



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #04-47-ELI

### ONLINE SCHEDULING FOR PRIDE-ELIGIBLE PARTICIPANTS WITH A SUBSTANCE ABUSE DISORDER

<b>Date:</b> March 17, 2004	<b>Subtopic(s):</b> PRIDE/Substance Abuse
<p> This procedure can now be accessed on the FIAweb.</p> <p>New Action Code</p> <p>Participants cannot be determined nonexempt if they are claiming a new or worsened medical condition until the claim has been resolved.</p> <p>Online scheduling is limited to Workers at SASC and CSM.</p>	<p>The purpose of this policy bulletin is to inform staff that a new action code, <b>10SA</b>, has been developed to allow Workers at the Substance Abuse Service Center (SASC) and Comprehensive Services Model (CSM) vendors to schedule online appointments to Personal Roads for Individual Development and Employment (PRIDE). Action Code <b>10SA</b> will be used for participants who were <u>previously determined</u> by HSS to be PRIDE-eligible, but had been exempt from participation until they had resolved other barriers (e.g., intensive substance abuse treatment, domestic violence waiver).</p> <p>Once the status of the PRIDE-eligible (<b>FA02</b> or <b>FA03</b>) participant is determined to be nonexempt, the SASC/CSM Worker will schedule an online appointment to PRIDE by entering Action Code <b>10SA</b> in NYCWAY. A PRIDE Interview Appointment form (<b>W-612HH</b>) will be generated. In addition, Action Code <b>10SA</b> will also prompt a mandatory comment field where the Worker must indicate that the participant has no new or worsened medical condition since the HSS assessment.</p> <p>The use of Action Code <b>10SA</b> is <u>limited</u> to Workers at the SASC and CSM vendors.</p> <p>Workers at the Job Centers will continue to use Action Code <b>102</b> (PRIDE-eligible) to assign PRIDE-eligible participants to the call-in pool for batch scheduling, or can contact the AA to the Director of PRIDE at (212) 835-8315 to request an online appointment.</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*

*Effective Immediately*

**Attachment:**

Forms can now be accessed through Print on Demand at all Job Centers.

**W-612HH** PRIDE Interview Appointment  
**W-612HH(S)** PRIDE Interview Appointment



Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

Center: \_\_\_\_\_

Action Code: \_\_\_\_\_

Caseload: \_\_\_\_\_

### PRIDE Interview Appointment

Dear Participant:

Our records reflect that you are a PRIDE-eligible participant who is currently enrolled in substance abuse treatment, but you are not participating in any PRIDE activities.

HRA has scheduled you for an interview to determine if you are ready to be enrolled in HRA's PRIDE program.

PRIDE is a program designed to provide specialized services to help you become employed.

Please bring any documentation you feel would help us assess your current work abilities. If you are working you must bring proof of your earnings to this appointment.

Appointment Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Phone: \_\_\_\_\_

Location:

Location Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Travel Directions:

If you have any questions, please contact PRIDE at (212) 835-7520.

**If you are a single parent or caretaker relative, you may have an opportunity to participate in a range of work activities including work experience, job search and education or training programs.**

**This is a mandatory engagement requirement. Failure to comply/cooperate without good cause may result in the reduction of your public assistance and/or Food Stamp Benefits.**

Sincerely,

Catherine McAlevey  
Deputy Commissioner



Fecha: \_\_\_\_\_  
Número de Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro: \_\_\_\_\_  
Código de Acción: \_\_\_\_\_  
Unidad de Casos: \_\_\_\_\_

### Cita para una Entrevista de PRIDE

Estimado Participante:

Nuestros archivos indican que usted es un participante elegible para PRIDE quien está actualmente inscrito en tratamiento por abuso de sustancias, pero que no participa en ninguna de las actividades de PRIDE.

La administración de Recursos Humanos (Human Resources Administration – HRA) le ha programado una entrevista para determinar si está listo para ser inscrito en el programa PRIDE de la HRA.

PRIDE es un programa designado a proporcionarle servicios especializados para que logre ser empleado.

Favor de traer cualquier documentación que usted considere nos ayude a evaluar su aptitudes de trabajo. Si usted trabaja debe traer a esta cita pruebas de sus ingresos.

Fecha de la Cita: \_\_\_\_\_ Día: \_\_\_\_\_ Hora: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Local: \_\_\_\_\_

Nombre del Local

Línea de Dirección 1

Línea de Dirección 2

Ciudad

Estado

Código Postal

Indicaciones de Viaje:

Favor de llamar a PRIDE al (212) 835-7520, si tiene cualquier pregunta.

**Si usted es padre o madre soltero(a) o familiar que provee cuidado, puede que tenga la oportunidad de participar en una gama de actividades de trabajo, incluidos: experiencia en el trabajo, búsqueda de trabajo y programas de educación o capacitación.**

**Este es un requisito de participación obligatorio. El no cumplir/cooperar sin motivo justificado puede resultar en la reducción de sus beneficios de asistencia pública y/o Beneficios de Cupones para Alimentos.**

Atentamente,

Catherine McAlevey  
Subcomisionada