



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #21-29-EMP

(This Policy Bulletin Replaces PB #14-112-EMP)

EDUCATION/TRAINING CHANGES; REVISIONS TO SELECT TRAINING ASSESSMENT GROUP (TAG) FORMS

| Date: May 13, 2021 | Subtopic(s): Employment, TAG, Forms |
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| | <p>The purpose of this policy bulletin is to inform Job Center and Training Assessment Group (TAG) staff that due to the change in Education Services/TAG moving from the Family Independence Administration (FIA) to the Human Resources Administration (HRA), the following changes were made:</p> <ul style="list-style-type: none"> • Certain FIA forms were reassigned to HRA forms; • Revisions were made to some TAG forms; • Introduction of two new TAG forms: Verification of Student Schedule (HRA-152e) and Student Timesheet (HRA-152d). |
| HRA-152e form | <p>All students who are participating in Federal Work Study (FWS) and/or Internship activities will be required to complete the Verification of Student Schedule (HRA-152e). The HRA-152e form is to be completed and submitted along with the Human Resources Administration School/Training Enrollment Letter (HRA-154) for the enrollment appointment at TAG.</p> |
| HRA-152d form | <p>All students who are participating in FWS and/or Internship activities and are attending programs that are not on the Agency's list of Available Training Providers, and who submit their attendance monthly using the Student Verification of Attendance (HRA-152c), will now also be required to submit the Student Timesheet (HRA-152d) monthly.</p> |
| Refer to PD#04-14-EMP for processing TAG referrals. | <p>The JOS/Worker must follow current procedures when referring an applicant/participant to TAG.</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

Form Revisions

The following forms were revised to reflect the change in form number from FIA to HRA. The previous form numbers (FIA-1064, FIA-1064a, FIA-1064b, FIA-1064c, W-507, W-507A, W-507HH, W-700D) are now obsolete.

| New Form Number (HRA) | Previous Form Number (FIA) | Form Title |
|-----------------------|----------------------------|---|
| HRA-152 | FIA-1064c | Questions and Answers on Human Resources Administration (HRA) Policies that Promote Access to Education for All |
| HRA-152a | FIA-1064 | Understanding What Will Take Place At My Education Services/Training Assessment Group Remote Service Date |
| HRA-152b | FIA-1064a | Training Assessment Group Attendance Unit Letter |
| HRA-152c | FIA-1064b | Student Verification of Attendance |
| HRA-153 | W-507 | Voluntary Training Assessment Group Notice |
| HRA-153a | W-507A | Notice of Applicant Voluntary Self-Enrollment in Training/Education Program |
| HRA-153b | W-507HH | Notice of Appointment for Disapproved Training/Education Program Review |
| HRA-154 | W-700D | Human Resources Administration School/Training Enrollment Letter |

The following forms have been revised:

HRA-152

This form was revised to:

- Remove the section titled “How many hours of work do I need to do to meet the CA work rules?”
- Inform students that HRA is currently not offering any in-person services.
- Include the following instruction for students: “If you attend any other CUNY programs such as the Adult Continuing Education program, you should inquire with your program about available resources.” This statement is under the section titled “Is there any extra help for me if I am going to CUNY?”.

HRA-152a

This form was revised to:

- Update the title of the form.
- Add a disclaimer to the form informing individuals that there are currently no in-person services. HRA TAG is only offering remote service enrollments at this time.
- Remove the “Mandatory Engagement” sections on the form.
- The “Job Readiness and Job Search” section was updated.
- The “What Happens at TAG?” section was updated.
- The TAG email address was added (TAGCustomerService@hra.nyc.gov).
- Update any references from the **W-700D** form to the **HRA-154** form.
- The “What does it mean if my program is not on the list of TAG’s allowed Training/Educational programs?” section was updated.
- Add a new section titled “Will HRA help pay for my training?”.
- Add additional reasons in the “Reasons why my program may be disapproved” section.

HRA-152b

This form was revised to:

- Update any references from the **FIA-1064b** form to the **HRA-152c** form.
- Add a reference to the **HRA-152d** form.

HRA-152c

This form was revised to:

- Create a fillable version of the **HRA-152c** form.

HRA-153

This form was revised to:

- Update the title of the form.
- Add a section titled “Remote Service Information”.
- Include options for submitting documents to TAG.

- Update any references from the **W-700D** form to the **HRA-154** form.
- Add a section titled “Documents Required for Training Enrollment”.
- Add a section titled “Additional Important Information”.
- Add the “Do you have a medical or mental health condition or disability?” box on page 3.

HRA-153a

This form was revised to:

- Update the title of the form.
- Remove “mandatory” language from the form.
- Add a section titled “Remote Service Information”.
- Include options for submitting documents to TAG.
- Update any references from the **W-700D** form to the **HRA-154** form.
- Add a section titled “Documents Required for Training Enrollment”.
- Add a section titled “Additional Important Information”.
- Add the “Do you have a medical or mental health condition or disability?” box on page 3.

HRA-153b

This form was revised to:

- Remove “mandatory” language from the form.
- Add a section titled “Remote Service Information”.
- Include options for submitting documents to TAG.
- Update any references from the **W-700D** form to the **HRA-154** form.
- Add a section titled “Documents Required for Training Enrollment”.
- Add a section titled “Additional Important Information”.
- Add the “Do you have a medical or mental health condition or disability?” box on page 3.

HRA-154

This form was revised to:

- Update the title of the form.
- Add an “Important Information” section regarding HRA’s List of Available Training/Educational Programs.
- Add “Applicant’s/Participant’s Email Address” and “Applicant’s/Participant’s Contact Number”.
- Update any references from the **W-700D** form to the **HRA-154** form.
- Update any references from the **FIA-1064n** form to the **HRA-152e** form.
- Create a fillable version of the **HRA-154** form.

Effective Immediately

References:

14-ADM-04
08-ADM-07

Related Items:

[PD #04-14-EMP](#)

Attachments:

| | |
|---------------------|--|
| HRA-152 (E) | Questions and Answers on Human Resources Administration (HRA) Policies that Promote Access to Education for All (Rev. 2/18/21) |
| HRA-152 (S) | Questions and Answers on Human Resources Administration (HRA) Policies that Promote Access to Education for All (Spanish) (Rev. 2/18/21) |
| HRA-152a (E) | Understanding What Will Take Place At My Education Services/Training Assessment Group Remote Service Date (Rev. 3/5/21) |
| HRA-152a (S) | Understanding What Will Take Place At My Education Services/Training Assessment Group Remote Service Date (Spanish) (Rev. 3/5/21) |

| | |
|---------------------|---|
| HRA-152b (E) | Training Assessment Group Attendance Unit Letter (Rev. 3/4/21) |
| HRA-152b (S) | Training Assessment Group Attendance Unit Letter (Spanish) (Rev. 3/4/21) |
| HRA-152c (E) | Student Verification of Attendance (Rev. 10/9/20) |
| HRA-152c (S) | Student Verification of Attendance (Spanish) (Rev. 10/9/20) |
| HRA-152d (E) | Student Timesheet (Rev. 10/29/20) |
| HRA-152d (S) | Student Timesheet (Spanish) (Rev. 10/29/20) |
| HRA-152e (E) | Verification of Student Schedule (Rev. 3/8/21) |
| HRA-152e (S) | Verification of Student Schedule (Spanish) (Rev. 3/8/21) |
| HRA-153 (E) | Voluntary Training Assessment Group Notice (Rev. 3/8/21) |
| HRA-153 (S) | Voluntary Training Assessment Group Notice (Spanish) (Rev. 3/8/21) |
| HRA-153a (E) | Notice of Applicant Voluntary Self-Enrollment in Training/Education Program (Rev. 3/8/21) |
| HRA-153a (S) | Notice of Applicant Voluntary Self-Enrollment in Training/Education Program (Spanish) (Rev. 3/8/21) |
| HRA-153b (E) | Notice of Appointment for Disapproved Training/Education Program Review (Rev. 3/5/21) |
| HRA-153b (S) | Notice of Appointment for Disapproved Training/Education Program Review (Spanish) (Rev. 3/5/21) |
| HRA-154 (E) | Human Resources Administration School/Training Enrollment Letter (Rev. 2/22/21) |
| HRA-154 (S) | Human Resources Administration School/Training Enrollment Letter (Spanish) (Rev. 2/22/21) |
| FIA-1064 | Understanding What Will Take Place At My Education Services/TAG Appointment (Obsolete) |
| FIA-1064a | TAG Attendance Unit Letter (Obsolete) |
| FIA-1064b | Student Verification of Attendance (Obsolete) |
| FIA-1064c | Questions and Answers on Human Resources Administration (HRA) Policies That Promote Access to Education for All (Obsolete) |
| W-507 | Mandatory Training Assessment Group Appointment (Obsolete) |
| W-507A | Notice of Applicant Self-Enrollment in Training/Education Program (Obsolete) |

W-507HH

Notice of Appointment for Disapproved
Training/Education Program Review **(Obsolete)**
FIA School/Training Enrollment Letter
(Obsolete)

W-700D

QUESTIONS AND ANSWERS ON HUMAN RESOURCES ADMINISTRATION (HRA) POLICIES THAT PROMOTE ACCESS TO EDUCATION FOR ALL

Can I go to school while getting Cash Assistance (CA)?



Yes! CA participants can attend 2 year, 4 year and other approved educational programs. Countable activities include: classroom/credit hours, lab hours, unsupervised homework and supervised homework.

There is however, a 12-month lifetime limit on permitting full-time participation in 2 year, 4 year, and other approved educational programs to count as the primary (full- time) activity. Once the 12-month lifetime limit for full-time education and training has been reached, HRA will still approve college or other educational programs, but only a maximum of 15 combined hours of the classroom/credit hours, lab hours, unsupervised homework or supervised homework can be counted. The remaining hours can be met through Federal Work Study, Internship, or another program that HRA will send you to.

What if HRA makes appointments for me that conflict with my school schedule?



HRA is currently not offering in-person services. Although it is not required, if you would like to register your training for supportive services, we encourage you to take advantage of the remote enrollment services.

What supportive services does HRA provide?



HRA will provide supportive services such as childcare and transportation to cover both your school and work, if eligible.

Will getting Work Study lower the amount of money I get from HRA?



No. HRA will not budget your work study income. This means that your CA benefits and Supplemental Nutrition Assistance Program (SNAP) benefits, if you get them, will not be lowered because of Work Study.

If you are a student under 21, and live with a parent or caretaker who gets your cash assistance benefits for you, any earnings you have DO NOT COUNT against cash assistance.

(Turn page)

Is there any extra help for me if I am going to CUNY?



Yes! If you are a 2 year or 4 year degree student, the CUNY EDGE (Educate. Develop. Graduate. Empower.) program is available as a resource. CUNY EDGE, previously known as the CUNY COPE (College Opportunity to Prepare for Employment) program, helps students achieve academic excellence, graduate on time and find employment. The new program gives one-on-one counseling services to help with the academic, personal and career needs of 2-year and 4-year degree students at 19 CUNY Campuses. **For more information, visit the CUNY EDGE office at your CUNY campus or go to www.cuny.edu/cunyedqe.**

If you attend any other CUNY programs such as the Adult Continuing Education program, you should inquire with your program about available resources.

Will HRA help pay for my school?



No, HRA will not pay for your school but does offer debt advisement and counseling. If you would like help managing your finances, student loans or other debt, or want more information, call the Education Services Training Assessment Group (TAG) program at **(929) 252-5659**.

What else has HRA done to make it easier to get and to keep getting benefits?



ACCESS HRA
YOUR WAY

HRA has made it easier for the person responsible for the case to keep track of it online and on the go. HRA clients can go to nyc.gov/accesshra (ACCESS HRA) or use the NYC ACCESS HRA mobile app (available for free in the Apple App Store and Google Play Store) to set up an account. Follow instructions to:

- view case status
- see what documents have recently been given to HRA
- check what benefits have been issued
- find out when the next benefits will be issued
- see upcoming appointments
- update contact information
- submit a recertification form online (during the recertification period)

These are just some of the things available on ACCESS HRA and even more are coming!

PREGUNTAS Y RESPUESTAS SOBRE LAS POLÍTICAS DE LA ADMINISTRACIÓN DE RECURSOS HUMANOS (HRA) QUE PROMUEVEN EL ACCESO A LA EDUCACIÓN PARA TODOS

¿Puedo asistir a la escuela mientras recibo la Asistencia en Efectivo (Cash Assistance, CA)?



¡Sí! Los participantes que reciben CA pueden asistir a programas educativos de 2 años, 4 años y a otros programas aprobados. Entre las actividades que pueden contar, se incluyen: horas de clases en el aula/de crédito, horas de laboratorio, tareas supervisadas y no supervisadas.

Sin embargo, existe un límite de 12 meses de por vida para participar a tiempo completo en programas de 2 años, de 4 años y en otros programas educativos aprobados como actividad principal (a tiempo completo). Una vez alcanzado dicho límite de 12 meses de por vida, la HRA seguirá acreditando programas universitarios u otros programas educativos para cumplir los requisitos de trabajo, pero solo se pueden contar un máximo de 15 horas combinadas en total, de clases en el aula/de crédito, clases de laboratorio y de tareas supervisadas o no supervisadas. El saldo de horas restantes podrá cumplirse mediante el Programa Federal de Trabajo y Estudio, pasantías de práctica profesional u otro programa al que la HRA lo(a) envíe.

¿Qué pasa si la HRA planifica citas que interfieren con mi horario escolar?



En este momento la HRA no está ofreciendo servicios en persona. Aunque no es requerido, si le gustaría inscribir su programa de capacitación para obtener servicios de apoyo, lo(a) invitamos a que aproveche los servicios remotos de inscripción.

¿Qué servicios de apoyo provee la HRA?



Si usted es elegible, la HRA le proveerá servicios de apoyo, como el cuidado infantil y el transporte, para que pueda ir a la escuela y al trabajo.

¿El recibir dinero por Trabajo y Estudio reduciría la cantidad de dinero que recibo por parte de la HRA?



No. La HRA no presupuestará su ingreso de Trabajo y Estudio. Esto significa que si recibe beneficios de Asistencia en Efectivo (*Cash Assistance, CA*) y del Programa de Asistencia de Nutrición Suplementaria (*Supplemental Nutrition Assistance Program, SNAP*), estos no se verán reducidos a causa de recibir también el beneficio de Trabajo y Estudio.

Si usted es un(a) estudiante menor de 21 años y vive con una persona encargada de cuidarlo(a) o con uno de sus padres, y este recibe en su nombre los beneficios de Asistencia en Efectivo, cualquier otro ingreso que usted obtenga NO CUENTA en contra de la Asistencia en Efectivo.

(Gire la hoja)

¿Puedo recibir alguna ayuda adicional si asisto a CUNY?



¡Sí! Si es estudiante de una carrera de 2 o 4 años, el programa *CUNY EDGE* (Educar-Desarrollarse-Graduarse-Potenciar) es un recurso disponible. *CUNY EDGE*, anteriormente conocido como *CUNY COPE* (Oportunidad universitaria para prepararse para el empleo), ayuda a estudiantes a alcanzar la excelencia académica, a graduarse puntualmente y a conseguir empleo. El nuevo programa, actualmente en 19 campus universitarios de *CUNY*, provee servicios de consejería personalizada para ayudar con las necesidades académicas, personales y profesionales de los estudiantes de carreras de 2 y 4 años. **Para obtener más información, diríjase a la oficina de *CUNY EDGE* en su campus de *CUNY* o entre a la página web www.cuny.edu/cunyedg.**

Si asiste a cualquier otro programa de *CUNY*, como el de Formación Profesional Continua para Adultos, debe preguntar a su programa sobre los recursos que se encuentran disponibles.

¿Me ayudará la HRA a pagar la escuela?



