



POLICY BULLETIN #16-78-SYS

NEW YORK CITY WORK, ACCOUNTABILITY, AND YOU (NYCWAY) UPDATES

<p>Date: October 17, 2016</p>	<p>Subtopic(s): NYCWAY</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff of updates to the New York City Work, Accountability, and You (NYCWAY) system. This policy bulletin is informational for all other staff.</p> <p>NYCWAY will now capture and display the preferred name, title, and pronoun of an applicant/participant. This will enable staff to utilize preferred names more efficiently for applicants/participants who want to go by a name other than their legal name.</p> <p>The preferred name, title, and pronoun of an applicant/participant are captured on the Preferred Name Detail screen, shown immediately after the Employment Plan (EP) Language screen.</p> <p>The Employment Plan (EP) Language 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

Once the JOS/Worker transmits from the EP Language screen, the Preferred Name Detail screen will be displayed.

The Preferred Name Detail screen:

The questions on the Preferred Name Detail screen must be answered. The JOS/Worker will communicate with the applicant/participant, and select the appropriate answer(s) in NYCWAY.

1. The JOS/Worker will select **Yes** or **No** for the question “Do you prefer to go by a name other than your legal name?”
 - If **Yes**, NYCWAY will display a text entry field, and allow for the entry of a preferred name (e.g. Tony).
 - If **No**, NYCWAY will not display a text entry field.
2. For the question “Do you have a preferred title”, the following options can be selected from the drop-down menu:
 - Mr.
 - Ms.
 - Mrs.
 - Miss.
 - Mx.
 - Dr.
 - None (will be blank)

3. For the question “What pronoun would you like us to use for you”, the following options can be selected from the drop-down menu:

- She/Her
- He/Him
- They/Them
- Zie/Hir
- Legal First Name
- Legal Last Name
- Legal Full Name
- Preferred Name

The preferred name, pronoun, and title fields will be displayed on the EP screens and on the Client Services screen (CSS) in NYCWAY.

Case Number:	Name:	Title:	Preferred Name:	Pronoun:	Status:	WeCARE Track:	SSI Status:
		Mr.	Tori	He/him	Active	Non WeCARE	Denied (08/14/2015)
Language Read:	Language Spoken:	Language on Notice:	Employability Status:				
English	English	English	TEMPORARY ILLNESS-UP TO 3 MONTHS				

Effective October 24, 2016