



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 #06-62-EMP

NEEDED AT HOME – PART TIME

<p>Date: April 25, 2006</p>	<p>Subtopic(s): NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Job Centers in Pilot</p> <p>Receptionist Action at Non-Model Office</p>	<p>The purpose of this policy bulletin is to announce a pilot program in seven Job Centers for participants who claim to be needed at home to care for a disabled school age child. Effective April 25, 2006, participants who claim to be needed at home will undergo an additional assessment to determine whether or not they are exempt from work requirements.</p> <p>In each of the following seven Job Centers, a Needed at Home Liaison will complete the assessment of participants who claim they are needed at home to care for a disabled child six years of age or older and in school. These participants will be called in to the Job Center for reassessment per current procedure.</p> <ul style="list-style-type: none"> • #13 Waverly • #37 Riverview • #39 Special Needs • #40 Melrose • #54 Jamaica • #70 Bayridge • #99 Richmond <p>When the participant reports to the Job Center for his/her reassessment appointment, the receptionist will check the CALLD Worklist (includes action codes 109K (Call-In Letter – Eligibility Determination Appointment) and 110J (Call-In Letter – HRPGEmployable) to determine if the participant is on the list. If they appear on the list, the participant is referred to one of the liaisons in the Job Center for assessment.</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*

Receptionist Action at Model Office | When the participant reports to the Model Office for his/her reassessment appointment, the receptionist will check FRED to determine that it is a **109K** or **110J** appointment and will refer the participant to Customer Service. Customer Service will then refer the participant to one of the liaisons in the Model Office for assessment.

Liaison Action | The Needed at Home Liaison will:

- Access the Employability Plan (EP) and navigate through the screens to make the Work Experience Program (WEP) assignment at the Jewish Community Council of Greater Coney Island (JCCGCI); or
- If during the assessment the participant indicates that s/he is currently in a training program or would like to be assigned to a training program, a referral to the Training Assessment Group (TAG) per current procedure is required; or
- If during the assessment the participant indicates that s/he has medical barriers, a referral to Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) per current procedure is required.

Pilot goes citywide | This pilot will go citywide in September and a more detailed policy directive will follow at that time.

Effective April 25, 2006