¡No! La *HRA* no pagará por el costo de sus estudios, pero ofrece asesoría y consejería de crédito. Si desea ayuda para administrar sus finanzas, sus préstamos estudiantiles u otro tipo de deuda, o si desea más información, llame al Grupo para evaluación de capacitación/ Servicios de educación (*Education Services/ Training Assessment Group, TAG*) al **(929) 252-5659**.

¿Qué más ha hecho la HRA para facilitar la obtención y la continuidad de los beneficios?



ACCESS HRA
YOUR WAY

La *HRA* ha facilitado a la persona responsable del caso, el seguimiento del mismo por Internet, ya sea usando computadora o aplicación móvil. Para establecer una cuenta, los clientes de la *HRA* pueden entrar a la página web nyc.gov/accesshra (*ACCESS HRA*) o utilizar la aplicación móvil *NYC ACCESS HRA* (es gratis y está disponible en la tienda de aplicaciones de Apple y de Google Play). Siga las instrucciones para:

- ver el estado de su caso
- revisar los documentos que la *HRA* ha recibido recientemente
- verificar los beneficios que se han emitido
- averiguar cuándo se emitirán los próximos beneficios
- ver las próximas citas
- actualizar su información de contacto
- presentar el formulario de recertificación por Internet (durante el período de recertificación)

¡Estas son solamente algunas de las opciones disponibles en *ACCESS HRA* y hay más opciones por venir!

Date: _____

Case Number: _____

Case Name: _____

Understanding What Will Take Place At My Education Services/Training Assessment Group Remote Service Date

Disclaimer: Currently there are no in- person services. HRA TAG is only offering remote service enrollments at this time.

If you attend a training/educational program approved by HRA's Education Services/Training Assessment Group (TAG), you may receive supportive services for child care and transportation when attending in-person class hours, lab hours and homework hours along with work activities (e.g., Federal Work Study [FWS], Internship and Externship).

We will provide supportive services for child care and transportation to cover both the school and work activities. When possible, we will honor your choice in training and/or education. We will count up to one hour of unsupervised homework for every one hour of class time. We will also count all hours of supervised homework, as required by your program. However, the total homework time counted cannot be more than what the educational program expects.

1. 12 Month Lifetime Limit for Vocational Education and Post-Secondary (College)

There is a 12-month lifetime limit on counting your full-time participation in post-secondary (two-year and four-year colleges) and vocational training/education as the primary (full-time) activity.

After the 12 months, typically up to 20 hours of your weekly activity must consist of other core work activities. Usually, **15 hours of approved educational activity (classroom, lab hours, homework, etc.)** is the most we can count towards your required hours above the core 20 hours requirement.

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2. High School Equivalency (HSE), Basic Education, and English as a Second Language (ESL)

a) Participants 25 years of age and older

If you are attending any of the programs listed above, **a maximum of 15 classroom hours** may count towards your Cash Assistance (CA) work requirements. To meet your weekly hours requirement, you may participate in other work activities. If you are employed part-time or attending an approved skill course, then those hours may also be counted towards the requirement.

b) Participants 24 years of age and younger *

If you are attending any of the programs listed above, **all** the classroom hours may count towards your CA work activity.

*** Note:** The 12-month lifetime limit does not apply to these programs.

3. Job Readiness and Job Search

If you are attending any of the programs listed above, depending on your case type:

- for families with a work eligible single custodial parent with a child under the age of six (6), the most weeks within a calendar year that period that can be counted is six (6) or 120 hours, within a 12-month period and;
- for all other households, the most hours that can be counted is 180, or six (6) weeks, within a 12-month period.

Note: You may participate in other work activities. If you are employed part-time, those hours should be reported.

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Frequently Asked Questions

What happens at TAG?

If you would like HRA TAG to process your training enrollment, you must have the school or training program that you are currently enrolled in complete the HRA School/Training Enrollment Letter (Form **HRA-154**) sent with this letter. You can email (TAGCustomerService@hra.nyc.gov), fax, or mail Form **HRA-154** along with the following documents*

- A registrar or bursar's receipt;
- A class schedule and;
- A letter of acceptance on school letterhead which identifies the student and current semester start and end dates;
- If you participate in Federal Work Study (FWS), and/or internship, you must include the FWS award letter and the Verification of Student Schedule (**HRA-152e**).
- If you are currently enrolled in an education program beyond your first semester/term, you will need to provide a transcript confirming your Grade Point Average (GPA).

* All documents must be dated within 30 days of your training start date. Since this will be remote service, acceptable methods for submission of documentation include: email (preferred), fax, and mail. Mailed documents should be sent to TAG at 109 East 16th Street, 11th floor, New York, NY 10003. HRA may still ask for more documents to prove enrollment. **Note: Participants should include their full name, phone number, email address, and case number on all submitted documents. Please make copies of documents, if possible before mailing originals to TAG.**

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What happens at TAG? (continued)

If any of the following applies to you, you will need to submit additional documentation:

1. If you have recently graduated with a degree or certificate, you must provide proof. Proof can be a copy of obtained degree or a letter from the school saying that you completed the program. This will help TAG do an assessment.
2. If you are reporting employment you will need to give us proof of employment (Employment letter, Pay stubs).
3. If you have minor children, you may have received child care documents to be completed by you and your child care provider. If so, please send these completed documents along with your enrollment documentation. If you need to contact HRA TAG, please email or call.

What does it mean if my program is not on the list of TAG's allowed Training/Educational programs?

If your program is not already on the allowed list maintained by HRA, the program will be given an opportunity to apply. Your training/educational program must be directly related to getting employment in a recognized job field.

HRA asks training/educational programs to verify and report student attendance and monitor progress. If your degree program (2-year; 4-year;) refuses to do this, you may be assigned a TAG Attendance Supervisor. They will contact you to document your attendance and progress.

If the program you are attending is allowed, and you have not exceeded your 12-month lifetime limit (if it applies), all of your class hours and homework hours expected by your training/educational program will be counted.

Will HRA help pay for my training?

HRA will provide training-related expenses such as carfare and child care. There are many programs which require tuition, books, and fees. HRA does **not** pay you back for these expenses. However, if you ask, a TAG worker will help you identify similar **free or low-cost** programs (such as NYC Department of Education's free High School Equivalency [HSE] preparation program) appropriate for you. **We are not currently issuing training vouchers.**

(Turn Page)

What is TAG's carfare policy?

If you are approved for training, you may be reimbursed carfare. The reimbursement will be starting from the date you are referred to TAG, **or** when the semester/cycle began; whichever is the later date. Missing your TAG appointment may affect the reimbursement amount. Carfare will be issued when you are either fully engaged or partially engaged.

What does it mean if my training/educational program is disapproved?

If your training/educational program is disapproved we will not count any of the classroom, lab and/or homework hours, and may not be able to issue carfare or child care.

Reasons why my program may be disapproved:

- The program is Master's level program or higher
- The program is not one of HRA's approved programs
- The program is not directly related to getting employment in a recognized occupation
- The program was not approved by the NY State Department of Education or any other accrediting body
- There are pending lawsuits, advisories, educational reviews and/or cautions against the organization
- The program did not meet its placement rate and/or reporting requirement
- The program cannot be approved because of its geographic location
- The program failed to meet HRA's requirements

Reasons why you may be disapproved to attend a program:

- You failed to meet the cumulative 2.0 grade point average requirement
- The program chosen was not on HRA's list of training/education providers
- You have recently completed a training/education program
- TAG could not verify your training/education documentation
- You have chosen not to work with the TAG Attendance Supervisor to verify your attendance and track your academic progress
- You failed to submit your previous semester's grades as proof of completion

Have you acquired debt from student loans? Or, would you like to avoid doing so?

If you have acquired debt from student loans or would like to avoid doing so, HRA TAG offers Debt Advisement and Counseling to assist you with financial planning, debt solutions and saving money advisement. If you are interested in receiving these services or wish to speak to the Debt Counselor, you may request these services when contacted by HRA TAG.

Fecha: _____

Número de caso: _____

Nombre del caso: _____

Para comprender lo que sucederá en mi cita remota de Servicios de educación/Grupo para evaluación de capacitación

Aviso de descargo de responsabilidad: en la actualidad no hay servicios en persona. En estos momentos, *HRA TAG* solo ofrece servicios de inscripción remota.

Si usted asiste a un programa educativo o de capacitación aprobado por el Servicio de educación/Grupo para evaluación de capacitación de la *HRA (Education Services/Training Assessment Group, TAG)*, es posible que reciba servicios de apoyo para el cuidado infantil y el transporte cuando asista en persona a horas de clase, de laboratorio y de tareas, junto con actividades de trabajo (como por ejemplo, el Programa Federal de Trabajo y Estudio [*Federal Work Study, FWS*], la pasantía de práctica profesional [*internship*] y la pasantía de observación profesional [*externship*]).

Proveeremos servicios de apoyo para el cuidado infantil y el transporte para que usted pueda cubrir ambas actividades, la escolar y la laboral. Cuando sea posible, respetaremos su elección de programas de capacitación y/o de educación. Contaremos hasta una hora de tarea no supervisada por cada hora de clases. También contaremos todas las horas de tarea supervisadas, según lo requiera su programa. No obstante, el total de horas de tarea contadas no puede ser mayor que lo requerido por el programa de educación.

1. Límite de por vida de 12 meses para la educación vocacional y postsecundaria (universidad)

Hay un límite de por vida de 12 meses para contar sus estudios postsecundarios de tiempo completo (en universidades de dos y cuatro años) y su capacitación/ educación vocacional, como actividad principal de tiempo completo.

Transcurrido dicho plazo de 12 meses, sus actividades principales deben consistir, típicamente, de hasta 20 horas semanales de tareas de otro tipo. Normalmente, **un máximo de 15 horas de actividad educativa aprobada (horas de clases, de laboratorio, de tareas, etc.)** es lo que podemos contar como horas requeridas y pueden sumarse a las 20 horas de actividades principales requeridas.

(Gire la hoja)

2. Programas de equivalencia de la escuela secundaria (*High School Equivalency, HSE*), de educación básica y de inglés como segundo idioma (*English as a Second Language, ESL*)

(a) Para participantes que tengan como mínimo 25 años.

Si usted asiste a cualquiera de los programas mencionados arriba, se podrían contar hasta **un máximo de 15 horas de clases en el aula** para cumplir parte de sus requisitos de trabajo de CA. Para cumplir su requisito de horas semanales, debe participar en otras actividades de trabajo. Si tiene empleo a tiempo parcial o asiste a un curso de oficio aprobado, esas horas también se podrían contar para cumplir el requisito de trabajo.

(b) Para participantes que tengan hasta un máximo de 24 años de edad*

Si usted asiste a cualquiera de los programas mencionados arriba, **todas** sus horas de clases podrían contar para cumplir sus actividades de trabajo de CA.

*** Nota:** el límite de por vida de 12 meses no corresponde a estos programas.

3. Búsqueda de trabajo y disponibilidad laboral

Si usted asiste a cualquiera de los programas mencionados anteriormente, dependiendo de su tipo de caso:

- para familias con un padre/ una madre soltero(a) que sea elegible para trabajar y que tenga la custodia de un niño de menos de seis (6) años, se podrán contar hasta un máximo de seis (6) semanas o 120 horas por año calendario, dentro de un plazo de 12 meses;
- para todos los demás hogares, se podrán contar hasta un máximo de 180 horas o seis (6) semanas, dentro de un plazo de 12 meses.

Nota: Puede participar en otras actividades de trabajo. Si tiene empleo a tiempo parcial, dichas horas deben ser reportadas.

(Gire la hoja)

Preguntas frecuentes

¿Qué pasa en el Grupo para evaluación de capacitación (TAG)?

Si quisiera que HRA TAG tramite la inscripción de su capacitación, debe hacer que la escuela o el programa de capacitación en el cual está inscrito complete el adjunto formulario HRA-154(S), Carta de la HRA de inscripción en programa de capacitación/escuela (*HRA School/Training Enrollment Letter, HRA-154[E]*). Puede enviar el formulario **HRA-154(S)** por correo electrónico (TAGCustomerService@hra.nyc.gov), por fax, o por correo postal, junto con los siguientes documentos*:

- inscripción o el recibo de inscripción,
- horario de clases y
- carta de aceptación escolar impresa en papel timbrado de la escuela, donde se identifica al estudiante y se indican las fechas de inicio y fin del semestre en curso.
- Si participa en el Programa Federal de Trabajo y Estudio (*Federal Work Study, FWS*) y/o en una pasantía, tiene que traer la carta de asignación monetaria de FWS y el formulario **HRA-152e (S)**, Verificación del horario del estudiante (*Verification of Student Schedule, HRA-152e [E]*).
- Si actualmente está inscrito en un programa de educación del que ya ha cursado el primer semestre/término, deberá proporcionar el certificado académico que confirme su promedio general de calificaciones (*Grade Point Average, GPA*).

* Todos los documentos deben estar fechados dentro de los primeros 30 días, contando desde la fecha de inicio de su programa de capacitación. Dado que es un servicio que se ofrece de forma remota, los modos aceptables para la presentación de los documentos incluyen: correo electrónico (modo preferido), fax y correo postal. Los documentos deben ser enviados a: TAG, 109 East 16th Street, 11th floor, New York, NY 10003. La HRA podría solicitar documentos adicionales para confirmar la inscripción.

Nota: los participantes deben incluir en todos los documentos que presenten el nombre completo, teléfono, correo electrónico y número de caso. De ser posible, favor de hacer fotocopias de los documentos originales antes de enviarlos a TAG.

(Gire la hoja)

¿Qué pasa en el Grupo para evaluación de capacitación (TAG)? (continuación)

Si alguno de los siguientes casos se aplica a usted, deberá presentar documentación adicional:

1. Si recientemente se ha graduado con un título o certificado, debe proporcionar un comprobante. Esto puede ser una copia de dicho diploma o una carta de la escuela confirmando que completó el programa. Esto ayudará a TAG a realizar la evaluación.
2. Si reporta que tiene empleo, deberá entonces enviarnos prueba de empleo (carta de empleo, talones de paga).
3. Si tiene niños menores de edad, tal vez haya recibido documentos sobre el cuidado infantil, que deben ser completados por su proveedor de servicios de cuidado infantil y por usted. Si este es su caso, favor de enviar dichos documentos completados junto con sus documentos de inscripción. Si necesita contactar a *HRA TAG*, favor de llamar o de enviar un correo electrónico.

¿Qué sucede si mi programa no está en la lista de programas de capacitación/educación permitidos por TAG?

Si su programa aún no está en la lista de programas permitidos administrada por la *HRA*, se le brindará la oportunidad de presentar una solicitud para ser aprobado. Su programa de capacitación/educación debe estar directamente relacionado con la obtención de empleo en un ámbito de trabajo reconocido.

La *HRA* requiere que los programas de capacitación/educación verifiquen y reporten la asistencia del estudiante y den seguimiento a su progreso académico. Si su programa universitario (de 2 años, de 4 años) se rehúsa a ello, es posible que un supervisor(a) de asistencia de *TAG* le sea asignado, quien se comunicará con usted para documentar su asistencia y progreso.

Si el programa al que usted asiste es aprobado y usted no ha excedido el límite de por vida de 12 meses (si le corresponde), todas sus horas de clases y de tareas requeridas por el programa de educación/capacitación serán contadas.

¿Me ayudará la *HRA* a pagar mi capacitación?

La *HRA* cubrirá gastos de transporte y de cuidado infantil que estén relacionados con la capacitación. Hay muchos programas que requieren el pago de matrícula, libros y tarifas. La *HRA* **no** reembolsa estos gastos a ningún participante. Sin embargo, si usted lo solicita, un trabajador(a) de *TAG* le ayudará a identificar programas similares **gratuitos o de bajo costo**, que sean apropiados para usted (como el programa de preparación gratuita del Departamento de Educación de la Ciudad de Nueva York para Equivalencia de la Escuela Secundaria (*High School Equivalency, HSE*). **Actualmente no emitimos vales para pagar la capacitación.**

(Gire la hoja)

¿Cuál es la política de transporte de TAG?

