



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 #08-74-SYS

NYCWAY UPDATES

Date: June 25, 2008	Subtopic(s): NYCWAY
<p>  This procedure can now be accessed on the FIAweb. </p> <p> New Action Codes 113DD and 519 </p>	<p>The purpose of this policy bulletin is to inform Job Center staff of the following:</p> <ul style="list-style-type: none"> • New Action Codes 13DD (Ineligible For Call-In: <u>Doe v. Doar</u>) and 519 (May 19 Failed Action) • Parks Center transfers • Department Homeless Services (DHS) Shelter Initiative (Phase II) • Second Individual Training Account (ITA) for Parks Participants • Parks Opportunity Program (POP) Works • Department of Sanitation (DOS) Job Training Partnership (JTP) • New WeCARE Action Code 169Z (WeCARE Disability Benefits Application Already Pending) • Restrictions on posting Action Codes 105, 105E, and 105U <p>Action Code 13DD was developed to prevent premature engagement of participants eligible for benefits under the <u>Doe v. Doar</u> settlement. When an individual's case is registered at Center 80 (Seaport) with a caseload of DVD//, the system will post Action Code 13DD to prevent the participant from being called into Center 80 for an Engagement/Employability Assessment.</p> <p>Once the participant's case has been transferred from Center 80 and the caseload is no longer DVD//, the participant will be deemed unengaged and if no other exemption exists, the participant will be called into the new Job Center for an Engagement/Employability Assessment (refer to PD #08-12-OPE for details on the <u>Doe v. Doar</u> settlement process).</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*

Approximately 5,000 cases were affected by this outage.

NYCWAY had a system failure on May 19, 2008. This outage erased the action codes on cases that were in process on May 19, 2008. To restore the history of the actions being processed, NYCWAY posted Action Code **519** on the affected cases. In the **Comment** field, NYCWAY listed all actions previously associated with each case. A message in red appears across the bottom of the **Activity Inquiry** screen for all cases with a **519**. The message tells the Worker to look in the **Comments** field of the **519** and take appropriate action.

Parks Transfers

Cases with open Parks or DOS JTP action codes that were posted less than twelve months ago, have been transferred to the relevant Parks Centers. NYCWAY will create a file of these cases that will be sent to the Office of Systems Programming (OSP) on the third Monday of each month for caseloading and exception reporting. The Parks Centers are as follows:

Borough	Center
1. Bronx/Manhattan	013
2. Brooklyn/Queens	067
3. Staten Island	099

DHS Shelter Initiative (Phase II)

For DHS Shelter Initiative Phase I, Action Code **112Q** (Client Completed Shelter Initiative Program) was autoposted after the Future Action Date (FAD) of the **153H** (Undercare In Shelter Initiative Program /**917H** (Applicant In Shelter Initiative Program) expired. All Back to Work (BTW) vendors were given access to the DHS Shelter Initiative program but only Arbor was allowed to post the **153H/917H** (refer to PB #08-23-SYS for phase I of Shelter Initiative).

For Phase II, all BTW vendors can post the **153H/917H** on shelter participants. The **112Q** will autopost to close out any open **153H/917H** after 42 days.

Participants with open Action Code **112Q** (Client Completed Shelter Initiative Program) and Pride in Work (PIW) Status of **CNCN/** were given good cause. Participants with open **112Q** and PIW Status of **EMX//, FHRF4, MED//** or **SSI//** were filtered off and were not called-in by the Batch System. All other participants with open **112Q** will be called-in to the Job Center for an employment assessment.

2nd ITA for Parks
Participants

Participants with open **15YM** (ES/Grant Diversion – Client Working), **15EM** (POP-Ed/Parks Horticulture Grant Diversion Program), or **15WM** (Non-Custodial Parent Working At Parks-Grant Diversion) will be allowed a second ITA, that must be completed before the end of their Parks program. The **159B** (2nd PT Voucher Training Application Filed) will be posted by the Workforce Information System Automated Reporting Database (WISARD) whenever Parks personnel files an application for a 2nd ITA. The **159S** (2nd PT Voucher Training Assignment Approved) will be posted by WISARD whenever Employment Services personnel approves the 2nd ITA by clicking on the **Approve** button in WISARD. The **135A** (Assigned To 2nd Part-Time Voucher Training) will be posted by the assignment system in NYCWAY on the start date of the 2nd ITA.

POP Works

Action Code **15WM** was developed for the new Parks program for Non-Custodial Fathers. Candidates for this program were selected by the Parks Department and MIS posted the **15WM** to place the participants in the program.

DOS JTP

Action Codes **15SR** (Resigned From DOS) and **15ST** (Client Terminated - Failed To Meet EMPL) were developed to mirror Parks codes **15ER** (Resignation From Employment) and **155T** (Client Terminated-Failed To Meet Employment Requirement). These codes are to be used for participants who resigned from DOS JTP, **15SR**, or were terminated from DOS JTP, **15ST**.

New WeCARE
Action Code **169Z**

Action Code **169Z** was developed for Customized Assistance Services (CAS). NYCWAY autoposts this code on cases that meet the following criteria:

- The participant is currently in WeCARE and had a functional capacity outcome of unable to work.
- The participant has failed to report to a WeCARE disability benefits appointment.
- According to data provided by the Social Security Administration, the participant has already filed for federal disability benefits and is in the process of appealing a denial of these benefits.

The **169Z** prevents WeCARE from taking negative action on these individuals. It also enables HRA to quickly identify the participant and continue assisting him or her in the Federal Disability Appeals process.

Restrictions on posting **105**, **105E**, and **105U**

Workers are no longer permitted to post Action Codes **105** (Eligibility Call-In), **105E** (Referred for Employment Appt-Employable) or **105U** (Referred for Employment Appt-Unemployable) when an open **810** (Good Cause Granted), **810H** (Good Cause Granted-WeCARE), **820** (Good Cause Granted-LDSS-4004/4015 Rescinded), or **820H** (Good Cause Granted) exists on a case. She/he must review the engagement status of the participant and take required action.

Effective Immediately