




OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #16-100-EMP

PHASING OUT OF THE WORK EXPERIENCE PROGRAM (WEP)

Date: December 21, 2016	Subtopic(s): Employment
<p> This procedure can now be accessed on the FIAweb.</p> <p>JTP</p>	<p>The purpose of this policy bulletin is to inform all Family Independence Administration (FIA) staff that as of December 22, 2016, the Work Experience Program (WEP) will be terminated.</p> <p>To inform participants currently enrolled in WEP, the Replacement of Work Experience Program (WEP) notice (FIA-1183) has been created. This notice will be mailed to participants and informs them that they no longer need to report to WEP and provides them with information on alternatives that may be available as replacements for WEP.</p> <p><u>WEP Replacement Options</u></p> <p>As a replacement to WEP, FIA Employment Services offers other programs that a participant may engage in to meet his/her work requirements. These programs include:</p> <ul style="list-style-type: none"> • Job Training Programs (JTP) • Community Service • Internships (for those enrolled in non-CUNY degree programs) • Work Study (for those enrolled in CUNY) <p>Brief descriptions of each of these programs are below and on the following page.</p> <p>A JTP is a subsidized job where the participant's salary will partially be paid by the government.</p> <p>When staff engages participants who need concurrent activities to meet work requirements, they must look for a flag in New York City Work Accountability and You (NYCWAY) that indicates if the individual is eligible for a JTP.</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

In NYCWAY, staff will see either a “Grant-D Eligible” or a “Grant-B Eligible” indicator in the top right of the screen. If either of these is present, staff must discuss with the participant the possibility of engaging in a subsidized job through the JTP and If the participant is interested, staff must refer the individual either to the Parks Department (Grant-D Eligible) or to Business Link (Grant-B Eligible) who will work to find the participant an appropriate JTP opportunity, as per current procedure.

Community Service

Another alternative to WEP is Community Service. Participants who are performing a community service activity on their own will now be able to have that community service count towards their work requirements. Additionally, FIA Employment Services is currently working with various partners to establish opportunities for participants who wish to perform community service but are not currently doing so with a specific program or agency. Staff will be notified under separate cover when the Community Service option is fully operable and available in NYCWAY.

Internships and Work Study

For participants that are enrolled in educational activities and need a concurrent assignment, Educational Services (ES) staff (formerly Training Assessment Group [TAG] and Work Experience Management [WEM] staff), will engage non-CUNY degree students with Internship Placement Services (IPS) who will work with the participant to find an internship opportunity in their field of study. For CUNY students who need additional hours to meet their work requirements, ES staff will engage the students in an HRA Work Study program with the school they are attending.

Full time B2W

If a participant does not meet the criteria for one of these alternatives to WEP, or if the alternatives are not available, FIA staff must refer the individual to the Back to Work (B2W) program full time, without a concurrent assignment. In addition to the stand alone activities indicated above, the B2W program has many partnership opportunities to offer participants a chance to further their goal of self- sufficiency. For example, B2W is currently piloting programs with the Department of Education (DOE) to assist participants in obtaining a High School Equivalency (HSE) diploma and the Department of Youth and Community Development (DYCD) to help participants with literacy.

Conciliation

Participants, who infringed solely with their prior WEP assignment and are granted good cause at conciliation, must be evaluated for all of the above opportunities (as well as for any new barriers that may have emerged). If the only available option is a full time B2W assignment, staff must post Action Code **115W** (No Activity Needed: Assigned) in NYCWAY after the **810** (Good Cause Granted) is posted. This will close out the conciliation and allow the participant to continue full time in his/her B2W assignment.

Job Center Implications


Other than in the situation of a WEP only conciliation, as indicated above, there should be little impact on Job Centers. NYCWAY will systemically change the participant’s engagement to full-time in B2W. For participants who report to the Job Center as unengaged, following current practice, Job Center staff must discuss the alternatives to WEP indicated in the policy bulletin and when applicable, refer the participant accordingly. If the only option available is B2W, the participant must be engaged full time at B2W.