Si se le aprueba su participación en un programa de capacitación, se le reembolsará el costo del transporte. La fecha del reembolso tomará efecto a partir de la fecha en que sea referido a TAG o en la fecha en que se inició el semestre/ciclo, cualquiera de las dos que sea la última. Faltar a su cita de TAG podría afectar el monto de su reembolso. El reembolso de transporte se expedirá cuando usted esté participando completa o parcialmente.

¿Qué significa que se me desaprobe el curso de capacitación/educación?

Si su programa de capacitación/educación fue desaprobado, no incluiremos ninguna de las horas de clases, laboratorio y/o horas de tareas, y es probable que no pueda obtener asistencia para el cuidado infantil ni para el costo del transporte.

Razones por las cuales se podría desaprobar su programa:

- El programa es de nivel de maestría o de un nivel superior.
- El programa no es uno de los programas aprobados por la HRA.
- El programa no está directamente relacionado con la obtención de empleo en un oficio reconocido.
- El programa no fue aprobado por el Departamento de Educación del Estado de Nueva York, ni por ningún otro organismo de acreditación.
- Hay demandas pendientes, advertencias y críticas educativas contra la organización.
- El programa no cumplió con el requisito de la tasa de colocación y/o el requisito de presentar informe.
- El programa no puede ser aprobado debido a su ubicación geográfica.
- El programa no cumplió los requisitos de la HRA.

Razones por las cuales se puede desaprobar su asistencia al programa:

- Usted no cumplió el requisito de obtener un promedio acumulativo de calificaciones de 2.0.
- El programa elegido no estaba en la lista de proveedores de capacitación/educación de la HRA.
- Usted ha terminado recientemente un programa de capacitación/educación.
- TAG no pudo verificar su documentación de capacitación/educación.
- Usted ha elegido no colaborar con el supervisor(a) de asistencia de TAG para comprobar su asistencia y dar seguimiento a su progreso académico.
- Usted no cumplió con presentar las notas del semestre pasado como prueba de que terminó.

¿Ha incurrido en deuda por préstamos estudiantiles? ¿O quisiera evitar hacerlo?

Si ha incurrido en deuda por préstamos estudiantiles o quisiera evitar hacerlo, HRA TAG ofrece asistencia y consejería para deudas, con el objetivo de ayudarle a organizar sus finanzas, encontrar soluciones a sus deudas y recomendarle modos de ahorrar dinero. Si le interesara recibir estos servicios o quisiera hablar con el/la asesor(a) de deudas, podría solicitar cualquiera de ellos cuando HRA TAG lo(a) contacte.

Date: _____
Case Number: _____
Case Name: _____
Center: _____
Due Date: _____

Dear _____:

On _____, you were enrolled by the Training Assessment Group (TAG) in
(date)
_____ for the semester period of _____ to
(program/course) (date)
_____.

Federal and New York laws require that we verify and document your participation in a training and/or educational program. This allows us to use your participation to meet the Cash Assistance (CA) employment requirements. Usually we work with schools to verify attendance, but your program has declined to verify your attendance and report it to TAG.

We will work directly with you to verify your attendance so that you can meet your CA employment requirements. A Student Verification of Attendance Form (**HRA-152c**) and a Student Timesheet (**HRA-152d**) form have been created for you to report your attendance. You must complete **HRA-152c** for all class and homework activity and the **HRA-152d** for all Federal Work Study and Internship activity. You must send these forms back to us or your program will not count towards meeting your CA work requirements.

Return the attached forms to HRA by mail in the Self-Addressed Stamped-Envelope (SASE) or fax them to _____ or email them to TAGAttendance@hra.nyc.gov. We must receive the completed forms from you within two weeks of the date of this letter.

Additionally, HRA has assigned an HRA TAG Attendance Supervisor to work with you in verifying your attendance and tracking your educational progress. This Supervisor may contact you soon. If you have any questions about this notice, please call us:

Worker: _____ Phone Number: _____

You may also call TAG's general telephone number _____. We look forward to helping you achieve your educational goals.

Regards,

HRA Training Assessment Group

TAG Attendance Unit Letter

Fecha: _____
Número de caso: _____
Nombre del caso: _____
Centro: _____
Fecha límite: _____

Estimado(a) _____:

El día _____, usted fue inscrito por el Grupo para Evaluación de Capacitación
(fecha)

(*Training Assessment Group, TAG*) en el _____ para el semestre
(programa/curso)

de _____ a _____.
(fecha) (fecha)

Las leyes federales y las de Nueva York nos exigen que verifiquemos y documentemos su participación en un programa de capacitación y/o de educación. Esto nos permite usar su participación para cumplir con los requisitos de empleo de la Asistencia en Efectivo (*Cash Assistance, CA*). Normalmente, nosotros colaboramos con las instituciones educativas para verificar su asistencia, pero su programa se ha negado a verificar y reportar su asistencia a TAG.

Colaboraremos directamente con usted para verificar su asistencia y para que pueda cumplir con los requisitos de empleo de CA. Por tanto, se ha creado el formulario de Verificación de asistencia del estudiante (**HRA-152c (S)**) y la Hoja de horario del estudiante (**HRA-152d (S)**), para que usted reporte su asistencia. Debe completar el formulario **HRA-152c (S)**, reportando todas las actividades de clases y tareas que realice, y completar **el HRA-152d (S)** para reportar todas las actividades del Programa Federal de Trabajo y Estudio y las actividades de pasantía. Debe devolvernos estos formularios; de lo contrario, su programa no contará para reunir los requisitos de empleo de CA.

Devuelva a la HRA los formularios adjuntos, enviándolos ya sea por correo postal en el sobre que incluye la dirección del remitente y franqueo pagado (*SASE*), por fax al _____ o por correo electrónico a: TAGAttendance@hra.nyc.gov. Debemos recibir los formularios completados por usted, dentro de las dos semanas siguientes a la fecha de esta carta.

Además, la HRA le ha asignado un(a) supervisor(a) de asistencia de TAG, quien colaborará con usted para verificar su asistencia y dar seguimiento a su progreso educativo. El supervisor(a) podría comunicarse con usted pronto. Si tiene cualquier pregunta, favor de llamar a:

Trabajador(a): _____ Número de tel.: _____

También puede llamar al número de teléfono general de TAG _____.

Nos complacerá ayudarle a alcanzar sus metas educativas.

Cordialmente,

El Grupo para Evaluación de Capacitación de la HRA.

Carta de la Unidad de Asistencia de TAG.

Date: _____
Case Number: _____
Case Name: _____
Center: _____
Due Date: _____

Student Verification of Attendance

Name: _____ HRA Case Number: _____
(Last Name, First Name)

Address: _____
(Street) (Apt.) (City, State) (Zip Code)

Primary Telephone Number: _____ E-mail: _____

College/School Name: _____ Degree Pursued: _____

Course of Study/Major(s): _____ Semester Dates: _____ to _____

Reporting Attendance for the Month of: _____
(Month/Year)

SAMPLE

Check All Boxes That Apply To You:

Attendance Report

- I have attended my scheduled classes during the attendance reporting period shown above:
- I have **not** been consistently attending my scheduled classes during the attendance reporting period shown above:
- I withdrew from one or more classes before the end of the semester:
Last date I withdrew from class(es) this semester: _____
- I enrolled but did not attend any classes during the attendance reporting period above:
- I completed the program / semester / degree during the attendance reporting period above:

Date of Completion: _____ Degree / Certificate / License: _____

Educational Progress

- 1) My progress in the training and/or educational program during this attendance period above has been:
 Satisfactory Unsatisfactory Not Applicable
- 2) I want to discuss my educational progress and/or career planning with an HRA Training / Education Supervisor:
 Yes No
- 3) Are there any changes in enrollment hours as indicated on the **HRA-154** submitted for this period?
 Yes No
If Yes, please indicate change _____
- 4) Are you interested in financial counseling and/or educational counseling services?
 Yes No

Additional Information

Please provide any additional information you would like to discuss with an HRA Training/Education Supervisor, or if you need additional resources/assistance please let us know:

SAMPLE

Follow-Up Date with HRA Training/Education Supervisor: _____

Student Authorization

I certify that the information provided above is true and accurate to the best of my knowledge.

Student Signature

Date

HRA Training/Education Supervisor: _____

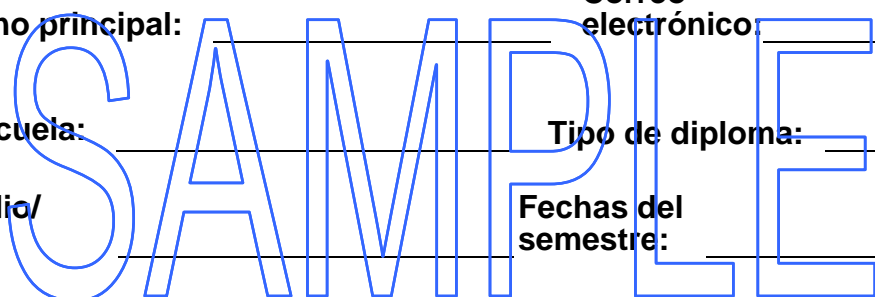
Fecha: _____
Número de caso: _____
Nombre del caso: _____
Centro: _____
Fecha límite: _____

Verificación de asistencia del estudiante

Nombre: _____ Núm. de caso *HRA*: _____
(Apellido, Nombre)

Dirección: _____
(Calle) (Apt.) (Ciudad, Estado) (Código postal)

Núm. de teléfono principal: _____ Correo electrónico: _____
Nombre de la universidad/escuela: _____ Tipo de diploma: _____
Curso de estudio/Carrera(s): _____ Fechas del semestre: _____ a _____



Informe de asistencia para el mes de: _____
(Mes/Año)

Marque todas las casillas que le correspondan:

Informe de asistencia

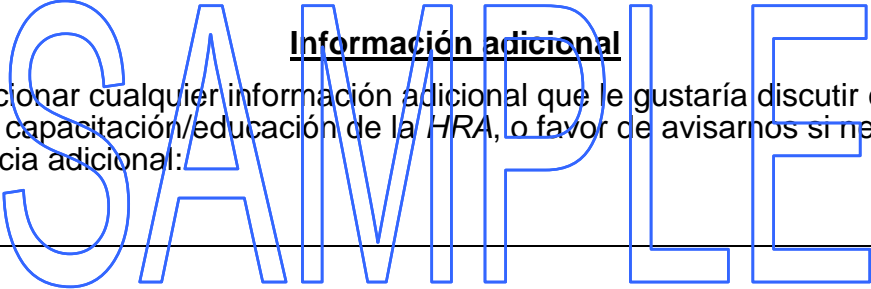
- He asistido a las clases programadas durante el plazo indicado en el informe de asistencia mencionado arriba.
- No** he estado asistiendo regularmente a las clases programadas durante el plazo indicado en el informe de asistencia mencionado arriba.
- He abandonado una o más clases antes de finalizar el semestre:
La última fecha en que asistí a la(s) clase(s) fue el:
- Me inscribí pero no asistí a ninguna de las clases durante el plazo indicado en el informe de asistencia mencionado arriba.
- He finalizado el programa / semestre / carrera durante el plazo indicado en el informe de asistencia mencionado arriba.

Fecha de finalización: _____ Título / Certificado / Licencia: _____

(Gire la hoja)

Progreso educativo

- 1) Mi progreso en la capacitación y/o programa educativo durante el plazo indicado en el informe de asistencia mencionado anteriormente ha sido:
 Satisfactorio Insatisfactorio No corresponde
- 2) Deseo conversar sobre mi progreso educativo y/o sobre la planificación de carreras con un(a) supervisor(a) de capacitación/educación de la HRA:
 Sí No
- 3) ¿Ha habido algún cambio en las horas de inscripción indicadas en el formulario **HRA-154(S)** correspondiente a este plazo?
 Sí No
 Si la respuesta es “Sí”, favor de indicar el cambio: _____
- 4) ¿Le interesa recibir consejería financiera y/o servicios de consejería para la educación?
 Sí No



Información adicional

Favor de proporcionar cualquier información adicional que le gustaría discutir con un(a) supervisor(a) de capacitación/educación de la HRA, o favor de avisarnos si necesita recursos/asistencia adicional:

Fecha de seguimiento con el/la supervisor(a) de la HRA: _____

Autorización del estudiante

Certifico que la información proporcionada anteriormente es verdadera y correcta según mi leal saber y entender.

| | |
|-------------------------------|----------------|
| _____ Firma del estudiante | _____ Fecha |
|-------------------------------|----------------|

Supervisor(a) de capacitación/educación de la HRA: _____

STUDENT TIMESHEET

Complete one form for each activity

Complete and submit this form, along with the Student Verification of Attendance (**HRA-152c**) form **each month**

This Timesheet may be verified by contacting the Site Supervisor and/or School staff

Return completed forms to the Human Resources Administration (HRA) by any of the following methods:

- Mail:** Use the Self-Addressed Stamped-Envelope (SASE) - HRA/TAG, 109 East 16th Street, 11 Floor, New York, NY 10003
Fax: (212) 896-5734
E-mail: TAGAttendance@hra.nyc.gov (preferred)

Reporting Attendance for the Month/Year of: _____ **Student's HRA Case Number:** _____
Student's Name: _____ **School Name:** _____

| Activity: <input type="checkbox"/> Federal Work Study <input type="checkbox"/> Internship | | | | | | | | |
|--|--------|---------|-----------|----------|--------|----------|--------|---|
| Enter Start and End Time for Each Day | | | | | | | | |
| Week Number (Enter end date for each week) | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total Weekly Hours (Enter total hours for each week) |
| Week One: | | | | | | | | |
| Week Two: | | | | | | | | |
| Week Three: | | | | | | | | |
| Week Four: | | | | | | | | |
| Week Five: | | | | | | | | |
| Explain any changes to your weekly schedule: | | | | | | | | |

(Turn Page)

| | |
|---|--------------|
| Site Name (Print): | |
| Site Address: | |
| Site Supervisor/School Staff Name (Print): | |
| Site Supervisor/School Staff Title: | |
| Site Supervisor/School Staff Telephone Number: | |
| Site Supervisor/School Staff E-mail: | |
| Site Supervisor/School Staff (Signature): | Date: |

SAMPLE

| | |
|--|--------------|
| <p>Authorization to Release Information I authorize the school/program listed above to release information about my attendance, progress and subsequent employment to HRA. In addition, I authorize the release of information for use by HRA for Cash Assistance and Supplemental Nutrition Assistance Program (SNAP) purposes.</p> | |
| Student Name (Print): | |
| Student Signature: | Date: |



HOJA DE HORARIO DEL ESTUDIANTE

Complete un formulario por cada actividad.

Complete y envíe este formulario, junto con el formulario de Verificación de asistencia del estudiante (**HRA-152c**) **cada mes.**

Este horario puede ser verificado contactando al supervisor(a) del lugar y/o al personal de la escuela.

Devuelva los formularios completados a la Administración de Recursos Humanos (HRA) por una de las siguientes vías:

Correo postal: Utilice el sobre con la dirección del remitente y franqueo pagado (*Self-Addressed Stamped-Envelope, SASE*):
 HRA/TAG, 109 East 16th Street, 11 Floor (piso). New York, NY 10003.

