



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-99-OPE

REVISION TO SNIPPETS FOR JOB FAIR NOTICE (W-500JJ)

Date: August 8, 2008	Subtopic(s): Cash Assistance (CA)
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff that the Snippets to be inserted into the Job Fair Notice (Form W-500JJ) have been updated as follows:</p> <p>Snippets for Voluntary Job Fair Appointments (Action Code 12JE):</p> <ul style="list-style-type: none"> • The language in the first sentence has been modified to state that individuals attending the Job Fair will need to report to the registration desk upon arrival. • A request has been added for CA participants attending non-mandatory Job Fairs not to bring their children with them. This request will be inserted only when Form W-500JJ is used to invite participants to a non-mandatory Job Fair. If a participant contacts a Job Center requesting payment for child care in order to attend a non-mandatory Job Fair, inform the participant that child care payments cannot be authorized for non-mandatory appointments. If the participant wants to attend the Job Fair, child care arrangements must be made at no cost to the Agency. <p>Snippets for Mandatory Job Fair Appointments (Action Code 12JI):</p> <ul style="list-style-type: none"> • The Snippets now specify that participants must meet with at least one employer, or risk the termination of their Cash Assistance (CA) benefits, reduction of their Food Stamp benefits, or denial of their CA application. • The Snippets now state that participants who are unable to keep their job search appointment must inform their employment vendor on or before the appointment date, and must provide documentation of the reason why the appointment cannot be kept.

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*

Effective Immediately

Related Item:

PB #07-83-OPE

Attachments:

☞ Please use Print on Demand to obtain copies of forms.

- W-500JJ** Job Fair Notice (Rev. 8/8/08)
- W-500JJ(S)** Job Fair Notice (Spanish) (Rev. 8/8/08)
- Attachment A** Snippets for Form W-500JJ (Rev. 8/8/08)

Date: _____
Case Number: _____
Case Name: _____
Job Center: _____
Action Code: _____
Vendor Site Code: _____

Job Fair Notice

CONGRATULATIONS! You have been selected to participate in a Job Fair that will provide you with an excellent opportunity to obtain a job, or if you are already employed, a higher-paying job leading to financial independence and self-sufficiency. See the enclosed flyer.

Many local businesses will be participating in the Job Fair and will be screening candidates for employment opportunities. Employers from various locations throughout the City are also scheduled to participate and will have employment opportunities available for qualified candidates.

We strongly suggest that you work with your employment program vendor to update your resume. Please make sure to bring at least 20 copies of your résumé to the Job Fair. **Professional business attire is required.**

The date, time and Job Fair location are as follows:

Job Fair Date: _____ Time: _____ Telephone: _____

Location Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Travel Directions:

Job Fair Appointment Information:

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Centro de Trabajo: _____
Código de Acción: _____
Código del Local
del Contratista: _____

Aviso de Feria de Trabajo

¡FELICITACIONES! Usted ha sido seleccionado para participar en una Feria de Trabajo que le brindará una excelente oportunidad para obtener un trabajo, o si ya tiene empleo, un trabajo con sueldo más alto que le ayude a alcanzar la independencia económica y la autosuficiencia. Vea el volante adjunto.

Muchos negocios locales participarán en la Feria de Trabajo y entrevistarán a candidatos para oportunidades de empleo. Empleadores de diferentes áreas de la Ciudad también están programados para participar y tendrán oportunidades de empleo para candidatos calificados.

Le sugerimos que coordine con su contratista del programa de trabajo (employment program vendor) para poner al día su currículum (résumé). Por favor asegúrese de traer por lo menos 20 copias de su currículum a la Feria de Trabajo. **Vestimenta profesional es obligatoria.**

La fecha, hora y el lugar de la Feria de Trabajo aparecen a continuación:

Fecha de la Feria de Trabajo: _____ Hora: _____ Teléfono: _____

Nombre del Local: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de Viaje:

Información sobre la Cita de la Feria de Trabajo:

Attachment A

Rev. 8/8/08

Snippets for the W-500JJ			
Action Code	Appt Type	English 1	Spanish 1
12JE	Voluntary	Upon arrival you will need to report to the registration desk. Please bring this notice with you. Please make child care arrangements instead of bringing your children with you.	Cuando llegue a la feria debe presentarse a la mesa de registro. Favor de traer esta carta consigo. Favor de hacer arreglos por adelantado para cuidado infantil en vez de traer a sus hijos consigo.
12JI	Mandatory	<p>This is a mandatory job search appointment. Failure to keep this appointment and meet with <u>at least one</u> employer may result in the denial of your Cash Assistance application or reduction of your Cash Assistance benefits and/or a reduction in your Food Stamp benefits. Failure to comply with job search has no effect on your Medicaid eligibility. There are no work requirements for Medicaid. If you cannot keep this appointment, you must inform your employment vendor on or before the appointment date at the telephone number indicated above, and provide documentation of the reason why the appointment cannot be kept.</p> <p>Upon arrival you must report to the registration desk and submit the notice in order to verify your attendance.</p>	<p>Esta es una cita para búsqueda de trabajo obligatoria. El no cumplir la cita y el no reunirse con por <u>lo menos un empleador</u> puede resultar en el rechazo de su solicitud de Asistencia en Efectivo o la reducción de sus beneficios de Asistencia en Efectivo y/o la reducción de sus beneficios de Cupones para Alimentos. El no cumplir la cita de búsqueda de trabajo no afecta su elegibilidad de Medicaid. No existen requisitos de trabajo de Medicaid. Si usted no puede asistir a esta cita, favor de llamar a su contratista del programa de trabajo a más tardar el día de la cita al número de teléfono indicado más arriba, y proporcionar documentación de la razón por la cual usted no puede asistir a la cita. Cuando llegue a la feria tiene que presentarse a la mesa de registro y entregar el aviso para verificar su asistencia.</p>