



FAMILY INDEPENDENCE ADMINISTRATION

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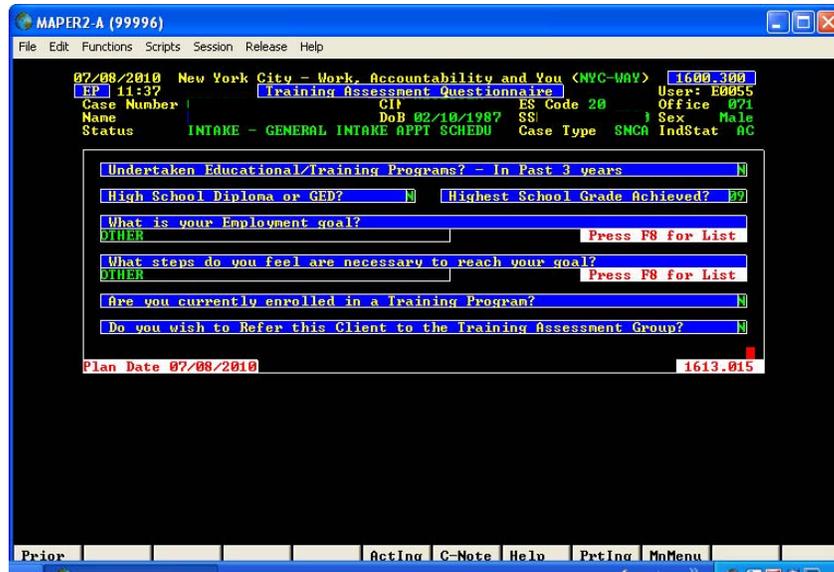
POLICY BULLETIN #10-94-SYS

OFFER OF BEGIN REFERRAL FOR PARTICIPANTS WITHOUT HS DIPLOMA OR GED

Date: September 7, 2010	Subtopic(s): NYCWAY
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that a process has been developed in NYCWAY to prompt Workers to offer literacy services for participants with low education levels and to document when such referrals are declined by the participant. When a Begin Employment Gain Independence Now (BEGIN) referral has been accepted, the Employability Plan (EP) will post Action Code 124W (BEGIN Work Study). When a BEGIN referral has been declined, the EP will post a new Action Code, 12BD (BEGIN Referral Declined) prior to allowing an alternative assignment.</p> <p>Effective immediately, staff should offer the BEGIN program to participants who are non-exempt from work requirements and do not have a High School Diploma or GED.</p> <p>To show that an offer was made, <u>but declined</u>, the EP has been modified.</p> <p>When initiating a new EP for a non-exempt participant, the Worker will navigate through the screens to the Training Assessment Questionnaire screen.</p>

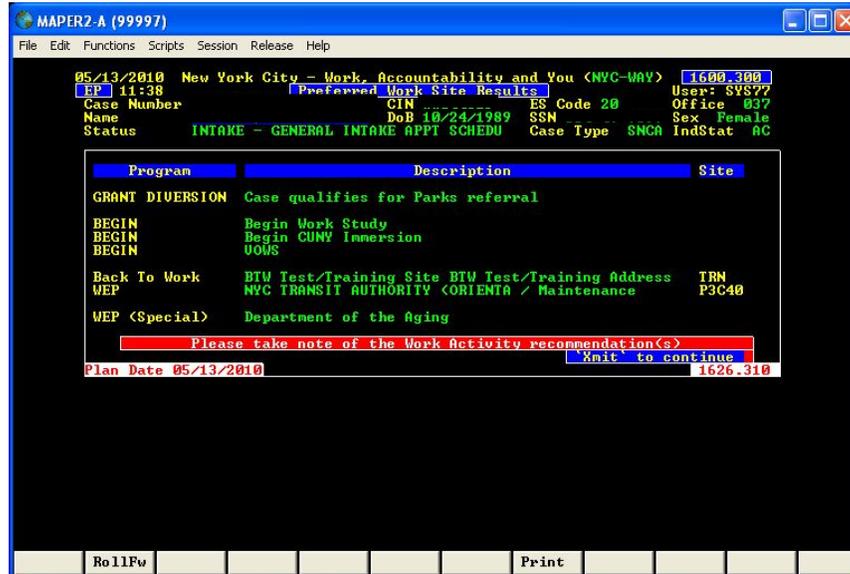
HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Training Assessment Questionnaire screen



- Answer all questions on the **Training Assessment Questionnaire** screen. If the response to the “High School Diploma or GED?” question is No, NYCWAY will remind staff to offer a BEGIN referral when the assignment is being created. Transmit and the **Preferred Work Site Results** screen appears.