Fax: (212) 896-5734

Correo electrónico: TAGAttendance@hra.nyc.gov (vía preferida)

Informe de asistencia para el mes/año: _____ **Número de caso HRA del estudiante:** _____

Nombre del estudiante: _____ **Nombre de la escuela:** _____

| Actividad: <input type="checkbox"/> Programa federal de trabajo y estudio <input type="checkbox"/> Pasantía | | | | | | | | |
|--|-------|--------|-----------|--------|---------|--------|---------|---|
| Escriba la hora de inicio y finalización de cada día | | | | | | | | |
| N° de semana (ingrese abajo la fecha del último día de cada semana) | Lunes | Martes | Miércoles | Jueves | Viernes | Sábado | Domingo | Total de horas semanales (ingrese el total de horas de cada semana) |
| Semana uno: | | | | | | | | |
| Semana dos: | | | | | | | | |
| Semana tres: | | | | | | | | |
| Semana cuatro: | | | | | | | | |
| Semana cinco: | | | | | | | | |
| Explique cualquier cambio en su horario semanal: | | | | | | | | |

(Gire la hoja)

| | |
|---|---------------|
| Nombre del lugar (en letra de molde): | |
| Dirección del lugar: | |
| Nombre del supervisor(a) del lugar/del personal de la escuela (en letra de molde): | |
| Cargo del supervisor(a) del lugar/del personal de la escuela: | |
| Número de teléfono del supervisor(a) del lugar/del personal de la escuela: | |
| Correo electrónico del supervisor(a) del lugar/del personal de la escuela : | |
| Supervisor(a) del lugar/del personal de la escuela (firma): | Fecha: |

| | |
|---|---------------|
| Autorización para divulgar información Autorizo a la escuela/al programa mencionado arriba a que divulgue información a la <i>HRA</i> sobre mi asistencia, progreso y empleo subsiguiente. Además, autorizo para que la <i>HRA</i> utilice dicha información para propósitos de la Asistencia en Efectivo (<i>Cash Assistance, CA</i>) y del Programa de Asistencia Suplementaria (<i>Supplemental Nutrition Assistance Program, SNAP</i>). | |
| Nombre del estudiante (en letra de molde): | |
| Firma del estudiante: | Fecha: |

SAMPLE

School Stamp

VERIFICATION OF STUDENT SCHEDULE

Complete one form for each activity

Have this form completed by an authorized staff member from your activity site.

Submit this completed form along with a current Human Resources Administration School/Training Enrollment Letter (**HRA-154**) before your Human Resources Administration Training Assessment Group enrollment appointment.

- * Paid Internships are considered employment (with the exception of students who are 18-21 years old and not the head of their case)

This schedule may be verified by contacting the Site Supervisor and/or School staff.

Return completed forms to the Human Resources Administration (HRA) by any of the following methods:

Mail: Use the Self-Addressed Stamped-Envelope (SASE) -
HRA/TAG, 109 East 16th Street, 11th Floor
New York, NY 10003

Fax: (212) 896-5734

E-mail: tagcustomerservice@hra.nyc.gov (preferred)

SAMPLE

| | |
|--|-----------------------------------|
| Student's Name: | Student's HRA Case Number: |
| Activity: <input type="checkbox"/> Federal Work Study <input type="checkbox"/> Internship * <input type="checkbox"/> Job Search <input type="checkbox"/> Job Readiness <input type="checkbox"/> TestPrep | |
| School Name: | |
| Assignment Start Date: | Assignment End Date: |

Enter start and end time for each day

| | Start (Time): | End (Time): | Total Hours (Per Day): |
|--------------------------------|---------------|-------------|------------------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Sunday | | | |
| Total Hours (Per Week): | | | |

SAMPLE

| | |
|---|--------------|
| Site Name: | |
| Site Address: | |
| Site Supervisor/School Staff Name (Print): | |
| Site Supervisor/School Staff Title: | |
| Site Supervisor/School Staff Telephone Number: | |
| Site Supervisor/School Staff E-mail: | |
| Site Supervisor/School Staff (Signature): | Date: |

| | |
|--|--------------|
| Authorization to Release Information | |
| I authorize the school/program listed above to release information about my attendance, progress and subsequent employment to HRA. In addition, I authorize the release of information for use by HRA for Cash Assistance and Supplemental Nutrition Assistance Program (SNAP) purposes. | |
| Student (Print): | |
| Student (Signature): | Date: |



VERIFICACIÓN DEL HORARIO DEL ESTUDIANTE

Complete un formulario por cada actividad

Haga que un miembro autorizado del personal de su centro de actividad complete este formulario.

Envíe este formulario completo junto con la Carta de la Administración de Recursos Humanos sobre la inscripción en escuelas/programas de capacitación que sea vigente (*Human Resources Administration School/Training Enrollment Letter, HRA-154*), antes de su cita de inscripción con el Grupo para evaluación de capacitación de la Administración de los Recursos Humanos (*Human Resources Administration Training Assessment Group*).

* Las pasantías pagadas son consideradas como empleo (excepto para los estudiantes que tengan entre 18 y 21 años de edad y que no sean la persona a cargo de su propio caso).

Puede verificar este horario contactando al Supervisor(a) del centro y/o al personal de la escuela.

Devuelva los formularios completos a la Administración de Recursos Humanos (HRA) por medio de alguno de los siguientes modos:

Correo postal: Use el sobre con la dirección del remitente (SASE)
HRA/TAG, 109 East 16th Street, 11th Floor
New York, NY 10003

Fax: (212) 896-5734

Correo electrónico: tagcustomerservice@hra.nyc.gov (modo preferido)

(Gire la hoja)

| | |
|---|-----------------------------------|
| Student's Name: | Student's HRA Case Number: |
| Activity: <input type="checkbox"/> Federal Work Study <input type="checkbox"/> Internship * <input type="checkbox"/> Job Search <input type="checkbox"/> Job Readiness <input type="checkbox"/> Test Prep | |
| School Name: | |
| Assignment Start Date: | Assignment End Date: |

Enter start and end time for each day

| | Start (Time): | End (Time): | Total Hours (Per Day): |
|--------------------------------|---------------|-------------|------------------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Sunday | | | |
| Total Hours (Per Week): | | | |

SAMPLE

| | |
|---|--------------|
| Site Name: | |
| Site Address: | |
| Site Supervisor/School Staff Name (Print): | |
| Site Supervisor/School Staff Title: | |
| Site Supervisor/School Staff Telephone Number: | |
| Site Supervisor/School Staff E-mail: | |
| Site Supervisor/School Staff (Signature): | Date: |

Autorización para la divulgación de información (Authorization to Release Information) Autorizo a la escuela/ programa anteriormente mencionado, a divulgar información a la HRA sobre mi asistencia, progreso y posterior empleo. Además, autorizo la divulgación de información a la HRA para ser usada para los fines del caso de Asistencia en Efectivo y del Programa de Asistencia de Nutrición Suplementaria (SNAP).
I authorize the school/program listed above to release information about my attendance, progress and subsequent employment to HRA. In addition, I authorize the release of information for use by HRA for Cash Assistance and Supplemental Nutrition Assistance Program (SNAP) purposes.

| | |
|--|----------------------|
| Estudiante (en letra de molde) - Student (Print): | |
| Estudiante (firma) - Student (Signature): | Fecha (Date): |



Date: _____
Case Number: _____
Case Name: _____

Voluntary Training Assessment Group Notice

Remote Service Information


Although it is not required, if you would like to register your training for supportive services, we encourage you to take advantage of the remote enrollment services. Please note, you have the option to not enroll your training and education activity if you do not require supportive services, and no negative action will be taken against your case.

For anyone who is attending a training program and is in need of supportive services, it is in your best interest to submit your training documentation as soon as possible. Carfare is available for those who are not enrolled in 100% remote education and training opportunities.

When we get your training documents, an HRA TAG staff member will call you. If your contact information is not current, you should contact us by email to provide us with a working phone number where you can be contacted.


You may submit your documents through one of these options:

 E-Mail (Preferred): _____

 Fax: _____

 Mailing Address: _____

If you have any questions you may email us or leave a message on the HRA TAG general number found below.

 Telephone: _____

(Turn Page)

Service Information

A training assessment review will then be conducted. This assessment will help us determine whether your enrollment can be approved. If your program is not on the list of HRA approved programs, an HRA TAG worker can provide you with instructions to register the program to become an approved training provider.

All participants eligible to have their training and education program participation count as an approved CA work activity, are subject to review and approval by HRA TAG. At the end of the assessment, an HRA TAG worker will confirm whether your enrollment was processed.

Documents required for Training Enrollment:

If you would like HRA TAG to process your training enrollment, you must have the school or training program that you are currently enrolled in complete the HRA School/Training Enrollment Letter (Form **HRA-154**) sent with this letter. You can email, fax, or mail Form **HRA-154** along with the following documents*

- A registrar or bursar's receipt;
- A class schedule;
- A letter of acceptance on school letterhead which identifies the student and current semester start and end dates.
- If you participate in Federal Work Study (FWS) and/or internship, you must include the FWS award letter and the Verification of Student Schedule (**HRA-152e**).
- If you are currently enrolled in an education program beyond your first semester/term, you will need to provide a transcript confirming your Grade Point Average (GPA).

* All documents must be dated within 30 days of your training start date. Since this will be a remote service, acceptable methods for submission of documentation include: email (preferred), fax, and mail. Mailed documents should be sent to TAG at 109 East 16th Street, 11th floor, New York, NY 10003. HRA reserves the right to request additional documentation to substantiate enrollment. **Note: Participants should include their full name, phone number, email address, and case number on all submitted documents. If possible, please make copies of all documents you mail to TAG.**

(Turn Page)

Documents required for Training Enrollment (*continued*):

If any of the following applies to you, you will need to submit additional documentation:

1. If you have recently graduated with a degree or certificate, please provide proof in the form of a copy of the obtained degree or a letter from the school verifying completion of program.
2. If you are reporting employment, you will need to submit proof of employment (Employment letter, Pay stubs).
3. If you have minor children, you may have received child care documents to be completed by you and your child care provider. If so, please send these completed documents along with your enrollment documentation. If you need to contact HRA TAG, please email or call.

Additional Important Information

- If you have debt from student loans or would like to avoid doing so, HRA TAG offers Debt Advisement and Counseling to assist you with financial planning, debt solutions and saving money advisement. If you are interested in receiving these services or wish to speak to the Debt Counselor, you may request these services when contacted by HRA TAG.
- If you are not in school or are not interested in enrolling, please disregard this notice. However, if you are interested in enrolling into a training program and would like assistance with finding one, please refer to the link listed below to view HRA's List of Available Training/Educational Programs.

<http://www1.nyc.gov/site/hra/help/cash-assistance-page>

If you have questions or require assistance you can email or call HRA TAG.

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.

Sent with this letter: HRA School/Training Enrollment Letter (Form **HRA-154**)

Fecha: _____

Número de caso: _____

Nombre del caso: _____

Aviso sobre grupo para la evaluación de capacitación voluntario

Información sobre el servicio remoto

Aunque no es requerido, si le gustaría inscribir su programa de capacitación para obtener los servicios de apoyo, lo(a) invitamos a aprovechar el servicio remoto de inscripción. Favor de tener en cuenta que si usted no necesita los servicios de apoyo, tiene la opción de no inscribir su programa de capacitación o su actividad educativa y no se tomará ninguna medida negativa en su caso.

Para aquellos que asisten a un programa de capacitación y necesitan servicios de apoyo, sería de mayor beneficio que enviaran sus documentos de capacitación lo antes posible. El pago para el traslado en automóvil está disponible para los que no reciben educación y capacitación remota todo el tiempo.

Una vez que recibamos sus documentos de capacitación, un representante del personal de *HRA TAG* lo(a) llamará. Si su información de contacto no está actualizada, debe comunicarse con nosotros por correo electrónico para proporcionar un número de teléfono que funcione y al que pueda ser contactado(a).

Puede enviar sus documentos por una de las siguientes vías:



Correo electrónico (vía preferida): _____



Fax: _____



Correo postal: _____

Si tiene alguna pregunta, puede enviar un correo electrónico o dejar un mensaje llamando al siguiente número general de *HRA TAG*.



Teléfono: _____

(Gire la hoja)

Información sobre el servicio

Se realizará una revisión de la evaluación de capacitación. La evaluación nos ayudará a determinar si su inscripción puede ser aprobada. Si su programa de capacitación no figura en la lista de programas aprobados por la *HRA*, el trabajador de *HRATAG* podrá proporcionarle instrucciones para inscribir su programa, con el fin de convertirlo en un proveedor de capacitación aprobado.

Todo participante elegible para que su participación en programas de capacitación y educación cuente como actividad de trabajo de *CA* aprobada, estará sujeto a revisión y aprobación de *HRA TAG*. Al finalizar la evaluación, el trabajador de *HRA TAG* confirmará si su inscripción fue tramitada.

Documentos requeridos para inscribir el programa de capacitación:

Si desea que *HRATGA* tramite la inscripción de su capacitación, debe hacer que la escuela o el programa de capacitación en el que está inscrito actualmente, complete el documento enviado con esta carta, titulado "Carta de la Administración de Recursos Humanos sobre la inscripción en las escuelas/programas de capacitación" (formulario **HRA-154 [S]**). Puede enviar el formulario **HRA-154 (S)** por correo electrónico, fax o correo postal, junto con los siguientes documentos*:

- inscripción o el recibo de inscripción;
- horario de clases;
- carta de aceptación escolar, impresa en papel timbrado de la escuela, donde se identifica al estudiante y se indican las fechas de inicio y finalización del semestre en curso.
- Si participa en el Programa Federal de Trabajo y Estudio (*Federal Work Study, FWS*) o participa en una pasantía, debe incluir la Carta de beneficios del *FWS* y la Verificación del horario del estudiante (formulario **HRA-152e[S]**).
- Si está inscrito en un programa educativo y ya ha cursado el primer semestre o término, tendrá que proporcionar su promedio general de calificaciones (*Grade Point Average, GPA*).

* Todo documento proporcionado debe estar fechado dentro de los primeros 30 días de inicio del programa de capacitación. Dado que este servicio será proporcionado de forma remota, las vías aceptadas para enviar documentos incluyen: correo electrónico (vía preferida), fax y correo postal. Los documentos enviados por correo postal deben ser dirigidos a: *TAG*, 109 East 16th Street, 11th floor, New York, NY 10003. La *HRA* se reserva el derecho de pedir documentos adicionales para verificar su inscripción. **Nota: Todos los participantes deben incluir su nombre completo, número de teléfono, correo electrónico y número de caso, en todos los documentos que envíen. De ser posible, haga copias de los documentos enviados por correo postal a TAG.**

(Gire la hoja)

Documentos requeridos para inscribir el programa de capacitación (continuación):

Si alguno de los siguientes puntos le corresponde, tendrá que enviar documentos adicionales:

1. Si se ha graduado recientemente con un título o certificado, favor de proporcionar pruebas del documento obtenido, ya sea una copia del mismo, o una carta de la institución educativa verificando que ha completado el programa.
2. Si reporta que tiene empleo, tendrá que enviar pruebas del empleo (carta de empleo, talones de paga).
3. Si tiene hijos menores de edad, es posible que haya recibido documentos sobre el cuidado infantil que deben ser completados por usted y su proveedor de cuidado infantil. Si los ha recibido, favor de completar dichos documentos junto con los documentos de inscripción. Si necesita comunicarse con *HRA TAG*, favor de enviar un correo electrónico o llamar por teléfono.

Importante información adicional

- Si tiene deudas por préstamos estudiantiles o si desea evitar endeudarse, sepa que *HRA TAG* ofrece servicios de asesoría y consejería de deudas, para ayudarle a planificar sus finanzas, resolver deudas y ahorrar dinero. Si le interesa recibir estos beneficios, o si desea hablar con un consejero de deudas, pida estos servicios cuando *HRA TAG* lo(a) contacte.
- Si no asiste a la escuela o si no le interesa inscribirse, favor de ignorar este aviso. Sin embargo, si le interesa inscribirse en algún programa de capacitación y desea recibir ayuda para encontrar uno, favor de entrar al enlace que sigue a continuación para ver la lista de programas disponibles de educación/ capacitación de la HRA.

