

## **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 #08-23-SYS**

## **NYCWAY UPDATES - MARCH**

<b>Date:</b> February 26, 2008	Subtopic(s): NYCWAY
☐ This procedure can now be accessed on the FIAweb.	NYCWAY is updated on a regular basis to make the system more helpful to users and to update current policy. The purpose of this policy bulletin is to inform Job Center staff of the following:
	<ul> <li>New Action Codes 15GP (Parks Call In Pool: No Slots) and 15GG (Parks Batch Appointment)</li> <li>New Back to Work (BTW) Vendor Action Codes 917H (Applicant in Shelter Initiative),153H (Undercare in Shelter Initiative) and new completion code 112Q (Shelter Initiative Completed)</li> <li>New Category Options on Action Category List Screen</li> </ul>
New Action Codes 15GP and 15GG	When an attempt to post Action Code <b>155G</b> (Referral To Parks/Grant Diversion) on Department Homeless Services (DHS) participants is made and slots are unavailable, the system will allow the Worker to post Action Code <b>15GP</b> (Parks Call In Pool: No Slots).The participants are placed in a pool and will appear on the <b>PRKBT</b> Worklist.
	NYCWAY will auto-post Action Code <b>15GG</b> (Parks Batch Appointment) when slots become available and the participant will receive two system-generated letters, the Notice of Job Interview ( <u>W-116G</u> ) and the New York City Parks Opportunity Program cover letter ( <u>EXP-75</u> ) informing them of the assignment and when and where to report.
New BTW Vendor Action Codes 917H/153H	Action Codes <b>153H</b> and <b>917H</b> are used to identify individuals in the Department Homeless Services (DHS) Shelter Initiative Program. The vendor is allowed to perform a job search with the applicant/participant for 45 days.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to FIA Call Center

New Action Codes **917H** (applicants) and **153H** (participants) will be posted by designated BTW vendors to allow certain vendors to make direct assignments of DHS participants. The code has a 45 day FAD and when it expires, Action Code **112Q** will autopost to close the open **917H/153H**. These applicants/participants will then be called in to the Outstationed Worker (OSW) for assignment.

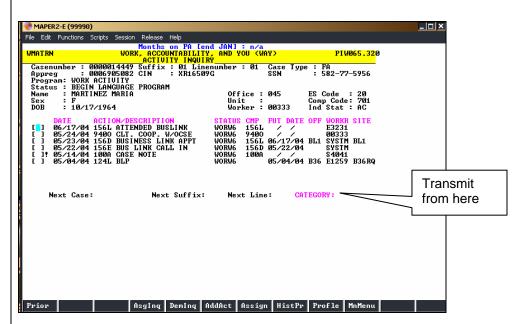
As long as the **917H**/**153H** are open, Workers can not make any other work related assignment for these applicants/participants.

New Categories on the Action
Category List

The Categories Child Support (10), Special Assessment (11) and Training (12) have been added to the **Action Category List** which allows the Worker to sort the **Activity Inquiry** screen by category. To access the Action Category List:

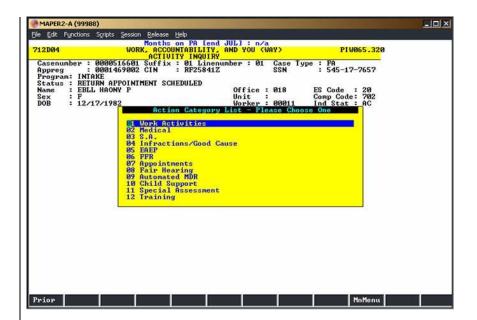
 Select the Activity Inquiry from the from the NYCWAY Master Menu.

**Activity Inquiry** screen



 Transmit from the Category field on the Activity Inquiry screen and the Action Category List appears.

## **Action Category List**



 To sort the Activity Inquiry screen by category, select the category from the Action Category List, and the Activity Inquiry screen appears listing all the action codes associated with the selected category.

Effective Immediately