Preferred Work Site Results screen



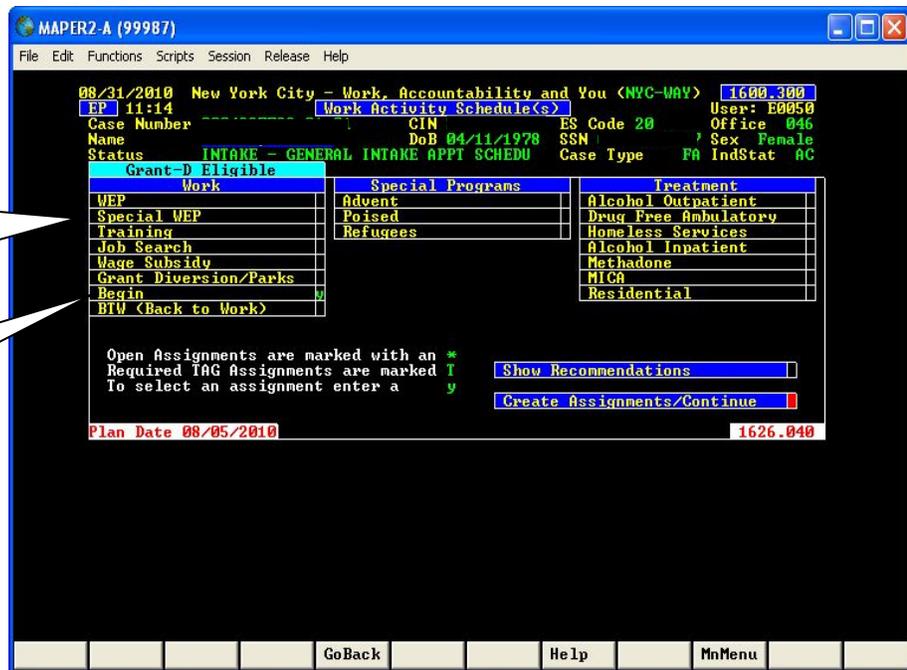
The information on this screen represents a recommendation for an assignment based on answers to previous questions.

- Click **Transmit** and the **Work Activity Schedule** screen appears.

Work Activity Schedule(s) screen – BEGIN selected

Select the participant's requested assignment on this screen.