<http://www1.nyc.gov/site/hra/help/cash-assistance-page>

Si tiene preguntas o necesita ayuda, envíe un correo electrónico o llame a HRA TAG.

¿Tiene usted alguna condición médica, de salud mental o alguna discapacidad? ¿Se le dificulta entender o hacer lo que pide este aviso, debido a su condición? ¿Se le dificulta obtener otros servicios de la HRA debido a su condición? **Nosotros podemos ayudarle.** Llámenos al 212-331-4640. También puede pedir ayuda cuando visite las oficinas de la HRA. La ley le da derecho a pedir este tipo de ayuda.

Se adjunta a este aviso: La Carta de la Administración de Recursos Humanos sobre la inscripción en las escuelas/programas de capacitación (formulario **HRA-154 [S]**).

Date: _____
Case Number: _____
Case Name: _____

Notice of Applicant Voluntary Self-Enrollment in Training/Education Program

You informed the Human Resources Administration (HRA) that you are self-enrolled in the _____
training/education program.

Remote Service Information

Although it is not required, if you would like to register your training for supportive services, we encourage you to take advantage of the remote enrollment services. Please note, you have the option to not enroll your training and education activity if you do not require supportive services, and no negative action will be taken against your case.

For anyone who is attending a training program and is in need of supportive services, it is in your best interest to submit your training documentation as soon as possible. Carfare is available for those who are not enrolled in 100% remote education and training opportunities.

When we get your training documents, an HRA TAG staff member will call you. If your contact information is not current, you should contact us by email to provide us with a working phone number where you can be contacted.

You may submit your documents through one of these options:



E-Mail (Preferred): _____



Fax: _____



Mailing Address: _____

If you have any questions you may email us or leave a message on the HRA TAG general number found below.



Telephone: _____

(Turn page)

Service Information

A training assessment review will then be conducted. This assessment will help us determine whether your enrollment can be approved. If your program is not on the list of HRA approved programs, an HRA TAG worker can provide you with instructions to register the program to become an approved training provider.

All participants eligible to have their training and education program participation count as an approved CA work activity, are subject to review and approval by HRA TAG. At the end of the assessment, an HRA TAG worker will confirm whether your enrollment was processed.

Documents required for Training Enrollment:

If you would like HRA TAG to process your training enrollment, you must have the school or training program that you are currently enrolled in complete the HRA School/Training Enrollment Letter (Form **HRA-154**) sent with this letter. You can email, fax, or mail Form **HRA-154** along with the following documents*

- A registrar or bursar's receipt;
- A class schedule;
- A letter of acceptance on school letterhead which identifies the student and current semester start and end dates.
- If you participate in Federal Work Study (FWS) and/or internship, you must include the FWS award letter and the Verification of Student Schedule (**HRA-152e**).
- If you are currently enrolled in an education program beyond your first semester/term, you will need to provide a transcript confirming your Grade Point Average (GPA).

* All documents must be dated within 30 days of your training start date. Since this will be a remote service, acceptable methods for submission of documentation include: email (preferred), fax, and mail. Mailed documents should be sent to TAG at 109 East 16th Street, 11th floor, New York, NY 10003. HRA reserves the right to request additional documentation to substantiate enrollment. **Note: Participants should include their full name, phone number, email address, and case number on all submitted documents. If possible, please make copies of all documents you mail to TAG.**

(Turn page)

Documents required for Training Enrollment (*continued*):

If any of the following applies to you, you will need to submit additional documentation:

1. If you have recently graduated with a degree or certificate, please provide proof in the form of a copy of the obtained degree or a letter from the school verifying completion of program.
2. If you are reporting employment, you will need to submit proof of employment (Employment letter, Pay stubs).
3. If you have minor children, you may have received child care documents to be completed by you and your child care provider. If so, please send these completed documents along with your enrollment documentation. If you need to contact HRA TAG, please email or call.

Additional Important Information

- If you have debt from student loans or would like to avoid doing so, HRA TAG offers Debt Advisement and Counseling to assist you with financial planning, debt solutions and saving money advisement. If you are interested in receiving these services or wish to speak to the Debt Counselor, you may request these services when contacted by HRA TAG.
- If you are not in school or are not interested in enrolling, please disregard this notice. However, if you are interested in enrolling into a training program and would like assistance with finding one, please refer to the link listed below to view HRA's List of Available Training/Educational Programs.
<http://www1.nyc.gov/site/hra/help/cash-assistance-page>
If you have questions or require assistance you can email or call HRA TAG.

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.

Sent with this letter: HRA School/Training Enrollment Letter (Form **HRA-154**)

Fecha: _____
Número de caso: _____
Nombre de caso: _____

Aviso de autoinscripción voluntaria del participante en el programa de educación/capacitación

Usted informó a la Administración de Recursos Humanos (*Human Resources Administration, HRA*) que se autoinscribió en el programa:

Información sobre el servicio remoto

Aunque no es requerido, si le gustaría inscribir su programa de capacitación para obtener los servicios de apoyo, lo(a) invitamos a aprovechar el servicio remoto de inscripción. Favor de tener en cuenta que si usted no necesita los servicios de apoyo, tiene la opción de no inscribir su programa de capacitación o su actividad educativa y no se tomará ninguna medida negativa en su caso.

Para aquellos que asisten a un programa de capacitación y necesitan servicios de apoyo, sería de mayor beneficio que enviaran sus documentos de capacitación lo antes posible. El pago para el traslado en automóvil está disponible para los que no reciben educación y capacitación remota todo el tiempo.

Una vez que recibamos sus documentos de capacitación, un representante del personal de *HRA TAG* lo(a) llamará. Si su información de contacto no está actualizada, debe comunicarse con nosotros por correo electrónico para proporcionar un número de teléfono que funcione y al que pueda ser contactado(a).

Puede enviar sus documentos por una de las siguientes vías:



Correo electrónico (vía preferida): _____



Fax: _____



Correo postal: _____

Si tiene alguna pregunta, puede enviar un correo electrónico o dejar un mensaje llamando al siguiente número general de *HRA TAG*.



Teléfono: _____

(Gire la hoja)

Información sobre el servicio

Se realizará una revisión de la evaluación de capacitación. La evaluación nos ayudará a determinar si su inscripción puede ser aprobada. Si su programa de capacitación no figura en la lista de programas aprobados por la *HRA*, el trabajador de *HRA TAG* podrá proporcionarle instrucciones para inscribir su programa, con el fin de convertirlo en un proveedor de capacitación aprobado.

Todo participante elegible para que su participación en programas de capacitación y educación cuente como actividad de trabajo de *CA* aprobada, estará sujeto a revisión y aprobación de *HRA TAG*. Al finalizar la evaluación, el trabajador de *HRA TAG* confirmará si su inscripción fue tramitada.

Documentos requeridos para inscribir el programa de capacitación:

Si desea que *HRA TAG* tramite la inscripción de su capacitación, debe hacer que la escuela o el programa de capacitación en el que está inscrito actualmente, complete el documento enviado con esta carta, titulado "Carta de la Administración de Recursos Humanos sobre la inscripción en las escuelas/programas de capacitación" (formulario **HRA-154 [S]**). Puede enviar el formulario **HRA-154 (S)** por correo electrónico, fax o correo postal, junto con los siguientes documentos*:

- Inscripción o el recibo de inscripción;
- Horario de clases;
- Carta de aceptación escolar, impresa en papel timbrado de la escuela, donde se identifica al estudiante y se indican las fechas de inicio y finalización del semestre en curso.
- Si participa en el Programa Federal de Trabajo y Estudio (*Federal Work Study, FWS*) o participa en una pasantía, debe incluir la Carta de beneficios del *FWS* y la Verificación del horario del estudiante (formulario **HRA-152e[S]**).
- Si está inscrito en un programa educativo y ya ha cursado el primer semestre o término, tendrá que proporcionar su promedio general de calificaciones (*Grade Point Average, GPA*).

* Todo documento proporcionado debe estar fechado dentro de los primeros 30 días de inicio del programa de capacitación. Dado que este servicio será proporcionado de forma remota, las vías aceptadas para enviar documentos incluyen: correo electrónico (vía preferida), fax y correo postal. Los documentos enviados por correo postal deben ser dirigidos a: *TAG* 109 East 16th Street, 11th floor, New York, NY 10003. La *HRA* se reserva el derecho de pedir documentos adicionales para verificar su inscripción. **Nota: Todos los participantes deben incluir su nombre completo, número de teléfono, correo electrónico y número de caso, en todos los documentos que envíen. De ser posible, haga copias de los documentos enviados por correo postal a TAG.**

(Gire la hoja)

Documentos requeridos para inscribir el programa de capacitación (continuación):

Si alguno de los siguientes puntos le corresponde, tendrá que enviar documentos adicionales:

1. Si se ha graduado recientemente con un título o certificado, favor de proporcionar pruebas del documento obtenido, ya sea una copia del mismo, o una carta de la institución educativa verificando que ha completado el programa.
2. Si reporta que tiene empleo, tendrá que enviar pruebas del empleo (carta de empleo, talones de paga).
3. Si tiene hijos menores de edad, es posible que haya recibido documentos sobre el cuidado infantil que deben ser completados por usted y su proveedor de cuidado infantil. Si los ha recibido, favor de completar dichos documentos junto con los documentos de inscripción. Si necesita comunicarse con *HRA TAG*, favor de enviar un correo electrónico o llamar por teléfono.

Importante información adicional

- Si tiene deudas por préstamos estudiantiles o si desea evitar endeudarse, sepa que *HRA TAG* ofrece servicios de asesoría y consejería de deudas, para ayudarle a planificar sus finanzas, resolver deudas y ahorrar dinero. Si le interesa recibir estos beneficios, o si desea hablar con un consejero de deudas, pida estos servicios cuando *HRATAG* lo(a) contacte.
- Si no asiste a la escuela o si no le interesa inscribirse, favor de ignorar este aviso. Sin embargo, si le interesa inscribirse en algún programa de capacitación y desea recibir ayuda para encontrar uno, favor de entrar al enlace que sigue a continuación para ver la lista de programas disponibles de educación/capacitación de la *HRA*.

<http://www1.nyc.gov/site/hra/help/cash-assistance-page>

Si tiene preguntas o si necesita ayuda, envíe un correo electrónico o llame a *HRA TAG*.

¿Tiene usted alguna condición médica, de salud mental o alguna discapacidad? ¿Se le dificulta entender o hacer lo que pide este aviso, debido a su condición? ¿Se le dificulta obtener otros servicios de la HRA debido a su condición? **Nosotros podemos ayudarle.** Llámenos al 212-331-4640. También puede pedir ayuda cuando visite las oficinas de la HRA. La ley le da derecho a pedir este tipo de ayuda.

Se adjunta a este aviso: La Carta de la Administración de Recursos Humanos sobre la inscripción en las escuelas/programas de capacitación (formulario **HRA-154 [S]**).

Date: _____
Case Number: _____
Case Name: _____

Notice of Appointment for Disapproved Training/Education Program Review


Remote Service Information

You informed the Human Resources Administration (HRA) that you are enrolled in a disapproved training/education program. Although it is not required, if you would like to register your training for supportive services, we encourage you to take advantage of the remote enrollment services. Please note, you have the option to not enroll your training and education activity if you do not require supportive services, and no negative action will be taken against your case.

For anyone who is attending a training program and is in need of supportive services, it is in your best interest to submit your training documentation as soon as possible. Carfare is available for those who are not enrolled in 100% remote education and training opportunities.

When we get your training documents, an HRA TAG staff member will call you. If your contact information is not current, you should contact us by email to provide us with a working phone number where you can be contacted.


You may submit your documents through one of these options:

 E-Mail (Preferred): _____

 Fax: _____

 Mailing Address: _____

If you have any questions you may email us or leave a message on the HRA TAG general number found below.

 Telephone: _____

**** See the next page for information. ****

(Turn page)

Service Information

A training assessment review will then be conducted. This assessment will help us determine whether your enrollment can be approved. If your program is not on the list of HRA approved programs, an HRA TAG worker can provide you with instructions to register the program to become an approved training provider.

All participants eligible to have their training and education program participation count as an approved CA work activity, are subject to review and approval by HRA TAG. At the end of the assessment, an HRA TAG worker will confirm whether your enrollment was processed.

Documents required for Training Enrollment:

If you would like HRA TAG to process your training enrollment, you must have the school or training program that you are currently enrolled in complete the HRA School/Training Enrollment Letter (Form **HRA-154**) sent with this letter. You can email, fax, or mail Form **HRA-154** along with the following documents*

- A registrar or bursar's receipt;
- A class schedule;
- A letter of acceptance on school letterhead which identifies the student and current semester start and end dates.
- If you participate in Federal Work Study (FWS) and/or internship, you must include the FWS award letter and the Verification of Student Schedule (**HRA-152e**).
- If you are currently enrolled in an education program beyond your first semester/term, you will need to provide a transcript confirming your Grade Point Average (GPA).

* All documents must be dated within 30 days of your training start date. Since this will be a remote service, acceptable methods for submission of documentation include: email (preferred), fax, and mail. Mailed documents should be sent to TAG at 109 East 16th Street, 11th floor, New York, NY 10003. HRA reserves the right to request additional documentation to substantiate enrollment. **Note: Participants should include their full name, phone number, email address, and case number on all submitted documents. If possible, please make copies of all documents you mail to TAG.**

(Turn Page)

Documents required for Training Enrollment (*continued*):

If any of the following applies to you, you will need to submit additional documentation:

1. If you have recently graduated with a degree or certificate, please provide proof in the form of a copy of the obtained degree or a letter from the school verifying completion of program.
2. If you are reporting employment, you will need to submit proof of employment (Employment letter, Pay stubs).
3. If you have minor children, you may have received child care documents to be completed by you and your child care provider. If so, please send these completed documents along with your enrollment documentation. If you need to contact HRA TAG, please email or call.

Additional Important Information

- If you have debt from student loans or would like to avoid doing so, HRA TAG offers Debt Advisement and Counseling to assist you with financial planning, debt solutions and saving money advisement. If you are interested in receiving these services or wish to speak to the Debt Counselor, you may request these services when contacted by HRA TAG.
- If you are not in school or are not interested in enrolling, please disregard this notice. However, if you are interested in enrolling into a training program and would like assistance with finding one, please refer to the link listed below to view HRA's List of Available Training/Educational Programs.

<http://www1.nyc.gov/site/hra/help/cash-assistance-page>

If you have questions or require assistance you can email or call HRA TAG.

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.

Sent with this letter: HRA School/Training Enrollment Letter (Form **HRA-154**)

Fecha: _____
Número de caso: _____
Nombre de caso: _____

Aviso de cita para la revisión del programa de educación/capacitación aún no aprobado

Información sobre el servicio remoto

Usted informó a la Administración de Recursos Humanos (*Human Resources Administration, HRA*) que está inscrito en un programa de educación/capacitación aún no aprobado. Aunque no es requerido, si le gustaría inscribir su programa de capacitación para obtener los servicios de apoyo, lo(a) invitamos a aprovechar el servicio remoto de inscripción. Favor de tener en cuenta que si usted no necesita los servicios de apoyo, tiene la opción de no inscribir su programa de capacitación o su actividad educativa y no se tomará ninguna medida negativa en su caso.

Para aquellos que asisten a un programa de capacitación y necesitan servicios de apoyo, sería de mayor beneficio que enviaran sus documentos de capacitación lo antes posible. El pago para el traslado en automóvil está disponible para los que no reciben educación y capacitación remota todo el tiempo.

