



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 #04-216-OPE

MINIMUM WAGE LETTER (EXP-78T)

| | |
|---|--|
| <p>Date: December 23, 2004</p> | <p>Subtopic(s): Mailing</p> |
| <p> This procedure can now be accessed on the FIAweb.</p> <p>An FIA 3A must be done for all reports of new and/or changes in income.</p> <p> Please use Print on Demand to obtain copies of forms.</p> | <p>The purpose of this policy bulletin is to inform Job Center staff about a mailing to employed public assistance (PA) participants regarding an increase in the New York State minimum wage to \$6 per hour beginning January 1, 2005.</p> <p>The Minimum Wage Letter (EXP-78T) informs participants of the increase in the minimum wage and reminds them of their responsibility to inform the Agency of any change in income within ten days of receipt of the income. The EXP-78T will be mailed by Management Information Systems (MIS) to all employed PA participants.</p> <p>Staff must initiate a new automated Job Notice (FIA 3A) whenever a participant reports new or a change in employment income.</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>EXP-78T Minimum Wage Letter (12/22/04) EXP-78T (S) Minimum Wage Letter (Spanish) (12/22/04)</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*



Dear Participant:

The New York State Legislature has increased the minimum wage rate from \$5.15 per hour to \$6.00 per hour, beginning January 1, 2005. As a result, you may receive an increase in pay if your current rate of pay is at or below \$5.15 per hour. The minimum wage will continue to increase, rising to \$6.75 per hour in 2006 and to \$7.15 per hour in 2007.

We wish you continued success in your employment and remind you that you can contact your employment vendor or Job Center to find out about programs available to help you improve your skills.

Finally, we want to remind you that as a condition of continued eligibility for public assistance, you must report any change in income within 10 days of receipt of the income. If this increase in the minimum wage results in an increase in pay for you or any member of your household, you must report it to your Job Center within 10 days.

SAMPLE



Estimado(a) Participante:

La asamblea legislativa del Estado de Nueva York ratificó un aumento del sueldo mínimo de \$5.15 a \$6.00 la hora, en vigor a partir del 1ero de enero, 2005. Por consiguiente, puede que dicho aumento le sea de aplicación si su sueldo actual es de \$5.15 o menos por hora. El sueldo mínimo continuará aumentando hasta alcanzar a \$6.75 por hora en el 2006 y \$7.15 por hora en el 2007.

Queremos que usted siga triunfando en su empleo y le recordamos que puede comunicarse con su proveedor de empleo o con el Centro de Empleo para averiguar sobre programas disponibles que le ayudarán a mejorar sus habilidades.

Por último, queremos recordarle que como requisito de elegibilidad para asistencia pública, usted debe informar de cualquier cambio en sus ingresos dentro de 10 días de haberle afectado dicho cambio. Si este aumento del sueldo mínimo resulta en un aumento de su salario o el de algún miembro de su hogar, usted debe reportarlo a su Centro de Empleo dentro de 10 días.

SAMPLE