



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-25-OPE

TAG (TRAINING ASSESSMENT GROUP) DOCUMENTATION REQUIREMENTS

<p>Date: March 5, 2009</p>	<p>Subtopic(s): TAG</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>TAG cannot lift a sanction. The Job Center must first lift the sanction and then enroll the participant in training.</p> <p>Two-Year College/Training Institution</p>	<p>The purpose of this policy bulletin is to inform Job Center staff who enroll participants in training assignments of the following:</p> <ul style="list-style-type: none"> • when to do direct enrollments to training through New York City Work, Accountability and You (NYCWAY) instead of referring the participants to TAG • required documentation that must be submitted prior to enrollment. <p>Job Center Staff can enroll participants in training as a direct assignment from the Master Menu in NYCWAY when the participant is either:</p> <ul style="list-style-type: none"> • a 16-19 year old in high school who has an individual status of SN (Sanction); or • in a court-mandated training program <p>All other applicants/participants must be referred to TAG for training enrollment.</p> <p>When a JOS/Worker attempts to enroll a participant in training pertaining to a two-year college/training institution, the JOS/Worker must ensure that the participant provides all of the following documentation:</p> <ul style="list-style-type: none"> • FIA School/Training Enrollment Letter (W-700D) • Bursar or Registrar receipt • GED (General Equivalency Diploma), CPAT (Career Placement Test) or High School Diploma

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*

High School

When a JOS/Worker attempts to enroll a participant in training pertaining to high school, the JOS/Worker must ensure that the participant provides proof of enrollment on a Department of Education (DOE) form.

If the participant fails to provide any of the required documentation, he/she cannot be enrolled in training.

Effective Immediately