



# 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 #05-72-SYS

### DEFERRAL PROCESS WHEN SCHEDULING MEDICAL ASSESSMENT APPOINTMENTS

<b>Date:</b> May 20, 2005	<b>Subtopic(s):</b> NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p> <p>No WeCARE appointment slots Deferral Process</p> <p>New Worklist</p> <p>Engagement activities are not mandated during this period.</p> <p>Refer all Brad H. class members to WeCARE.</p>	<p>The purpose of this policy bulletin is to advise staff at Job Centers that effective May 20, 2005 HS Systems (HSS) will no longer be available for medical assessments. Applicants/participants claiming a medical and/or mental health barrier must now be referred to Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) for a medical evaluation. As a result of this change, a deferral process has been established for when there are no available WeCARE appointment slots.</p> <p>Job Centers must continue to make medical appointments for applicants and participants claiming medical and/or mental health barriers through the Employability Plan (EP). If there are no WeCARE appointment slots available, the system will post Action Code <b>96WM</b> (Awaiting WeCARE Medical Referral) (applicants) or <b>16WM</b> (Awaiting WeCARE Medical Referral) (participants). This will place the case on the <b>WCPMD</b> worklist.</p> <p>The JOS/Worker must advise the applicant/participant that s/he will be called in at a later date for a medical evaluation. No other engagement activities are required.</p> <p>When referring a Brad H. applicant or participant for a medical assessment through the EP, Action Code <b>938W</b> (Brad H. Applicant Referral to Medical Assessment) or <b>138W</b> (Brad H. Participant Referral to Medical Assessment) will post in NYCWAY and the Brad H. applicant/participant will be referred to a specific WeCARE location for the assessment. The system will prompt the JOS/Worker to schedule a return appointment to the Job Center and will post Action Code <b>968R</b> (WeCARE Applicant Center Return) instead of Action Code <b>910H</b> (Applicant Center Return from HSS).</p> <p><i>Effective Immediately</i></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*