



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 #05-36-SYS

**NYCWAY UPDATE: NEW ACTION CODE FOR SAME-DAY REFERRALS
TO ON-SITE BEGIN WORKERS**

<p>Date: February 24, 2005</p>	<p>Subtopic(s): NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>New Action Code 10JB</p>	<p>The purpose of this policy bulletin is to inform Job Center Workers and Begin Employment Gain Independence Now (BEGIN) Workers at the Linden Job Center of a new Action Code, 10JB (Job Center Referral for BEGIN Assessment), that allows a same-day mandatory referral to an onsite BEGIN Worker for eligible participants. Other Centers will be added at a later date.</p> <p>Action Code 10JB was developed for same-day mandatory referral for eligible unengaged or part-time employed participants at the Linden Job Center only. Staff at the Linden Job Center must proceed as follows:</p> <ul style="list-style-type: none"> • Ensure that only eligible participants are referred to the onsite BEGIN Worker. This includes Family Assistance (FA), Safety Net Assistance (SNA) or 60-month converted Safety Net Cash Assistance (SNCA) participants who: <ul style="list-style-type: none"> ▪ are work-rules required (nonexempt); ▪ have no engagement barriers; and ▪ express an interest in furthering their education; ▪ are employed part time with no other activity; <u>or</u> ▪ are unengaged and interested in English as a Second Language (ESL), Adult Basic Education or acquiring a General Equivalency Diploma.

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*

- Initiate the Employability Plan (EP).
 - Complete the barrier assessment section and NYCWAY will autopost Action Code **119F** (Employability Plan Assessment Completed by Job Center).
 - Do not de-assign participants from any current engagement activities.
 - Refer the eligible participant to BEGIN by entering Action Code **10JB** in the **Enter an Action** field on the **NYCWAY Master Menu**. Select appointment(s) for the same day, no later than 3:00 PM. If a same-day appointment is not possible, select a BEGIN appointment for the next available day. The **10JB** will generate the BEGIN/CUNY Immersion Mandatory Appointment Letter (**W-502A**).
- Give the participant the **W-502A** along with all completed child care forms to take to his/her appointment with the BEGIN Worker.

Action Code **10XX**

If the **10JB** appointment needs to be cancelled, the AJOS Worker will enter Action Code **10XX** (Cancel Manual Appointment) and reschedule a **10JB** appointment.

The BEGIN Worker will:

- Test and assess the participant to determine if an assignment to a BEGIN program is appropriate;
- Address all child care issues prior to making the ongoing BEGIN assignment;
- Make the BEGIN assignment for the participant by updating the EP. Do not initiate a new EP. A **119B** (EP Completed) will autopost once the EP is completed;
- Make appropriate assignments through the EP, if based on additional information it is determined that the BEGIN referral was not appropriate and the participant is not currently in a work activity. A **119B** will autopost after the new assignments are made;
- Print the EP, have the participant sign it, and give her/him a copy. Forward the original EP to the Job Center for imaging and indexing;

- If the participant does not keep the mandatory on-site BEGIN referral, post one of the following action codes in NYCWAY to initiate the conciliation process:
 - Post Action Code **434A** (Failed to Keep Mandatory Appointment) for FA cases.
 - Post Action Code **430K** (Failed to Report to Assessment Appointment) for SNA cases.

Note: Failure to Report (FTR) codes must be entered in NYCWAY at the end of the next business day following the appointment.


- For example: if the BEGIN appointment is scheduled for February 15, 2005, the **434A/430K** should be posted by close of business on February 16, 2005.

Effective March 1, 2005

Attachments:

W-502A BEGIN/CUNY Immersion Mandatory Appointment (Rev. 2/24/05)

W-502A (S) BEGIN/CUNY Immersion Mandatory Appointment (Spanish) (2/24/05)

 Please use Print on Demand to obtain copies of forms.



Date: _____
Case Number: _____
Case Name: _____

BEGIN/CUNY Immersion Mandatory Appointment Notice

The BEGIN (Begin Employment Gain Independence Now program) Screening and Placement Center will help you identify educational opportunities to meet your employment goals. You will have a group orientation to explain the various programs that are available. You will be tested to see which program is right for you: the Immersion program, which is an intensive 10–12 week course of study at a CUNY (City University of New York) campus, or one of the other BEGIN programs. You will be interviewed on an individual basis to discuss the results of your test(s) and the program that may best fit your needs.

You have a mandatory appointment scheduled for:

Appointment Date: _____ Time: _____ Telephone: _____
Location: _____
Address: _____
City: _____ State: _____ Zip: _____

Travel Directions:

If you are unable to keep this appointment because of an emergency, please contact the telephone number above before your reporting time to arrange for a new appointment.

This is a mandatory engagement appointment. Your participation in assigned activities is mandatory. Failure to fulfill all requirements may result in the reduction or termination of your public assistance benefits. There are no work requirements for Medicaid.



Fecha: _____
Número del Caso: _____
Nombre del Caso: _____

Aviso de Cita Obligatoria de Incorporación de BEGIN/CUNY

El Centro de Selección y Colocación BEGIN (Begin Employment Gain Independence Now program – programa para Empezar Empleo e Independizarse Ahora) le ayudará a identificar oportunidades educacionales para satisfacer sus metas de empleo. Usted tendrá una orientación en grupo para que se le explique sobre los diferentes programas disponibles. Se le someterá a prueba(s) para ver cual es el programa adecuado para usted: el programa de Incorporación el cual consiste de cursos de estudio intensivos de 10-12 semanas en el campus de CUNY (Universidad de la Ciudad de Nueva York – City University of New York), o uno de los otros programas de BEGIN. Durante una entrevista individual se dialogará con usted acerca de los resultados de su(s) prueba(s) y sobre el programa que pueda corresponder mejor a sus necesidades.

Se le ha programado una cita obligatoria el:

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

Local: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de Viaje:

Si no puede asistir a esta cita por causa de una emergencia, por favor llame al número de teléfono indicado más arriba antes de la hora en que debe presentarse para programar una nueva cita.

Esta es una cita de participación obligatoria. Su participación en las actividades asignadas es obligatoria. El no cumplir todos los requisitos puede resultar en la reducción o terminación de sus beneficios de asistencia pública. No existen requisitos de trabajo con respecto a Medicaid.