Una vez que recibamos sus documentos de capacitación, un representante del personal de *HRA TAG* lo(a) llamará. Si su información de contacto no está actualizada, debe comunicarse con nosotros por correo electrónico para proporcionar un número de teléfono que funcione y al que pueda ser contactado(a).

Puede enviar sus documentos por una de las siguientes vías:



Correo electrónico (vía preferida): _____



Fax: _____



Correo postal: _____

Si tiene alguna pregunta, puede enviar un correo electrónico o dejar un mensaje llamando al siguiente número general de *HRA TAG*.



Teléfono: _____

**** Vea la información en la página siguiente****

(Gire la hoja)

Información sobre el servicio

Se realizará una revisión de la evaluación de capacitación. La evaluación nos ayudará a determinar si su inscripción puede ser aprobada. Si su programa de capacitación no figura en la lista de programas aprobados por la *HRA*, el trabajador de *HRA TAG* podrá proporcionarle instrucciones para inscribir su programa, con el fin de convertirlo en un proveedor de capacitación aprobado.

Todo participante elegible para que su participación en programas de capacitación y educación cuente como actividad de trabajo de *CA* aprobada, estará sujeto a revisión y aprobación de *HRA TAG*. Al finalizar la evaluación, el trabajador de *HRA TAG* confirmará si su inscripción fue tramitada.

Documentos requeridos para inscribir el programa de capacitación:

Si desea que *HRA TGA* tramite la inscripción de su capacitación, debe hacer que la escuela o el programa de capacitación en el que está inscrito actualmente, complete el documento enviado con esta carta, titulado "Carta de la Administración de Recursos Humanos sobre la inscripción en las escuelas/programas de capacitación" (formulario **HRA-154 [S]**). Puede enviar el formulario **HRA-154 (S)** por correo electrónico, fax o correo postal, junto con los siguientes documentos*:

- inscripción o el recibo de inscripción;
- horario de clases;
- carta de aceptación escolar, impresa en papel timbrado de la escuela, donde se identifica al estudiante y se indican las fechas de inicio y finalización del semestre en curso.
- Si participa en el Programa Federal de Trabajo y Estudio (*Federal Work Study, FWS*) o participa en una pasantía, debe incluir la Carta de beneficios del *FWS* y la Verificación del horario del estudiante (formulario **HRA-152e[S]**).
- Si está inscrito en un programa educativo y ya ha cursado el primer semestre o término, tendrá que proporcionar su promedio general de calificaciones (*Grade Point Average, GPA*).

* Todo documento proporcionado debe estar fechado dentro de los primeros 30 días de inicio del programa de capacitación. Dado que este servicio será proporcionado de forma remota, las vías aceptadas para enviar documentos incluyen: correo electrónico (vía preferida), fax y correo postal. Los documentos enviados por correo postal deben ser dirigidos a: *TAG*, 109 East 16th Street, 11th floor, New York, NY 10003. La *HRA* se reserva el derecho de pedir documentos adicionales para verificar su inscripción. **Nota: Todos los participantes deben incluir su nombre completo, número de teléfono, correo electrónico y número de caso, en todos los documentos que envíen. De ser posible, haga copias de los documentos enviados por correo postal a TAG.**

(Gire la hoja)

Documentos requeridos para inscribir el programa de capacitación (continuación):

Si alguno de los siguientes puntos le corresponde, tendrá que enviar documentos adicionales:

1. Si se ha graduado recientemente con un título o certificado, favor de proporcionar pruebas del documento obtenido, ya sea una copia del mismo, o una carta de la institución educativa verificando que ha completado el programa.
2. Si reporta que tiene empleo, tendrá que enviar pruebas del empleo (carta de empleo, talones de paga).
3. Si tiene hijos menores de edad, es posible que haya recibido documentos sobre el cuidado infantil que deben ser completados por usted y su proveedor de cuidado infantil. Si los ha recibido, favor de completar dichos documentos junto con los documentos de inscripción. Si necesita comunicarse con *HRA TAG*, favor de enviar un correo electrónico o llamar por teléfono.

Importante información adicional

- Si tiene deudas por préstamos estudiantiles o si desea evitar endeudarse, sepa que *HRA TAG* ofrece servicios de asesoría y consejería de deudas, para ayudarle a planificar sus finanzas, resolver deudas y ahorrar dinero. Si le interesa recibir estos beneficios, o si desea hablar con un consejero de deudas, pida estos servicios cuando *HRA TAG* lo(a) contacte.
- Si no asiste a la escuela o si no le interesa inscribirse, favor de ignorar este aviso. Sin embargo, si le interesa inscribirse en algún programa de capacitación y desea recibir ayuda para encontrar uno, favor de entrar al enlace que sigue a continuación para ver la lista de programas disponibles de educación/capacitación de la *HRA*.

<http://www1.nyc.gov/site/hra/help/cash-assistance-page>

Si tiene preguntas o si necesita ayuda, envíe un correo electrónico o llame a *HRA TAG*.

¿Tiene usted alguna condición médica, de salud mental o alguna discapacidad? ¿Se le dificulta entender o hacer lo que pide este aviso, debido a su condición? ¿Se le dificulta obtener otros servicios de la HRA debido a su condición? **Nosotros podemos ayudarle.**
 Llámenos al 212-331-4640. También puede pedir ayuda cuando visite las oficinas de la HRA. La ley le da derecho a pedir este tipo de ayuda.

Se adjunta a este aviso: La Carta de la Administración de Recursos Humanos sobre la inscripción en las escuelas/programas de capacitación (formulario **HRA-154 [S]**).

Date: _____

Form Type: _____

Case Number: _____

Case Name: _____

Center: _____

HUMAN RESOURCES ADMINISTRATION SCHOOL/ TRAINING ENROLLMENT LETTER

Important Information:

If you are not in school or are not interested in enrolling, please disregard this notice. However, if you are interested in enrolling into a training program and would like assistance with finding one, please refer to the link listed below to view HRA's List of Available Training/Educational Programs. If you have questions or require assistance you can email or call HRA TAG.

<http://www1.nyc.gov/site/hra/help/cash-assistance-page>

I. FOR COMPLETION BY STUDENT

Applicant's/Participant's Name: _____

A. Training Expenses

The Human Resources Administration (HRA) does not pay for tuition, books and fees. However, if you take part in activities that HRA approves, you can receive money back for some expenses. These expenses are child care, carfare and other items if needed for activities. Since you applied for or receive Cash Assistance (CA), you can receive money for carfare and child care. To get this money, you must attend your program as scheduled.

Note: You must include a separate child care provider enrollment form to request child care money.

How much do you spend for carfare each day to go to class? \$ _____

Do you need anything special in order to take part in your program? Yes No
(You must attach receipt or bill.)

If "Yes," explain special need (e.g., uniform): _____

Amount of special need: \$ _____ How often paid: _____

(Turn page)

Case Number: _____

Case Name: _____

B. Agreement to Pay Back Overpayment of Expenses

Choose one of the following:

- I agree that any overpayment of expenses will be taken from my CA grant.
- I agree that any overpayment of expenses will be taken from my next or future carfare and/or child care payments.

Cash Assistance Applicant's/Participant's Signature

Date

C. Notice to CA and Supplemental Nutrition Assistance Program (SNAP) Applicants or Participants about Educational Grants and Expenses

According to Social Services law (18 NYCRR §352.16 and §387.11[f]), any educational grant, scholarship or loan that you receive is not counted when we decide if you can get CA. Also, these are not counted when we determine how much CA benefits you get. The Food Stamp Act of 1977 requires certain educational grants, scholarships and loans to be counted as SNAP income. However, it also excludes from this income, amounts for tuition, mandatory fees, and some other educational expenses.

We must have documents of your educational income and expenses from your school. We need these documents to calculate how much educational income to count or deduct in your SNAP budget. Please sign the release section below to give permission to the school to give us this information. Also, have your school complete Section II of this form. Please return this form to the Worker who handles your case after you finish it.

D. Permission to Release Information

I give permission to the school or program in Section II of this form to release information about my attendance, progress and subsequent employment to HRA. I also agree that this information may be used by HRA for CA and SNAP purposes.

The Student must give permission to School or Training Program to complete Section II and release information to HRA.

Applicant's/Participant's Signature

Date

Applicant's/Participant's Email Address

Applicant's/Participant's Contact Number

(Turn page)

Case Number: _____

Case Name: _____

II. FOR COMPLETION BY AUTHORIZED SCHOOL/TRAINING PROGRAM REPRESENTATIVE

A. Student Information

Applicant's/Participant's Name: _____

Student ID #: _____

School/Program Name: _____

Course of Study/Major: _____

Program Type (Check one): AA/AS BA/BS MA/MS
 Certificate/Vocational HSE/BE/ESL
 Other (Explain) _____

Does this educational program involve any distance learning or online educational coursework? Yes No

Vendor Code: _____

Skill Code: _____

Semester Start Date: _____ Semester End Date: _____

Enrollment Start Date: _____
(if different from Semester Start Date above)

If this is a re-enrollment, is the student maintaining a "C" average or above? Yes No

This is the first **HRA-154** school letter completed for the semester.

This is a revised **HRA-154** school letter.

(Turn page)

Case Number: _____

Case Name: _____

B. Student Weekly Activity Schedule

For class hours, write "CL" in the corresponding box; for laboratory, "LAB"; for Federal Work Study (FWS), "FWS"; for internship or externship write "INT"; or for supervised homework, "SH". For activities that do not start on the hour, write start and end time in box.)

| Hours | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total Hours | |
|---|--------|---------|-----------|----------|--------|----------|--------|-------------|--|
| 8:00 AM – 9:00 AM | | | | | | | | | |
| 9:00 AM – 10:00 AM | | | | | | | | | |
| 10:00 AM – 11:00 AM | | | | | | | | | |
| 11:00 AM – 12:00 PM | | | | | | | | | |
| 12:00 PM – 1:00 PM | | | | | | | | | |
| 1:00 PM – 2:00 PM | SAMPLE | | | | | | | | |
| 2:00 PM – 3:00 PM | | | | | | | | | |
| 3:00 PM – 4:00 PM | | | | | | | | | |
| 4:00 PM – 5:00 PM | | | | | | | | | |
| Evenings (Specify hours in box) | | | | | | | | | |
| Online/ Distance Learning | | | | | | | | | |
| Other (Specify: i.e. Job Search, Job Readiness, Test Prep) | | | | | | | | | |
| Total: | | | | | | | | | |

Any FWS and/or Internship, and other (i.e. Job Search, Job Readiness, and Test Prep) hours reflected above must be accompanied by the "Verification of Student Schedule" (HRA-152e) form.

(Turn page)

Case Number: _____

Case Name: _____

C. Work Activities: Please note that internship/externship and FWS must be approved by HRA and have a Vendor and Skill Code.

| | Vendor and Skill Code | Number of Hours |
|--|------------------------------|------------------------|
| 1. Number of internship/externship hours per week this semester. | | |
| 2. Number of FWS hours per week this semester. | | |
| 3. Total number of internship/externship and FWS hours per week this semester (add lines 1 and 2). | | |

1. Total weekly classroom and lab hours: _____

2. Homework* and/or study time: _____

a. Supervised homework: _____

b. Unsupervised homework**: _____

3. Total from II. C., line 3 (above): _____

4. Total of lines 1, 2a, 2b, and 3 (total activity hours): _____

TOTAL weekly homework and/or study hours expected: _____

* **Note:** For clients in approved programs, HRA will count all hours of supervised homework as well as up to one hour of unsupervised homework for every one hour of class time/credit hours, as required by the student's educational program, toward the individual's hours of engagement. However, the total homework time counted for participation cannot exceed the total hours of homework required (supervised) and/or advised (unsupervised) by the educational program.

** While New York law generally provides for up to 2 hours of homework/study time for every 1 credit/hour of post-secondary education, only 1 hour of homework per 1 credit/hour can be counted toward HRA's activity requirements (i.e., 15 credits/hours per semester = maximum of 15 unsupervised homework hours).

Is the student receiving money directly from you for:

| | Weekly Amount | Source |
|---|----------------------|---------------|
| Carfare? <input type="checkbox"/> No <input type="checkbox"/> Yes | \$ _____ | _____ |
| Childcare? <input type="checkbox"/> No <input type="checkbox"/> Yes | \$ _____ | _____ |

(Turn page)

Case Number: _____

Case Name: _____

D. Breakdown of Expenses

| | |
|--|----|
| Tuition | \$ |
| Loan origination and insurance fees | \$ |
| Books | \$ |
| Meals purchased at school | \$ |
| Transportation to and from school | \$ |
| Supplies | \$ |
| Childcare | \$ |
| Personal expenses (specify): | \$ |
| Living expenses (specify): | \$ |
| Total expenses | \$ |

Note: Living expenses consist of housing, clothing, utilities and meals other than those purchased at school.

Non-Title IV Funded Educational Grants, Loans and Scholarships

| | |
|--|----|
| Private scholarships (specify in the spaces below) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |
| SEEK Program | \$ |
| College Discovery Program | \$ |
| Other (specify): | \$ |
| Total of Non-Title IV Funded Educational Income | \$ |

Print Name (Authorized School Representative)

Date

Signature

Telephone number

School Stamp

Email Address

Fecha: _____
Tipo de formulario: _____
Número de caso: _____
Nombre del caso: _____
Centro: _____

CARTA DE LA ADMINISTRACIÓN DE RECURSOS HUMANOS SOBRE LA INSCRIPCIÓN EN LAS ESCUELAS/PROGRAMAS DE CAPACITACIÓN

Información importante:

Si no asiste a la escuela o no le interesa inscribirse, favor de ignorar este aviso. En cambio, si le interesa inscribirse en un programa de capacitación y le gustaría obtener ayuda para encontrar uno, favor de entrar al enlace que aparece a continuación para ver la lista de programas disponibles de capacitación/educativos de la HRA. Si tiene preguntas o si necesita ayuda, envíe un correo electrónico o llame a HRA TAG.

<http://www1.nyc.gov/site/hra/help/cash-assistance-page>

I. A SER COMPLETADO POR EL/LA ESTUDIANTE

Nombre del/de la solicitante/participante: _____

A. Gastos del programa de capacitación

La HRA no cubre los gastos de matrícula, libros ni tarifas. Sin embargo, si usted participa en actividades aprobadas por la HRA, algunos de sus gastos pueden ser reembolsados. Estos gastos serían por el cuidado infantil, el traslado en automóvil y ciertos artículos que pudieran ser necesarios para las actividades en que participa. Dado que usted solicitó o recibe la Asistencia en Efectivo (*Cash Assistance*, CA), puede recibir dinero para el traslado en automóvil y el cuidado infantil. Para obtener este dinero, debe asistir a su programa según el horario acordado.

Nota: para solicitar el dinero del cuidado infantil, debe incluir por separado el formulario de inscripción del proveedor de cuidado infantil.

¿Cuánto gasta a diario por el traslado en automóvil para ir a clases? \$ _____

¿Necesita algo en especial para poder participar en el programa? Sí No
(Debe adjuntar el recibo o la factura).

Si la respuesta es "Sí", ¿qué necesita en especial (por ejemplo, usar uniforme)?

Monto de lo que necesita en especial: \$ _____ Frecuencia del pago: _____

(Gire la hoja)

Número de caso: _____

Nombre del caso: _____

B. Acuerdo para devolver sobrepagos por gastos

Elija una de las siguientes opciones:

- Estoy de acuerdo con que se reste de mi subsidio de Asistencia en Efectivo (*Cash Assistance, CA*), cualquier sobrepago que yo reciba por mis gastos.
- Estoy de acuerdo con que se reste de mi próximo pago, o de futuros pagos, cualquier sobrepago que yo reciba por mis gastos de traslado en automóvil o de cuidado infantil.

