledge, the appointment has been made for a time that does not interfere with your work schedule.

Appointment Date: _____ Time: _____ Telephone: _____

Location: _____

Location Name

Address Line 1

Address Line 2

City

State

Zip Code

Travel Directions:

If you are unable to keep this appointment please call the telephone number above prior to your reporting time to arrange for a new appointment

This is a mandatory engagement appointment. Failure to keep this appointment or failure to participate as required may result in the reduction of your current public assistance benefits for a specific period of time or termination of your public assistance benefits. Please bring this letter to your appointment.

Please note: Failure to comply with public assistance work requirements has no effect on your Medicaid eligibility. There are no work requirements for Medicaid.

SAMPLE



Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

CIN: _____

Centro: _____

Código de Acción: _____

Programa de Empleo BEGIN Plus Aviso de Cita Obligatoria para los Participantes Empleados a Tiempo Parcial

Mientras que usted no esté trabajando a tiempo completo y continúe recibiendo asistencia pública, las leyes del Estado de Nueva York requieren que esté buscando trabajo activa y seguidamente. Como parte de esta obligación, usted tiene que colaborar con un vendedor del Programa de Empleo BEGIN Plus (BEGIN Employment Plus) que le ayudará a mejorar sus capacidades de trabajo y a encontrar empleo a tiempo completo.

Si usted tiene niños menores de 13 años de edad, puede que necesite hacer arreglos para cuidado infantil. Si ya tiene un proveedor de cuidado infantil, su proveedor tiene que llenar el formulario (W-273B) adjunto del Proveedor de Cuidado Infantil (Child Care Provider Form) y traer el formulario lleno del programa BEGIN Employment Plus a su cita.

Si usted no puede encontrar un proveedor de cuidado infantil, llame a la Unidad de Servicios de Cuidado Infantil (Child Care Services Unit) al (212) 835-7610. Usted tiene la responsabilidad de hacer arreglos para cuidado infantil, o avisarnos de que no ha podido encontrar cuidado infantil apropiado. Para evitar demoras, todo arreglo de cuidado infantil debe ser llevado a cabo por lo menos una semana antes de su cita con el vendedor del programa de Empleo BEGIN Employment Plus.

Su cita con el contratista del Programa de Empleo BEGIN Plus (BEGIN Employment Plus) está indicada en la página siguiente. Según nosotros sepamos, la cita se ha fijado a una hora que no interfiere con su horario de trabajo.

Fecha de la Cita: _____ Hora: _____ Teléfono: _____

Local: _____

Nombre del Local

Línea de Dirección 1

Línea de Dirección 2

Ciudad

Estado

Código Postal

Indicaciones de Viaje:

Si usted no puede acudir a la cita, por favor llame antes de la hora de su cita al número telefónico que aparece más arriba para programar otra cita.

Esta cita de participación es obligatoria. El no acudir a esta cita o no participar como se requiere puede resultar en la reducción de sus beneficios actuales de asistencia pública por un período de tiempo determinado o en la terminación de sus beneficios de asistencia pública. Favor de traer esta carta a su cita.

Por favor note: El no cumplir con los requisitos de trabajo de asistencia pública no afecta su derecho a Medicaid. No existen requisitos de trabajo para Medicaid.



Date: _____

Case Number: _____

Case Name: _____

Telephone Number: _____

Job Center: _____

BEGIN Program Referral Letter

Federal and State welfare laws require all nonexempt adults to be engaged in work activities as a condition of eligibility for public assistance and Food Stamp benefits. Upon completion of your educational testing and your Employability Plan at your current activity, it was determined that you are now required to report to an assignment that will assist you in further developing the skills needed to attain self-sufficiency.

If you have children, it is important that you continue the child care arrangements that are already in place for your child(ren). However, if there is a problem with your child care, you must immediately inform your JOS/Worker and request a Child Care Provider Application and Voucher Form (**W-273B**) and any other needed documents. Follow the instructions your Worker gives you regarding an appointment to return the completed forms. In order to avoid delays or disruption in services, all child care arrangements should be completed at least one week before your assignment start date.

The BEGIN



You will receive carfare and child care as long as you are fully participating in the program. Your appointment is indicated below:

Location: _____
Location Name

Address Line 1

Address Line 2

City State Zip Code

Appointment Date: _____ Time: _____ Telephone: _____

Travel Directions: _____

If you are unable to keep this appointment please call the telephone number above prior to your reporting time to arrange for a new appointment

This is a mandatory engagement appointment. Failure to fulfill all work activity requirements may result in the reduction or termination of your public assistance and/or Food Stamp Benefits. There are no work requirements for Medicaid.



Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Número de Teléfono: _____

Centro de Trabajo: _____

Carta de Referencia del Programa BEGIN

Las leyes Federales y Estatales estipulan que los adultos no exonerados deben participar en actividades de trabajo hasta un máximo de 35 horas por semana como requisito de elegibilidad para beneficios de asistencia pública y Cupones para Alimentos. Al haber completado usted sus pruebas educacionales y su plan de empleabilidad en su actividad actual se llegó a la conclusión que usted debe ahora presentarse a una asignación que le ayudará mejor a desarrollar las cualidades necesarias para lograr autosuficiencia.

Si tiene hijos, es importante que usted conserve los arreglos de cuidado infantil ya establecidos para su(s) niño(s). Sin embargo, en caso de cualquier problema con el cuidado infantil, debe notificarle inmediatamente a su Trabajador/JOS y pedirle una Solicitud y Comprobante de Proveedor de Cuidado Infantil (**W-273B**) y cualquier otro documento necesario. Siga las instrucciones impartidas por su Trabajador en relación a una cita para devolver los formularios llenos. Para evitar retrasos o interrupciones en los servicios, todos los arreglos de cuidado infantil deben de hacerse por lo menos una semana antes de la fecha en que comience su asignación.

El Programa BEGIN



Usted recibirá su tarifa de transporte y cuidado infantil siempre y cuando participe plenamente en el programa. Su cita se indica a continuación:

Local: _____

Nombre del Local

Línea de Dirección 1

Línea de Dirección 2

Ciudad

Estado

Código Postal

Fecha de la Cita: _____ Hora: _____ Teléfono: _____

Indicaciones de Viaje:

Si usted no puede acudir a la cita, por favor llame antes de la hora de su cita al número telefónico que aparece más arriba para programar otra cita.

Esta cita de participación es obligatoria. El no cumplir con todos los requisitos de actividades de trabajo puede resultar en una reducción o terminación de su asistencia pública y/o Beneficios de Cupones para Alimentos. No existen requisitos de trabajo para Medicaid.