



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 #09-99-OPE

SENIORWORKS CENTER CALL-IN FOR SENIORS ON CASH ASSISTANCE WITH DEFICIENT EMPLOYMENT QUARTERS

Date: August 19, 2009	Subtopic(s): Employment
<p> This procedure can now be accessed on the FIAweb.</p> <p>New form: SeniorWorks Appointment Letter (W-75)</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform staff that, effective September 2009, the SeniorWorks Center (#84) is implementing a city-wide process to call in Cash Assistance (CA) participants who are 62 years of age or older who are just under the minimum requirement of 40 quarters of qualifying employment to be eligible for Social Security benefits. A new form, SeniorWorks Appointment Letter (W-75), has been developed for this process.</p> <p>Form W-75 advises individuals that the call-in appointment is to refer them to an employment vendor to discuss job opportunities that may allow them to accrue enough quarters to qualify for Social Security benefits. This appointment is not mandatory.</p> <p>Participants who report to the call-in appointment will be given a same-day priority referral to an on-site Back to Work (BTW) vendor.</p> <p>Participants will not be subject to any adverse action if they do not respond to the non-mandatory call-in appointment, refuse the referral to the BTW vendor, or fail to comply at BTW.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>W-75 SeniorWorks Appointment Letter</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: _____
Case Number: _____
Case Name: _____
Job Type: _____
Worker Name: _____
Worker Telephone Number: _____

SeniorWorks Appointment Letter

According to our records, you are 62 years of age or older and have 35-39 qualifying quarters of employment. As you may know, you need at least 40 qualifying quarters of employment to be eligible for Social Security.

We are scheduling you for an appointment with the SeniorWorks Center, to refer you to an employment vendor, so that he/she can discuss job opportunities with you, which can help you gain the number of employment quarters you need to qualify for Social Security.

An appointment has been scheduled for:

Appointment Date: September, 2009 Time: _____ A.M.
Location Name: SeniorWorks Job Center
Address: 109 East 16th Street 1st Floor
City: New York State: NY Zip Code: 10003

Travel Directions:

Subway: Q, W, N, R, L, 4, 5, or 6 to Union Square/14th Street Bus: M1, M3, M5, M6, or M7 to 14th Street/Union Square

Please bring copies of any correspondence you have had with Social Security, and any other documentation that would assist us to better understand your circumstances, so that we can help you overcome any barriers you may have that are preventing you from becoming eligible for Social Security. If you are working, please bring copies of your latest pay stubs.

If you have any questions or cannot keep this appointment, you may contact us at (212) 835-_____.

FAILURE TO REPORT WILL NOT RESULT IN ANY LOSS OR DECREASE IN YOUR CASH ASSISTANCE BENEFITS.

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Tipo de Empleo: _____
Nombre del Trabajador: _____
Número de Teléfono del Trabajador: _____

Carta de Cita de SeniorWorks

Según nuestros archivos, usted tiene 62 años de edad o más y sólo tiene 35-39 trimestres de empleo que cualifican. Como ha de saber, usted necesita por lo menos 40 trimestres de empleo que cualifican para ser elegible y obtener Seguro Social.

Le estamos programando una cita con el Centro de Empleo para Ancianos (SeniorWorks Center), para enviarle a un contratista de empleo para que conversen sobre oportunidades de empleo que le puedan ayudar a obtener el número de trimestres de empleo que necesita para cualificar para el Seguro Social.

Se ha programado una cita para el:

Fecha de Cita: Septiembre, de 2009 Hora: A.M.
Nombre del Local: SeniorWorks Job Center
Dirección: 109 East 16th Street 1er Piso
Ciudad: New York Estado: NY Código Postal: 10003

Indicaciones de Viaje:

Por Tren: Q, W, N, R, L, 4, 5, o el 6 a Union Square/14th Street Autobús: M1, M3, M5, M6, o el M7 a 14th Street/Union Square

Por favor traiga copias de la correspondencia que tenga del Seguro Social, y cualquier otro tipo de documentos que nos puedan ayudar a comprender mejor su circunstancias, y para que podamos ayudarle a superar los obstáculos a los cuales le impiden ser elegible para el Seguro Social. Si está trabajando, por favor traiga las copias de sus últimos talonarios de pago.

Si tiene alguna pregunta, o si no puede presentarse a la cita, comuníquese con nosotros al (212) 835-_____.

EL NO PRESENTARSE A LA CITA NO RESULTARÁ EN LA PERDIDA O DISMINUCIÓN DE SUS BENEFICIOS DE ASISTENCIA EN EFECTIVO.