



**FAMILY INDEPENDENCE ADMINISTRATION**  
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**POLICY BULLETIN #08-63-OPE**

**REVISION TO THE NEW YORK CITY PARKS OPPORTUNITY PROGRAM FORM (EXP-75)**

<p><b>Date:</b> June 12, 2008</p>	<p><b>Subtopic(s):</b> Employment, Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>The <b>EXP-75</b> is the cover letter that is generated with the Notice of Job Interview (<b>W-116G</b>) for individuals referred to Grant Diversion Programs.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform all staff of the revision to the New York City Parks Opportunity Program Form (<b>EXP-75</b>).</p> <p>The <b>EXP-75</b> has been revised to:</p> <ul style="list-style-type: none"> <li>• change the name to the Grant Diversion Program Letter;</li> <li>• create a generic form to be used by all Grant Diversion Programs by deleting reference to New York City Parks Opportunity Program in the first paragraph;</li> <li>• delete the words “one day a week” in the second paragraph and replace it with a space for NYCWAY to populate the required number of job search days, which is dependent on the Grant Diversion program the participant will be enrolled in;</li> <li>• delete bullets that ask the participant to bring a child care provider form and verification;</li> <li>• change ESP to BTW in the fourth paragraph; and</li> <li>• change public assistance in the last paragraph to Cash Assistance.</li> </ul> <p>Center Directors must ensure that all previous versions of these forms are removed from circulation and recycled.</p> <p>Samples of the revised forms are attached.</p> <p><i>Effective Immediately</i></p> <p><b>Attachments:</b></p> <p><b>EXP-75</b> Grant Diversion Program Letter (Rev. 6/12/08)  <b>EXP-75 (S)</b> Grant Diversion Program Letter (Spanish) (Rev. 6/12/08)</p>

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*

Date: \_\_\_\_\_  
Center: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Type: \_\_\_\_\_  
Caseload: \_\_\_\_\_

### Grant Diversion Program Letter

You have been selected to participate in the \_\_\_\_\_ . You will be placed in a wage-subsidized, temporary job. Enclosed is a Notice of Job Interview, which will offer you a new opportunity to become employed.

Please note that this is a **temporary and transitional job**. As a condition of your acceptance, you are required to participate in mandatory, \_\_\_\_\_ job search activities which will be provided by the employer to enable you to transition into permanent employment.

Please report for orientation and processing on the date, time, and at the location indicated on the enclosed notice. Travel directions are also included in the notice. If you have a resume, high school diploma or GED, and/or any professional certificates, bring those with you. You **must** bring with you:

- a Government-issued valid picture ID (e.g., New York State Driver's License, New York State Non-driver's ID, HRA EBT card)
- a Social Security card
- an Alien Registration Card, if you are a legal permanent resident
- a letter of disposition, if you have been convicted of a crime

If you are currently in a BTW or WEP activity, give a copy of this letter and the enclosed notice to your Supervisor.

Failure to report to orientation on the appointment date may result in a reduction of your Cash Assistance and Food Stamp benefits. If you have any questions, or are unable to keep this appointment, please call the telephone number indicated on the enclosed notice.

Fecha: \_\_\_\_\_

Centro: \_\_\_\_\_

Número del Caso: \_\_\_\_\_

Tipo del Caso: \_\_\_\_\_

Unidad de Casos: \_\_\_\_\_

## Carta del Programa de Reasignación

Usted ha sido seleccionado(a) a participar en el \_\_\_\_\_. Usted será colocado en un empleo temporal con salario subsidiado. Hemos incluido un Aviso para Entrevista de Empleo, el cual le ofrecerá una nueva oportunidad de conseguir un empleo.

Por favor note que este es **un empleo temporal y de transición**. Por haber sido seleccionado, usted debe participar en actividades de búsqueda de empleo obligatorias \_\_\_\_\_, las cuales serán proveídas por el empleador para facilitar su traslado a un empleo permanente.

Favor de presentarse para orientación y procesamiento en la fecha, hora y lugar indicados en el aviso adjunto. Las instrucciones de viaje también están incluidas en el aviso. Si usted tiene un currículum, diploma de bachiller o GED y/o cualquier certificado profesional disponibles, tráigalos consigo. Usted **debe** traer consigo:

- identificación fotográfica válida expedida por el gobierno (p.ej.: licencia de conducir del estado de Nueva York, Identificación de No Conductor del Estado de Nueva York, tarjeta de EBT de la HRA)
- tarjeta de Seguro Social
- tarjeta de Registro de Extranjeros si usted es un residente legal permanente
- carta de disposición, si usted ha sido condenado de algún crimen

Si usted está actualmente participando en una actividad de BTW o WEP, entregue una copia de esta carta y el aviso adjunto a su Supervisor.

El no presentarse a orientación en la fecha programada puede resultar en una reducción de sus beneficios de Asistencia en Efectivo y de Cupones para Alimentos. Si usted tiene preguntas, o si no puede acudir a esta cita, favor de llamar al número de teléfono indicado dentro del aviso adjunto.