BEGIN selected



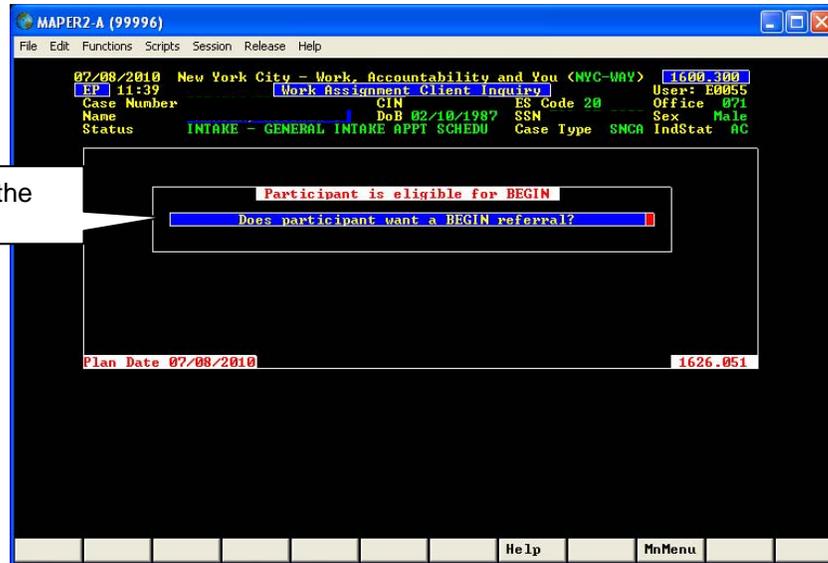
Accepts BEGIN referral

Assignment other than BEGIN is selected

- Review the options with the participant and enter a **Y** to select the participant's requested assignment.
- If the participant selects BEGIN, enter **Y** in the **Begin** option of the **Work Activity Schedule(s)** screen, and transmit. NYCWAY will post action code **124W** (BEGIN Work Study) when the assignment has been confirmed. The following paragraph will print in the BEGIN Program Referral Letter (**W-573XX**) form: *The BEGIN Work/Study program will prepare you for work by improving your reading and writing and giving you work experience. During the assignment, you will work for three days and take classes for two days per week. Your hours will be 9:00 AM to 5:00 PM.*
- If the participant doesn't select BEGIN, and the answer to the "High School Diploma or GED?" question is **N**, the **Work Assignment Inquiry** screen will appear with the reminder, "Participant is eligible for BEGIN," and the question, "Does participant want a BEGIN referral?".

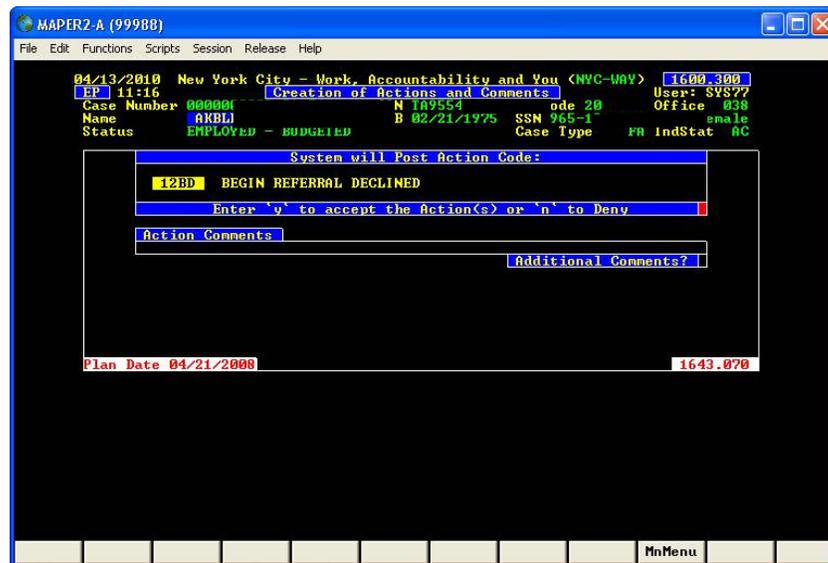
**Work Assignment
Client Inquiry screen**

New question in the EP.



- Enter **Y** if the participant agrees to a BEGIN referral, and BEGIN selection screens will appear.
- Enter **N** if the participant declines the BEGIN referral and press **Enter**. The **Creation of Actions and Comments** screen will appear.

**Creation of Actions
and Comments screen**



- Enter a **Y** to post Action Code **12BD**, and NYCWAY will process the non-BEGIN option.

Note: This process does not apply to applicants, and the **12BD** is informational only and will not affect any referral or assignment to available work activities.

Web Based OSW
Responsibilities

When applicants in BTW become active, Action code **010Q** (Case Accepted - Participating In BTW) is posted by NYCWAY, and the individual will be referred to the Outstationed Worker (OSW) to decide what the next activity should be. The OSW will update the EP and will navigate through the EP to the **EP – Personal Circumstances Questions** screen.

Case	Suffix	Line	Appreg	CIN	Name	Dob	SSN	Sex
	01	01	0009727111			12/07/1984	1	F
Case Type	Ind Stat	ES Code	Office	Worker	Household	Primary / Secondary Status		
SNCA	AC	20	046	00041	01	WORK ACTIVITY WORW5 / JOB CLUB / JOB SEARCH		

Veteran ? Yes No

Ever Employed ? Yes No

Any Licenses / Certificates ? Yes No

High School Diploma or GED ? Yes No

...Highest School Grade Achieved ?

What is your Employment Goal?

What steps do you feel are necessary to reach your goal?

Undertaken Educational Training Programs in past 3 years? Yes No

A TAG referral cannot be made - An open Applicant BTW referral exists

- When the response to the “High School Diploma or GED?” question is **N**, NYCWAY will remind the OSW to offer a BEGIN referral when the new assignment is being made if BEGIN is not the first selection.

