



# FAMILY INDEPENDENCE ADMINISTRATION




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## POLICY BULLETIN #10-53-OPE (This Policy Bulletin Replaces PB #08-109-OPE)

### REVISION TO THE GRANT DIVERSION PROGRAM LETTER (EXP-75)

<b>Date:</b> May 24, 2010	<b>Subtopic(s):</b> Employment
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center staff that the Grant Diversion Program Letter (<b>EXP-75</b>) has been revised.</p> <p>Form <b>EXP-75</b> has been revised to indicate that Grant Diversion Program participants must bring the following documents to their orientation:</p> <ul style="list-style-type: none"> <li>• a Government-issued valid photo identification which may include: a state-issued identification card or license, naturalization papers with photo, certificate of United States (U.S.) citizenship, U.S. passport, or Human Resources Administration (HRA) issued Electronic Benefit Transfer (EBT) card;</li> <li>• a Social Security card <b>or</b> letter from the Social Security Administration indicating that they have applied for a replacement card and a copy of their birth certificate;</li> <li>• an Alien Registration Card, if the participant is a legal permanent resident;</li> <li>• a letter of disposition for each crime they have been convicted of, including both open and closed cases and any out-of state convictions; and</li> <li>• valid and current documentation from a doctor <u>if</u> the participant is unable to work due to medical reasons.</li> </ul> <p>Form <b>EXP-75</b> is used to inform Grant Diversion Program participants of the specific program area that they have been assigned to (e.g., PARKS Opportunity Program [POP]). The form also lists the specific documents that participants must bring to their program orientation.</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 Fax* or fax to: (917) 639-0298

The date, time, and location of the Grant Diversion Program orientation are indicated on a separate notice which is sent to participants along with Form **EXP-75**.

Job Center Directors must ensure that all previous versions of Form **EXP-75** are removed from circulation and recycled.

Samples of the revised form are attached.

*Effective Immediately*


**Related Items:**

[PD #10-07-EMP](#)

[PD #04-22-EMP](#)

**Attachments:**

<b>EXP-75</b>	Grant Diversion Program Letter (Rev. 05/24/10)
<b>EXP-75(S)</b>	Grant Diversion Program Letter (Spanish) (Rev. 05/24/10)

 Please use Print on Demand to obtain copies of forms.

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 make the 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 photo identification which may include: a state-issued identification card or license, naturalization papers with photo, certificate of U.S. citizenship, U.S. passport, or an HRA EBT card.
- an Alien Registration Card, if you are a legal permanent resident.
- a Social Security card **or** letter for Social Security Administration indicating that you have applied for a replacement card and a copy of your birth certificate.
- a letter of disposition for each crime that you were convicted of, including both open and closed cases and any out-of state convictions.
- valid and current documentation from your doctor if you are unable to work due to medical reasons.

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

**This is a mandatory engagement appointment.** 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) para participar en el \_\_\_\_\_.  
Usted será colocado(a) en un trabajo temporario con salario subsidiado. Hemos incluido un Aviso para Entrevista de Empleo, el cual le ofrecerá una nueva oportunidad de conseguir empleo.

Por favor note que este es un **empleo temporario y de transición**. Por haber sido seleccionado(a), usted debe participar en actividades obligatorias de búsqueda de empleo \_\_\_\_\_, 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 local 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, traígalos consigo. Usted **tiene que** traer consigo:

- identificación fotográfica válida expedida por el gobierno que puede incluir: Identificación del estado de no conductor o una licencia de conducir del estado, documentos de naturalización con foto, certificado de ciudadanía de EE.UU, pasaporte de EE.UU, tarjeta de EBT de la HRA, o tarjeta de residencia permanente.
- tarjeta de Registro de Extranjeros si usted es residente legal permanente.
- tarjeta de Seguro Social o carta de la Administración de Seguro Social que indique que usted ha solicitado un reemplazo y una copia de su acta de nacimiento.
- carta de disposición para cada delito por el cual se le ha condenado. Esto incluye ambos casos abiertos y cerrados y cualquier delito por el cual se le ha condenado fuera del estado. Usted tiene que revelar las circunstancias de cualquier arresto, acusación o condena por un delito.
- documentación válida y actual de su doctor si no puede trabajar debido a razones médicas.

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.

**Esto es una cita de participación obligatoria.** 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 cumplir esta cita, favor de llamar al número de teléfono indicado en el del aviso adjunto.