



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #19-27-EMP

**ANNOUNCEMENT OF THE JOB SUPPLEMENT PROGRAMS AND HOUSING SUBSIDIES
FAQ**

<p>Date: May 14, 2019</p>	<p>Subtopic(s): Job Training Program (JTP), Grant Diversion Program</p>
	<p>The purpose of this policy bulletin is to inform Job Center staff about the Frequently Asked Questions for Staff: Job Training Programs, Subsidized Jobs and Rental Assistance Programs (FIA-1196a) form. It is informational for all other staff.</p> <p>The FIA-1196a form is used to assist Job Center staff in speaking with Cash Assistance (CA) participants about Job Training Programs (JTP), subsidized jobs, and rental assistance programs. It is not intended for Job Training Program participants.</p> <p>JTP is a subsidized employment and training program that gives CA participants paid employment and career development experience. Participants work and attend job training for 40 hours a week for six months at a City agency to prepare them to transition from temporary assistance to full-time employment.</p> <p><i>Effective Immediately</i></p> <p>Related Items:</p> <p>PD #10-07-EMP Revision to the Grant Diversion Program PD #19-01-EMP Revised Parks Opportunity Program</p> <p>Attachments:</p> <p>FIA-1196a Frequently Asked Questions (FAQ) for Staff: Job Training Programs, Subsidized Jobs and Rental Assistance Programs</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



Frequently Asked Questions for Staff: Job Training Programs, Subsidized Jobs and Rental Assistance Programs

The questions and answers below are meant to assist staff in speaking to Cash Assistance (CA) participants about Job Training Programs (JTP), subsidized jobs, and rental assistance programs. These Frequently Asked Questions (FAQs) are not intended for JTP participants.

What is a Job Training Program (JTP) or Subsidized Job?

Job Training Programs are transitional employment programs which provide skills training and paid work to individuals on CA. They are short-term, six-month placements that are 40 hours per week and pay \$15 per hour with a City agency, which includes the Department of Parks and Recreation (Parks), the Department of Sanitation (DSNY), and the Department of Citywide Administrative Services (DCAS). JTPs offer job experience and training that can be used by CA participants to enhance their resumes and find long-term employment.

What is an example of a JTP?

The Parks Opportunity Program, or POP, is a JTP with the Parks Department. Participants are typically hired to “clean and green” the City’s parks, playgrounds, and other facilities.

Who can participate in a Job Training Program?

Those who are on CA and who meet other criteria are eligible to participate in Job Training Programs.

I heard that participants in rental assistance programs do not qualify for JTP/Subsidized Jobs. Is this true?

No, that’s not necessarily true for all rental subsidies. Please see below for basic guidelines.

Rental Subsidy	Eligible for JTP?	Identifying Subsidies in Systems																
FHEPS	No	Found in the budget screen as “PA Additional Needs Type Codes” (PA:ADDL:TY): 66, 67, 68																
Old CITYFEPS	Yes, for family cases (single individuals do not have old CITYFEPS).	Found in the budget screen as “PA Additional Needs Type Codes” (PA:ADDL:TY): 65																
LINC	Yes, for family cases. Single individuals with this subsidy should not be referred to JTP.	Found using the benefit issuance code and/or a unique caseload: <table border="1"> <thead> <tr> <th>LINC Caseload</th> <th>LINC Issuance Code</th> </tr> </thead> <tbody> <tr> <td>1L000-</td> <td>S1</td> </tr> <tr> <td>2L000-</td> <td>S2</td> </tr> <tr> <td>4L000-</td> <td>SB</td> </tr> <tr> <td>5L000-</td> <td>SC</td> </tr> <tr> <td>6L000-</td> <td>SD</td> </tr> <tr> <td>6-L00-pathway</td> <td>SD</td> </tr> <tr> <td>Bonus</td> <td>SA</td> </tr> </tbody> </table>	LINC Caseload	LINC Issuance Code	1L000-	S1	2L000-	S2	4L000-	SB	5L000-	SC	6L000-	SD	6-L00-pathway	SD	Bonus	SA
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6-L00-pathway	SD																	
Bonus	SA																	
SEPS	Single individuals with this subsidy should not be referred to JTP (families do not have SEPS).	Found using the benefit issuance code and/or a unique caseload: <table border="1"> <thead> <tr> <th>SEPS Caseload</th> <th>SEPS Issuance Code</th> </tr> </thead> <tbody> <tr> <td>SP000</td> <td>B7</td> </tr> <tr> <td>LL Bonus</td> <td>B8</td> </tr> </tbody> </table>	SEPS Caseload	SEPS Issuance Code	SP000	B7	LL Bonus	B8										
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LL Bonus	B8																	
New CityFHEPS	Yes, for family cases. Single individuals with this subsidy should not be referred to JTP.	<ul style="list-style-type: none"> Single issuance grant code: SE and ZI for the 12 months of upfront rent Caseload begins with SL 																

Do I have to give up my JTP job to qualify for rental assistance?

No, CA participants do not have to give up their job with the Parks Department or other JTP or subsidized job program while they are looking for an apartment. If CA participants have a CityFHEPS or FHEPS “shopping” letter, they should wait until they are close to finding an apartment to discuss with their housing provider how this income would affect their case. Income from JTP/subsidized job program is treated like all other income.

If CA participants start to receive CityFHEPS while they are in JTP, once they are done with JTP, they can get their income and rent contribution adjusted, which will adjust the amount they contribute to their rent. They can download the CityFHEPS Modification Request form online at <https://www1.nyc.gov/site/hra/help/cityfheps-documents.page> or go to their local Homebase office for assistance.

How do I get more information on participating in a rental assistance program?

If CA participants live in a shelter, they can get more information on rental assistance programs from their Caseworker or Housing Specialist. If they are living in a private apartment or home, they should contact their local HomeBase provider. More information on Homebase can be found at <https://www1.nyc.gov/site/hra/help/homebase.page>.

How do I get more information on Job Training Programs?

To learn more about the Parks Opportunity Program specifically, please email workforce.development@parks.nyc.gov or call **212-830-7754**. The Human Resources Administration’s (HRA) Business Link oversees JTPs and can also provide information about the Parks Opportunity Program, as well as DSNY and DCAS JTP opportunities. Please call Business Link at **718-262-3400**. CA participants can be referred to JTP from their Job Center, Business Link (located at 123 William Street, 6th floor, in downtown Manhattan), or an HRA Representative at their CareerCompass, CareerAdvance, or YouthPathways provider.

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