EP Work Activity Schedule screen

Months on PA: n/a FECS BTW SITE 1 (QFI)

Case	Suffix	Line	Appra	CIN	Name	Dob	SSN	Sex
	01	01	0009727111			12/07/1984		F

Case Type	Ind Stat	ES Code	Office	Worker	Household	Primary / Secondary Status
SNCA	AC	20	046	00041	01	WORK ACTIVITY WORW5 / JOB CLUB / JOB SEARCH

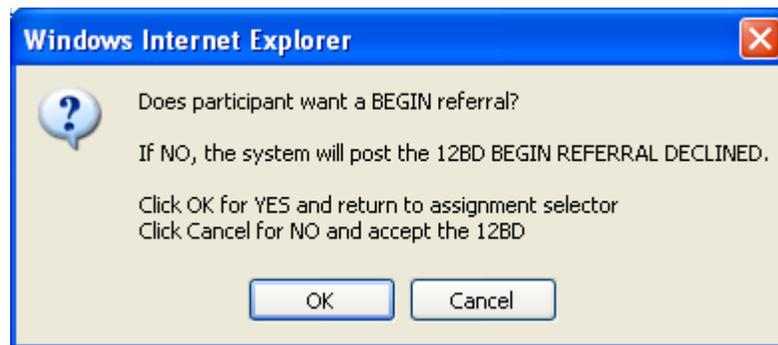
Program	Description	Site Code
BEGIN	Begin Work Study	
BEGIN	Begin CUNY Immersion	
BEGIN	VOWS	
Back To Work	BTW Test/Training Site BTW Test/Training Address	TRN
WEP	NYC TRANSIT AUTHORITY (ORIENTA / Maintenance	P5C40
WEP (Special)	Department of the Aging	
WEP (Special)	ACD / Headstart	
WEP (Special)	Dept of Citywide Administrative Services	
WEP (Special)	Department of Sanitation	
WEP (Special)	NYC Economic Development Corporation	

Work Activity	Special Programs	Treatment
WEP <input checked="" type="checkbox"/>	Advent N/A	Alcohol Outpatient N/A
Special WEP N/A	Poised <input type="checkbox"/>	Drug Free Ambulatory N/A
BTW (Back To Work) <input checked="" type="checkbox"/>	Refugees N/A	Homeless Services N/A
Training N/A		Alcohol Inpatient N/A
Wage Subsidy <input type="checkbox"/>		Methodone N/A
Grant Diversion Parks N/A		MICA N/A
Begin <input type="checkbox"/>		Residential N/A

Create Assignments/Continue Prior Reset Case Note

The available assignments are displayed on this screen.

- Select the most appropriate referral for the participant based on the participant’s request.
 - If the answer to the “High School Diploma or GED” question is **N**, and an assignment other than BEGIN is selected, a pop-up message “Does participant want a BEGIN referral?” is displayed.



- If the participant wants a BEGIN referral, click **OK** and the system will return to the **Assignment Selector** to select a BEGIN referral.
- If the participant does not want a BEGIN referral, click **Cancel** and continue with the original assignment.

The system will then prompt for acceptance/posting of the **12BD**.

- When the **12BD** has posted, access the **Make an Assignment** screen, and make the selected non-BEGIN assignment.

Make an Assignment screen

Case	Suffix	Line	Agency	CIN	Name	Dob	SSN	Sex
01	01	01	000927111	01	[redacted]	12/07/1984	[redacted]	F

Case Type	Ind Stat	ES Code	Office	Worker	Household	Primary / Secondary Status
SNCA	AC	20	046	00041	01	WORK ACTIVITY WORW5 / JOB CLUB / JOB SEARCH

BTW (Back To Work)
 WEP (Work Experience Program)
 Begin Managed Activities
 Substance Abuse
 ESP Special POP
 Wage Subsidy
 POISED I

None [v]
A - Alcohol Outpatient [v]

Assign Return

Note: For participants in Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) who choose to participate in a literacy/education activity outside of Vocational Rehabilitation Services (VRS), Customized Assistance Services (CAS) will provide the services.

Effective Immediately

Reference:

[09-ADM-16](#)

Related Item:

[PD #03-46-EMP](#)