 Firma del/de la solicitante/participante de la Asistencia en Efectivo Fecha
C. Aviso sobre los subsidios y gastos educativos para solicitantes o participantes de la Asistencia en Efectivo y del Programa de Asistencia de Nutrición Suplementaria.

Conforme a las secciones 352.16 y 387.11[f], del título 18 de la Compilación Oficial de Códigos, Reglas y Reglamentos de Servicios Sociales del Estado de Nueva York (*Social Services Law 18 NYCRR §352.16 and §387.11[f]*), no se tomará en consideración ningún subsidio educativo, beca o préstamo que usted reciba, a la hora de decidir si puede obtener la Asistencia en Efectivo (*CA*). Además, dichos subsidios tampoco serán tomados en cuenta al determinar el monto de *CA* que usted obtendrá. La ley para cupones de alimentos de 1977 (*Food Stamp Act of 1977*) requiere que ciertos subsidios escolares, becas y préstamos cuenten como ingresos de *SNAP*. Sin embargo, esta ley también excluye de estos ingresos los montos de matrícula, tarifas obligatorias y otros gastos educativos.

Nosotros debemos obtener documentos sobre sus ingresos y gastos educativos de su escuela. Los necesitamos para calcular cuántos ingresos debemos contar o deducir de su presupuesto de *SNAP*. Favor de firmar la sección de divulgación de información que sigue a continuación, para permitir que la escuela nos proporcione dicha información. Además, debe hacer que la escuela complete la Sección II de este formulario. Favor de devolver este formulario al trabajador(a) que administra su caso después de completarlo.

D. Permiso para divulgar información

Doy permiso a la escuela o al programa mencionado en la Sección II de este formulario, para que divulgue información a la *HRA*, sobre mi asistencia, mi progreso y el empleo que obtenga posterior al programa. Además estoy de acuerdo con que esta información puede ser utilizada por la *HRA* para propósitos de *CA* y *SNAP*.

El estudiante debe dar permiso a la escuela o programa de capacitación para que complete la Sección II y para que divulgue información a la *HRA*.

 Firma del/de la solicitante/participante (*Applicant's/Participant's Signature*)
Fecha (*Date*)

 Correo electrónico del/de la solicitante/participante (*E-mail*)

 Número de teléfono/celular del/de la solicitante/participante (*Phone Number*)
(Gire la hoja)

Case Number: _____

Case Name: _____

II. FOR COMPLETION BY AUTHORIZED SCHOOL/TRAINING PROGRAM REPRESENTATIVE

A. Student Information

Applicant's/Participant's Name: _____

Student ID #: _____

School/Program Name: _____

Course of Study/Major: _____

Program Type (check one): AA/AS BA/BS MA/MS
 Certificate/Vocational HSE/BE/ESL
 Other (Explain) _____

Does this educational program involve any distance learning or online educational coursework? Yes No

Vendor Code: _____

Skill Code: _____

Semester Start Date: _____ Semester End Date: _____

Enrollment Start Date: _____

(if different from Semester Start Date above)

If this is a re-enrollment, is the student maintaining a "C" average or above? Yes No

This is the first **HRA-154** school letter completed for the semester.

This is a revised **HRA-154** school letter.

(Turn Page)

Case Number: _____

Case Name: _____

B. Student Weekly Activity Schedule

(For class hours, write "CL" in the corresponding box; for laboratory, "LAB"; for Federal Work Study (FWS), "FWS"; for internship or externship write "INT"; or for supervised homework, "SH". For activities that do not start on the hour, write start and end time in box.)

| Hours | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total Hours |
|---|--------|---------|-----------|----------|--------|----------|--------|-------------|
| 8:00 AM – 9:00 AM | | | | | | | | |
| 9:00 AM – 10:00 AM | | | | | | | | |
| 10:00 AM – 11:00 AM | | | | | | | | |
| 11:00 AM – 12:00 PM | | | | | | | | |
| 12:00 PM – 1:00 PM | | | | | | | | |
| 1:00 PM – 2:00 PM | SAMPLE | | | | | | | |
| 2:00 PM – 3:00 PM | SAMPLE | | | | | | | |
| 3:00 PM – 4:00 PM | SAMPLE | | | | | | | |
| 4:00 PM – 5:00 PM | SAMPLE | | | | | | | |
| Evenings (Specify hrs in box) | | | | | | | | |
| Online/Distance Learning | | | | | | | | |
| Other (Specify: _____ i.e. Job Search, Job Readiness, Test Prep) | | | | | | | | |
| Total: | | | | | | | | |

Any FWS and/or Internship, and other (i.e. Job Search, Job Readiness, and Test Prep) hours reflected above must be accompanied by the "Verification of Student Schedule" (HRA-152e) form.

(Turn Page)

Case Number: _____

Case Name: _____

C. Work Activities: Please note that internship/externship and FWS must be approved by HRA and have a Vendor and Skill Code.

| | Vendor and Skill Code | Number of Hours |
|--|-----------------------|-----------------|
| 1. Number of internship/externship hours per week this semester. | _____ | _____ |
| 2. Number of FWS hours per week this semester. | _____ | _____ |
| 3. Total number of internship/externship and FWS hours per week this semester (add lines 1 and 2). | _____ | _____ |

1. Total weekly classroom and lab hours: _____

2. Homework* and/or study time:

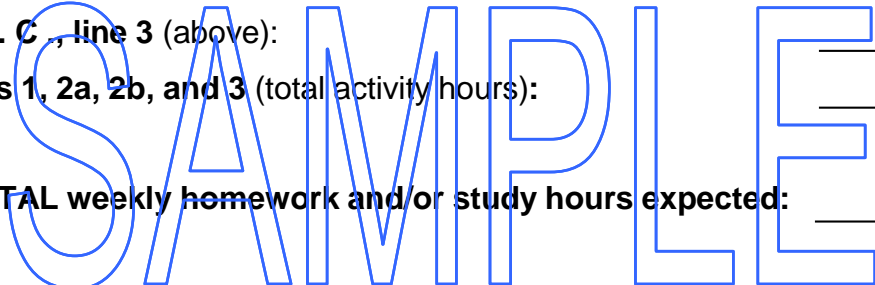
a. Supervised homework: _____

b. Unsupervised homework:** _____

3. Total from II. C , line 3 (above): _____

4. Total of lines 1, 2a, 2b, and 3 (total activity hours): _____

TOTAL weekly homework and/or study hours expected: _____



***Note:** For clients in approved programs, HRA will count all hours of supervised homework as well as up to one hour of unsupervised homework for every one hour of class time/credit hours, as required by the student's educational program, toward the individual's hours of engagement. However, the total homework time counted for participation cannot exceed the total hours of homework required (supervised) and/or advised (unsupervised) by the educational program.

**While New York law generally provides for up to 2 hours of homework/study time for every 1 credit/hour of post-secondary education, only 1 hour of homework per 1 credit/hour can be counted toward HRA's activity requirements (i.e., 15 credits/hours per semester = maximum of 15 unsupervised homework hours).

Is the student receiving money directly from you for:

| | Weekly Amount | Source |
|---|---------------|--------|
| Carfare? <input type="checkbox"/> No <input type="checkbox"/> Yes | \$ _____ | _____ |
| Childcare? <input type="checkbox"/> No <input type="checkbox"/> Yes | \$ _____ | _____ |

(Turn page)

Case Number: _____

Case Name: _____

D. Breakdown of Expenses

| | |
|--|----|
| Tuition | \$ |
| Loan origination and insurance fees | \$ |
| Books | \$ |
| Meals purchased at school | \$ |
| Transportation to and from school | \$ |
| Supplies | \$ |
| Childcare | \$ |
| Personal expenses (specify): | \$ |
| Living expenses (specify): | \$ |
| Total expenses | \$ |

Note: Living expenses consist of housing, clothing, utilities and meals other than those purchased at school.

| Non-Title IV Funded Educational Grants, Loans and Scholarships | |
|---|----|
| Private scholarships (specify in the spaces below) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |
| SEEK Program | \$ |
| College Discovery Program | \$ |
| Other (specify): | \$ |
| Total of Non-Title IV Funded Educational Income | \$ |

Print Name (Authorized School Representative)

Date

Signature

Telephone Number



Email Address



Date: _____

Case Number: _____

Case Name: _____

Understanding What Will Take Place At My Education Services/TAG Appointment

HRA Policies:

1. Mandatory Engagement

The Human Resources Administration (HRA) requires that all non-exempt Cash Assistance (CA) participants satisfy their employment requirements in a work, training, and/or educational-related activity. The number of hours will be determined during the completion of an Employability Assessment (EA)/Employability Plan (EP).

Note: the typical engagement requirement is 35 hours weekly (20 hours must be in core work activities), but it may be adjusted to as few as 25 hours weekly depending on personal situation.

If you attend an training/educational program approved by HRA's Education Services/Training Assessment Group (TAG), you may use a combination of class hours, lab hours and homework hours along with work activities (e.g., Federal Work Study [FWS], Internship and Externship) to meet the required number of hours. Additionally, up to 10 online class hours per week may now be approved, but must be supported by face-to-face instructional support.

We will provide supportive services for childcare and transportation to cover both the school and work requirements. When possible, we will honor your choice in training and/or education. We will count up to one hour of unsupervised homework for every one hour of class time towards your hours of engagement. We will also count all hours of supervised homework, as required by your program. However, the total homework time counted cannot be more than the educational program expects.

1. Mandatory Engagement (continued)

If you have a child in your household **under the age of 4 or under the age of 5** and not yet eligible to begin Universal Pre-K, you may only be required to complete 25 hours per week of school hours to meet the work rules.

If you do not have a child in your household under the **above ages**, you may only be required to complete 30 hours per week to meet the work requirement. The TAG worker will ask you if there are any reasons you cannot complete a 35 hour week. On a case by case basis we will decide if your requirement can be lowered to 30 hours per week.

2. 12 Month Lifetime Limit for Vocational Education and Post-Secondary (College)

There is a 12-month lifetime limit on permitting full-time participation in post-secondary (two- and four-year colleges) and vocational training/education as the primary (full-time) activity. Once that time limit has been reached, then typically up to 20 hours of weekly activity must consist of other core work activities. Typically, **a maximum of 15 hours of approved educational activity (classroom, lab hours, homework, etc.)** can be counted towards your required hours above the core 20 hours requirement.

3. High School Equivalency (HSE), Basic Education, and English as a Second Language (ESL) *

a) Participants 25 years of age and older

If you are attending any of the programs listed above, **a maximum of 15 classroom hours** may count towards your CA work requirements. To meet your weekly hour's requirement you must participate in other work activities. If you are employed part-time or attending an approved skill course, then those hours may also be counted towards the requirement.

b) Participants 24 years of age and younger

If you are attending any of the programs listed above, **all** the classroom hours may count towards your CA work requirements. If your educational program alone does not help you meet your hour's requirement, then you may be required to participate in other work activities.

*** Note:** The 12 month lifetime limit does not apply to these programs.

4. Job Search, Employment Preparation and Job Placement

If you are attending any of the programs listed above a **maximum of 15 classroom hours** may count towards your CA work requirements for up to 6 weeks, of which no more than 4 weeks may be consecutive, in a 12 month period. To meet your weekly hour's requirement you must participate in other work activities. If you are employed part-time or attending an approved skill course, then those hours may also be counted towards the requirement.

Note: These activities may count towards your CA core work requirements (at least 20 hours) for up to 6 weeks, of which no more than 4 weeks may be consecutive, in a 12 month period.

Frequently Asked Questions

What happens at TAG?

At your first interview, you must bring documentation to get approval for your training/educational program. The needed documentation includes a completed FIA School/Training Enrollment Letter (Form **W-700D**) along with a registrar or bursar's receipt, or a letter of acceptance on school letterhead. If you participate in Federal Work Study (FWS), you must bring the FWS award letter.

You must also bring in verification that child care is in place, if needed. If child care is not in place, you will be given a return appointment to find child care. If you need assistance to find child care, you must let the TAG worker know. Your participation in the training/educational program cannot start until child care is in place.

If you are a student in a program that was previously approved by the TAG unit, to continue receiving supportive services for transportation and child care, you must bring a completed FIA School/Training Enrollment Letter (Form **W-700D**) and a transcript of your last semester of enrollment. The transcript must list your cumulative Grade Point Average (GPA).

(Turn Page)

What does it mean if my program is not on the list of TAG's allowed Training/Educational programs?

If your program is not already on the **allowed list** maintained by HRA, the program will be given an opportunity to apply. Your training/educational program must be directly related to getting employment in a recognized occupation.

HRA asks training/educational programs to verify and report student attendance and monitor progress. If your program refuses to do this, then you will be assigned a TAG Attendance Supervisor. He/she will contact you to document your attendance and progress.

There are many programs which require tuition, books, and fees. HRA does **not** reimburse anyone for these expenses. However, if you ask, a TAG worker will help you identify similar **free or low-cost** programs (such as NYC Department of Education's free High School Equivalency [HSE] preparation program) appropriate for you. **We are not currently issuing training vouchers.**

If the program you are attending is allowed, and you have not exceeded your 12-month lifetime limit (if it applies), all of your class hours and homework hours (if expected by your training/educational program) will be counted towards your engagement hours. If your total class and homework participation hours are less than the hours you are required to be engaged, other approved work activities may be assigned to you.

What is TAG's carfare policy?

If you are approved for training you will be reimbursed carfare. The reimbursement will be starting from the date you are referred to TAG, **or** when the semester/cycle began. Missing your TAG appointment may affect the reimbursement amount. Carfare will be issued when you are either fully engaged or partially engaged.

What does it mean if my training/educational program is disapproved?

If your training/educational program is disapproved to count toward your CA work requirements, you can still attend. However, we will not count any of the classroom, lab and/or homework hours towards your required engagement hours. A combination of the following approved work activities will make up your hours to satisfy your CA work requirements:

- Employment
- Federal Work Study (FWS)
- Internship/Externship connected to your school
- Community Service Management/ Internship Placement Services assignment
- Career Services assignment

Reasons why my program may be disapproved:

- The program is a Master's or higher degree program
- The program is not directly related to getting employment in a recognized occupation
- The program was not approved by the NY State Department of Education or any other accrediting body
- There are pending lawsuits, advisories, educational reviews and/or cautions against the organization
- The program did not meet its placement rate and/or reporting requirement
- The program failed to meet HRA's requirements

Reasons why you may be disapproved to attend a program:

- You failed to meet the cumulative 2.0 grade point average requirement
- The program chosen was not on HRA's list of training/education providers
- You have recently completed a training/education program
- TAG could not verify your training/education documentation
- You have chosen not to work with the TAG Attendance Supervisor to verify your attendance and track your academic progress
- You failed to submit your previous semester's grades as proof of completion

Have you acquired debt from student loans? Or, would you like to avoid doing so?

We offer one-on-one assistance and workshops on debt advisement and counseling to assist you with organizing your finances, minimizing training/educational program related expenses, clearing up debt, and saving money.

If you are interested in attending a workshop or wish to speak with the Debt Counselor, please ask at the TAG reception desk.

Date: _____
Case Number: _____
Case Name: _____
Center: _____
Due Date: _____

Dear _____:

On _____, you were enrolled by the Training Assessment Group (TAG) in
(date)

_____ for the semester period of _____ to
(program/course) (date)

_____.
(date)

OBsolete

Federal and New York laws require that we verify and document your participation in a training and/or educational program so it can be used to meet the Cash Assistance (CA) employment requirements. Usually we work with schools to verify attendance, but your program has declined to verify your attendance and report it to TAG.

We will work directly with you to verify your attendance so that you can meet your CA employment requirements. A Student Verification of Attendance Form (**FIA-1064b**) has been created for you to report your attendance. You must complete **FIA-1064b** and send it back to us or your program will not count towards meeting your CA work requirements.

