

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-94-SYS

OFFER OF BEGIN REFERRAL FOR PARTICIPANTS WITHOUT HS DIPLOMA OR GED

Date:	Subtopic(s):
	NICWAI
This procedure can now be accessed on the FIAweb.	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.
	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.
	To show that an offer was made, <u>but declined</u> , the EP has been modified.
	When initiating a new EP for a non-exempt participant, the Worker will navigate through the screens to the Training Assessment Questionnaire screen.

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.



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.

Preferred Work Site Results screen

Work Activity Schedule(s) screen – BEGIN selected Select the participant' requested assignmen on this screen. BEGIN selecte	Image: Status Image: Status<
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Accepts BEGIN referral	 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: <i>The</i> <i>BEGIN Work/Study program will prepare you for work by</i> <i>improving your reading and writing and giving you work</i> <i>experience. During the assignment, you will work for three days</i> <i>and take classes for two days per week. Your hours will be 9:00</i> <i>AM to 5:00 PM</i>
Assignment other than BEGIN is selected	 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?".

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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.

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• 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.

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EP Work Activity Schedule screen

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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 popup 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.

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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:

<u>09-ADM-16</u>

Related Item:

PD #03-46-EMP

Make an Assignment screen