If participants contact the center, either in person or over the phone, inquiring about the **FIA-1183** notice sent to them, they should be informed to continue with their other engagement activity and reminded that no negative case action will occur because of the ending of WEP.

Effective Immediately

Attachments:

- FIA-1183 (E)** Replacement of Work Experience Program
- FIA-1183 (S)** Replacement of Work Experience Program (S)

 Please use Print on Demand to obtain copies of forms.

Date: _____

Case Name: _____

Case Number: _____

Replacement of Work Experience Program (WEP)

WEP is ending on Thursday, December 22, 2016!

After December 22nd, you will not need to go to your WEP assignment, **but you must still go to any other HRA work or training assignment(s) you have.***

The New York City Human Resources Administration (HRA) will work with you to find the best available options for a work or training activity that will help you connect to long-term employment.

New assignments include:

- **Subsidized Jobs:** This is a job the government helps pay for like the Job Training Program;
- **Work Study or Internship programs:** These are programs for people in school, that help them get real-world experience in their field of study while in school;
- **Literacy and/or English as a Second Language programs:** These programs help improve reading, writing and/or ability to speak English;
- **Skill-based training programs:** These programs teach the skills needed to not only get, but succeed on the job in a field of your choice such as: sales, security, home health care, food prep work, among others;
- **Community Service:** This option is for people who want to serve their community, in a nonprofit organization or in an organized program, that also helps them develop job skills.

Please note that space is limited and some options have conditions you must meet.

*** If you do not participate in your HRA assignment your Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) benefits may be stopped or reduced. Your Medicaid coverage will not change.**

Have a disability? Need help reading or understanding this notice? Call us at **212-331-4640** or visit your HRA center.

Fecha: _____

Nombre del Caso: _____

Número del Caso: _____

Sustitución del Programa de Experiencia Laboral (WEP)

¡WEP se termina a partir del jueves, 22 de diciembre del 2016!

Posterior al 22 de diciembre, usted no tendrá que presentarse a su asignación de WEP. **No obstante, usted aún tendrá que presentarse a su(s) otra(s) asignación(es).** *

La Administración de Recursos Humanos (HRA) de la ciudad de Nueva York colaborará con usted para encontrar las mejores opciones disponibles de una actividad de trabajo o actividad de capacitación, para que le ayude a conseguir una carrera profesional a largo plazo.

Entre las nuevas asignaciones se incluyen las siguientes:

- **Trabajos subsidiados:** se trata de un trabajo pagado en parte por el gobierno, tal como el Programa de Capacitación Laboral;
- **Programas de Trabajo y Estudio o de Pasantías:** se trata de programas para las personas en la escuela, los cuales les permiten obtener experiencia de trabajo en su campo de estudio mientras continúen en la escuela;
- **Programas de Alfabetización y/o Inglés como Segundo Idioma:** Estos programas le ayudarán a mejorar la lectura, redacción y/o habla del inglés;
- **Programas de capacitación de aptitudes:** durante la capacitación usted adquirirá las aptitudes necesarias para conseguir y conservar trabajo. La capacitación es para trabajo de vendedor, guardia de seguridad, proveedor de cuidado de salud domiciliario, preparador de comida y otros trabajos que le puedan interesar;
- **Servicio Comunitario:** en una organización sin fines de lucro, usted puede trabajar en su comunidad para una organización o programa que le parezca interesante.

Favor de tener presente que el espacio está limitado y que hay ciertos requisitos que cumplir para algunas opciones.

*** Si usted no participa en su asignación de la HRA, se pueden cancelar o reducir sus beneficios de Asistencia en Efectivo y/o del Programa de Asistencia de Nutrición Suplementaria (SNAP). No cambiará su cobertura de Medicaid.**

¿Tiene una discapacidad? ¿Necesita ayuda para leer o entender este aviso? Llámenos al **212-331-4640** o visite su centro de la HRA.