Return the attached form to HRA by mail in the Self-Addressed Stamped-Envelope (SASE) or fax it to _____ or email it to TAGAttendance@hra.nyc.gov. We must receive the completed form from you within two weeks of the date of this letter.

Additionally, HRA has assigned you an HRA TAG Attendance Supervisor to work with you in verifying your attendance and tracking your educational progress. This Supervisor may contact you soon. If you have any questions about this notice, please call us:

Worker: _____ Phone Number: _____

You may also call TAG's general telephone number _____. We look forward to helping you achieve your educational goals.

Regards,

HRA Training Assessment Group

Date: _____
Case Number: _____
Case Name: _____
Center: _____
Due Date: _____

Student Verification of Attendance

Name: _____ HRA Case #: _____
(Last Name, First Name)

Address: _____
(Street) (Apt.) (City, State) (Zip Code)

Primary Phone #: _____ E-mail: _____

College/School Name: _____ Degree Pursued: _____

Course of Study/Major(s): _____ Semester Dates: _____ to _____

Reporting Attendance for the Month of: _____
(Month/Year)

Check All Boxes That Apply To You:

Attendance Report

- I have attended my scheduled classes during the attendance reporting period shown above:
- I have **not** been consistently attending my scheduled classes during the attendance reporting period shown above:
- I withdrew from one or more classes before the end of the semester:
Last date I withdrew from class(es) this semester: _____
- I enrolled but did not attend any classes during the attendance reporting period above:
- I completed the program / semester / degree during the attendance reporting period above:
Date of Completion: _____ Degree / Certificate / License: _____

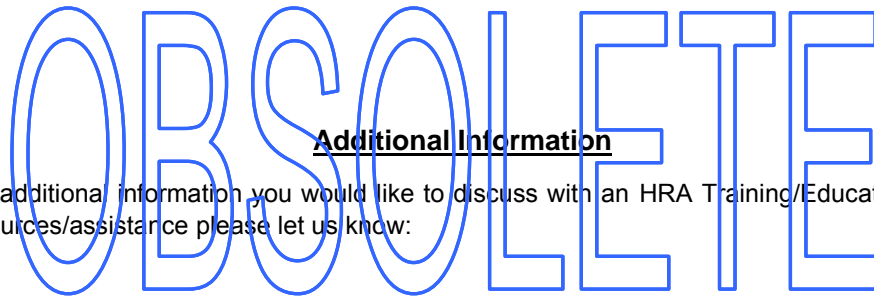
Educational Progress

- 1) My progress in the training and/or educational program during this attendance period above has been:
 Satisfactory Unsatisfactory Not Applicable

- 2) I want to discuss my educational progress and/or career planning with an HRA Training / Education Supervisor:
 Yes No

- 3) Are there any changes in enrollment hours as indicated on the W-700D submitted for this period?
 Yes No
If Yes, please indicate change _____

- 4) Are you interested in financial counseling and/or educational counseling services?
 Yes No



Please provide any additional information you would like to discuss with an HRA Training/Education Supervisor, or if you need additional resources/assistance please let us know:

Follow-Up Date with HRA Training/Education Supervisor: _____

Student Authorization

I certify that the information provided above is true and accurate to the best of my knowledge.

Student Signature

Date

HRA Training/Education Supervisor: _____

QUESTIONS AND ANSWERS ON HUMAN RESOURCES ADMINISTRATION (HRA) POLICIES THAT PROMOTE ACCESS TO EDUCATION FOR ALL

Can I go to school while getting Cash Assistance (CA)?



Yes! CA participants can attend 2- or 4-year college and other approved educational programs, and their educational activities can satisfy some or all of their work requirements. Countable activities include: classroom/credit hours, lab hours, unsupervised homework and supervised homework. HRA will also count any hours spent in a Federal Work Study program, Internship, or Externship towards the requirements.

There is however, a 12-month lifetime limit on permitting full-time participation in 2- or 4-year college and other approved educational programs to count as the primary (full-time) activity. Once the 12-month lifetime limit for full-time education and training has been reached, HRA will still approve college or other educational programs, but only a maximum of 15 combined hours of the classroom/credit hours, lab hours, unsupervised homework or supervised homework can be counted towards the work requirements. The remaining hours can be met through Federal Work Study, Internship, Externship, or another program that HRA will send you to.

Students must show continued progress towards completion of a course or program. Not doing so may result in denial of the student's participation in the school or program. Students will be given a chance to claim undue hardship or present proof of a good reason why they failed to meet these requirements.

How many hours of work do I need to do to meet the CA work rules?



If you have a child in your household under the age of 4, or under the age of 5 and not yet eligible to begin Universal Pre-K, you may only be required to complete 25 hours per week of school hours to meet the work rules.

If you do not have a child in your household under the above ages, you may only be required to complete 30 hours per week to meet the work rules. The HRA worker will ask you if there are any reasons you cannot complete a 35 hour week. On a case by case basis HRA will decide if your requirement can be lowered to 30 hours per week.

What if HRA makes appointments for me that conflict with my school schedule?



HRA will try to avoid scheduling appointments that conflict with your school schedule including any internships, externships, or work study positions. If you know that there is going to be a problem, let HRA know and they will work with you to reschedule the appointment.

What supportive services does HRA provide?



HRA will provide supportive services such as child care and transportation to cover both your school and work requirements, if eligible.

(Turn page)

Will getting Work Study lower the amount of money I get from HRA?



No. HRA will not budget your work study income. This means that your CA benefits and Supplemental Nutrition Assistance Program (SNAP) benefits, if you get them, will not be lowered because of Work Study.

If you are a student under 21, and live with a parent or caretaker who gets your cash assistance benefits for you, any earnings you have DO NOT COUNT against cash assistance.

Is there any extra help for me if I am going to CUNY?



Yes! The CUNY EDGE (Educate. Develop. Graduate. Empower.) program is available as a resource. CUNY EDGE, previously known as the CUNY COPE (College Opportunity to Prepare for Employment) program, helps students achieve academic excellence, graduate on time and find employment. The new program gives one-on-one counseling services to help with the academic, personal and career needs of 2-year and 4-year degree students at 19 CUNY Campuses. **For more information, visit the CUNY EDGE office at your CUNY campus or go to www.cuny.edu/cunyedge.**

Will HRA help pay for my school?



HRA will not pay for your school but does offer debt advisement and counseling. If you would like help managing your finances, student loans or other debt, or want more information, call the Education Services Training Assessment Group (TAG) program at **(929) 252-5659**.

What else has HRA done to make it easier to get and to keep getting benefits?



ACCESS HRA
YOUR WAY

HRA has made it easier for the person responsible for the case to keep track of it online and on the go. HRA clients can go to nyc.gov/accesshra (ACCESS HRA) or use the NYC ACCESS HRA mobile app (available for free in the Apple App Store and Google Play Store) to set up an account. Follow instructions to:

- view case status
- see what documents have recently been given to HRA
- check what benefits have been issued
- find out when the next benefits will be issued
- see upcoming appointments
- update contact information
- submit a recertification form online (during the recertification period)

These are just some of the things available on ACCESS HRA and even more are coming!

Date: _____
Case Number: _____
Case Name: _____

Mandatory Training Assessment Group Appointment

You have been scheduled for an interview to discuss your employment goals. At this appointment we will assess/reassess your marketable skills as well as your employment, training and educational needs so that appropriate activities, which include work experience, job search and approved educational training, can be assigned. This assessment/reassessment may include in-depth testing of your English language proficiency and math skills.

If you have minor children, you may have received child care documents to be completed by you and your child care provider to establish child care payments to support your approved activities while you are on Cash Assistance. If so, please bring these completed documents with you to your TAG appointment for data entry into the system.

Please have the school complete the enclosed FIA School/Training Enrollment Letter (**W-700D**) and provide documentation of your Grade Point Average (GPA) if applicable. Bring the **W-700D** along with one of the following documents when you report for the appointment:

- Registration Receipt
- Bursar's Receipt
- School Acceptance Letter
- School Schedule

High school students must bring in proof of enrollment on a Board of Education form. Noncompliance with the requirements may result in the disapproval of your request.

If you are currently enrolled in an education program beyond your first semester/term, you will need to provide your GPA. If you are participating in a Federal Work Study (FWS) program you must bring your FWS Award Letter. Those seeking a training program for the first time should bring in the following documentation:

- GED (General Equivalency Diploma);
- CPAT (Career Programs Assessment Placement Test); or
- High School Diploma.

If you have recently graduated with a degree or certificate, you must bring the document or a letter from the school verifying that you've earned a degree or certificate.

If you have acquired debt from student loans or would like to avoid doing so, TAG offers Debt Advisement and Counseling to assist you with organizing your finances, clearing up debt and saving money. If you are interested in attending available workshops or wish to speak to the Debt Counselor, you may ask at the TAG reception desk when you report for your appointment.

Your appointment information is indicated below:

Appointment Date: _____ Time: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Travel Directions:

If you are unable to keep this appointment because of a conflict with a school class schedule, an emergency, or if you need to come in before your scheduled appointment date, call the number listed on page one (1) before your reporting time to arrange for a new appointment.

This is a mandatory engagement appointment. If you have any questions or are unable to keep this appointment, please contact us at the above number prior to your appointment date. You can also call this number if you have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment.

Failure to fulfill all requirements may result in the reduction or termination of your Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) benefits. There are no work requirements for Medicaid.

Enclosure: FIA School/Training Enrollment Letter (**W-700D**)

OBSOLETE

Date: _____
Case Number: _____
Case Name: _____
Action Code: _____

Notice of Applicant Self-Enrollment in Training/Education Program

You informed the Human Resources Administration (HRA) that you are self-enrolled in the

training/education program. However, as a condition of eligibility for Cash Assistance, you must participate in approved work activities for 35 hours per week. In order to determine whether or not your hours of attendance in the training/education program you are enrolled in can be counted towards the 35-hour mandated workweek, a training assessment review must be conducted.

Therefore, once your case is accepted, you will receive a mandatory appointment at HRA's Training Assessment Group (TAG) offices in order to conduct the training assessment review. This assessment may include testing of your language proficiency and math skills, as well as interviewing you to determine your employment goals, so that appropriate work activities, which include work experience, job search and approved educational training, can be assigned.

Until you have received TAG approval, your selected training/education program is a disapproved activity. If after review your program remains disapproved, you will be required to participate in work activities assigned by HRA. However, if you choose to continue in your current activity, it can only be during hours that do not conflict with the HRA mandatory activity/assignment.

Please have the school complete the enclosed FIA School/Training Enrollment Letter (**W-700D**), and provide documentation of your Grade Point Average (GPA) if applicable. Bring the **W-700D** along with one of the following documents when you report for the appointment:

- Registration Receipt
- Bursar's Receipt
- School Acceptance Letter
- School Schedule

High school students must bring in proof of enrollment on a Board of Education form. Noncompliance with the requirements may result in the disapproval of your request.

If you are currently enrolled in an education program beyond your first semester/term, you will need to provide your GPA. If you are participating in a Federal Work Study (FWS) program you must bring your FWS Award Letter. Those seeking a training program for the first time should bring in the following documentation:

- GED (General Equivalency Diploma);
- CPAT (Career Programs Assessment Placement Test); or
- High School Diploma.

If you have recently graduated with a degree or certificate, you must bring the document or a letter from the school verifying you have earned a degree or certificate.

If you have minor children, you may have received child care documents to be completed by you and your child care provider to establish child care payments to support your approved activities while you are on Cash Assistance. If so, please bring these completed documents with you to your TAG appointment for data entry into the system.

Date: _____
Case Number: _____
Case Name: _____
Action Code: _____

Notice of Appointment for Disapproved Training/Education Program Review

You have informed the Human Resources Administration (HRA) that you are currently enrolled in a training/education program without HRA approval. Your participation in this program can only be approved if the hours you attend can be counted towards the mandatory 35-hour workweek you are required to comply with as a condition of eligibility for Cash Assistance. For this purpose, a mandatory appointment has been scheduled for you at HRA's Training Assessment Group (TAG) offices.

Until you have received TAG approval, your selected training/education program is a disapproved activity. If after review your program remains disapproved, you will be required to participate in work activities assigned by HRA. However, if you choose to continue in your current activity, it can only be during hours that do not conflict with the HRA mandatory activity/assignment.

On the day of the appointment a training assessment review will be conducted. The assessment may include testing of your language proficiency and math skills, as well as discussion to determine your employment goals, so that appropriate work activities, which include work experience, job search and approved educational training, can be assigned. The determination as to whether or not you can continue to attend the training/education program you are enrolled in will be based on the training assessment review.

Please have the school complete the enclosed FIA School/Training Enrollment Letter (**W-700D**), and provide documentation of your Grade Point Average (GPA) if applicable. Bring the **W-700D** along with one of the following documents when you report for the appointment:

- Registration Receipt
- Bursar's Receipt
- School Acceptance Letter
- School Schedule

High school students must bring in proof of enrollment on a Board of Education form. Noncompliance with the requirements may result in the disapproval of your request.

If you are currently enrolled in an education program beyond your first semester/term, you will need to provide your GPA. If you are participating in a Federal Work Study (FWS) program you must bring your FWS Award Letter. Those seeking a training program for the first time should bring in the following documentation:

- GED (General Equivalency Diploma);
- CPAT (Career Program Assessment Placement Test); or
- High School Diploma.

If you have recently graduated with a degree or certificate, you must bring the document or a letter from the school verifying you have earned a degree or certificate.

If you have minor children, you may have received child care documents to be completed by you and your child care provider to establish child care payments to support your approved activities while you are on Cash Assistance. If so, please bring these completed documents with you to your TAG appointment for data entry into the system.

(see reverse)

If you have acquired debt from student loans or would like to avoid doing so, TAG offers Debt Advisement and Counseling to assist you with organizing your finances, clearing up debt and saving money. If you are interested in attending available workshops or wish to speak to the Debt Counselor, you may ask at the TAG reception desk when you report for your appointment.

Appointment Date: _____ Time: _____ Telephone: _____

Location:

Location Name _____

Address _____

City _____ State _____ Zip Code _____

Travel Directions:

If you are unable to keep this appointment because of a conflict with a school class schedule, an emergency, or if you need to come in before your scheduled appointment date, call the number listed above before your reporting time to arrange for a new appointment.

This is a mandatory engagement appointment. If you have any questions or are unable to keep this appointment, please contact us at the above number prior to your appointment date. You can also call this number if you have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment.

Failure to fulfill all requirements may result in the reduction or termination of your Cash Assistance and/or Supplemental Nutrition Assistance Program (SNAP) benefits. There are no work requirements for Medicaid.

Enclosure: FIA School/Training Enrollment Letter (W-700D)

Date: _____
Form Type: _____
Case Number: _____
Case Name: _____
Center: _____

FIA School/Training Enrollment Letter

I. FOR COMPLETION BY STUDENT

Applicant's/Participant's Name: _____

A. Training-Related Expenses

HRA is not responsible for tuition, books and fees. However, individuals who participate in HRA-approved activities are eligible to receive reimbursement for certain expenses incurred while participating, specifically child care, carfare and certain items if they are required for participation. As an applicant for or participant of Cash Assistance, I understand that I may be entitled to money for carfare and child care only if I attend my program as scheduled.

Note: To request child care reimbursement, a separate child care provider enrollment form must be attached.

How much do you spend on carfare each day you attend class? \$ _____

Do you need anything special in order to participate in your program? Yes No
(Receipt/bill must be attached.)

If "Yes," explain special need (e.g., uniform): _____

Amount of special need: \$ _____ Frequency: _____

B. Agreement to Recovery of Engagement Expense Overpayments

Choose one of the following:

- I agree that any engagement expense overpayment be recovered from my Cash Assistance grant.
- I request that any engagement expense overpayment be recovered from my next or future carfare and/or child care payments.

Cash Assistance Applicant's/Participant's Signature

Date