



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #17-104-OPE

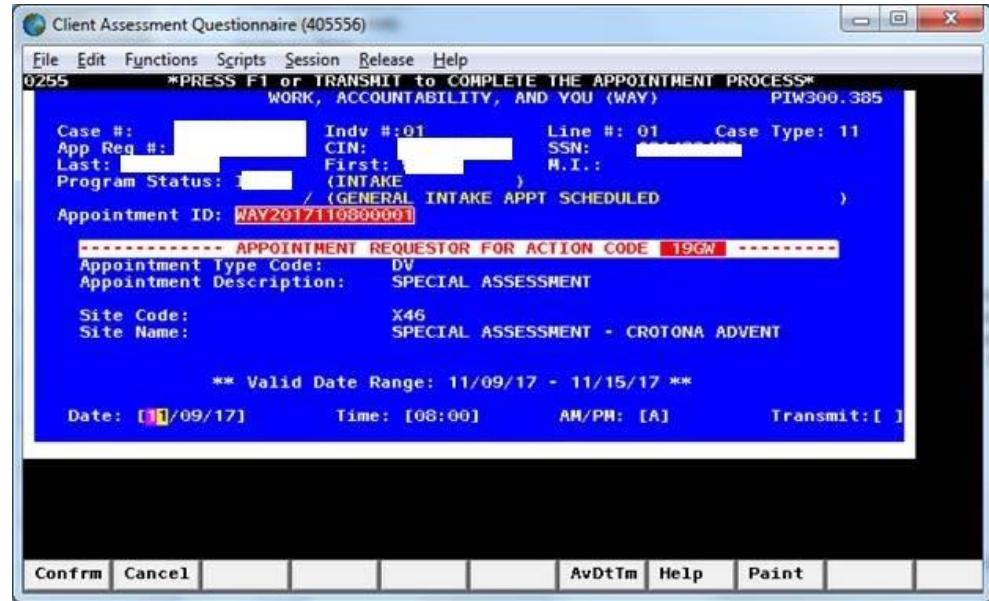
EDUCATION SERVICES/TAG FOR TRAINING ENROLLMENT

Date: December 11, 2017	Subtopic(s): Employment, TAG
<p>See PD #15-06-ELI</p> <p>See PB #10-66-OPE</p> <p>See PB #09-25-OPE</p>	<p>The purpose of this policy bulletin is to inform Education Services/Training Assessment Group (TAG) and Job Center staff that effective Tuesday, November 14, 2017 participants with the Opt-In Domestic Violence (DV) waiver, who are in school, will be referred to Education Services/TAG for training enrollment. This policy bulletin is informational for all other staff.</p> <p>When a participant is granted an Opt-In employment waiver (Action Code 131B), the Employability Status (ES) code will change to 46 – Expired employment waiver – Non Exempt. The participant is allowed to participate in work/school assignment, but can't be assigned to the designated unsafe borough. If a participant has enrolled in a school in an unsafe area, he/she will need to withdraw the waiver.</p> <p>When an applicant self-enrolls in school, and is granted an Opt-In employment waiver (Action Code 931B), he/she will be placed in a TAG call in pool (Action Code 935T). Once the case becomes active, he/she will be called in to Education Services/TAG.</p> <p>When referred to Education Services/TAG, the participant must bring all necessary documentation to the appointment to obtain approval for the training/educational program.</p> <p>The new process will involve the following actions:</p> <ul style="list-style-type: none"> • Prior to interviewing and processing the request, the TAG worker must verify that there is an open 131B Action Code in New York City Work Accountability and You (NYCWAY). • The TAG worker must cancel/close any open Career Services activity before processing school information via the Employability Plan (EP).

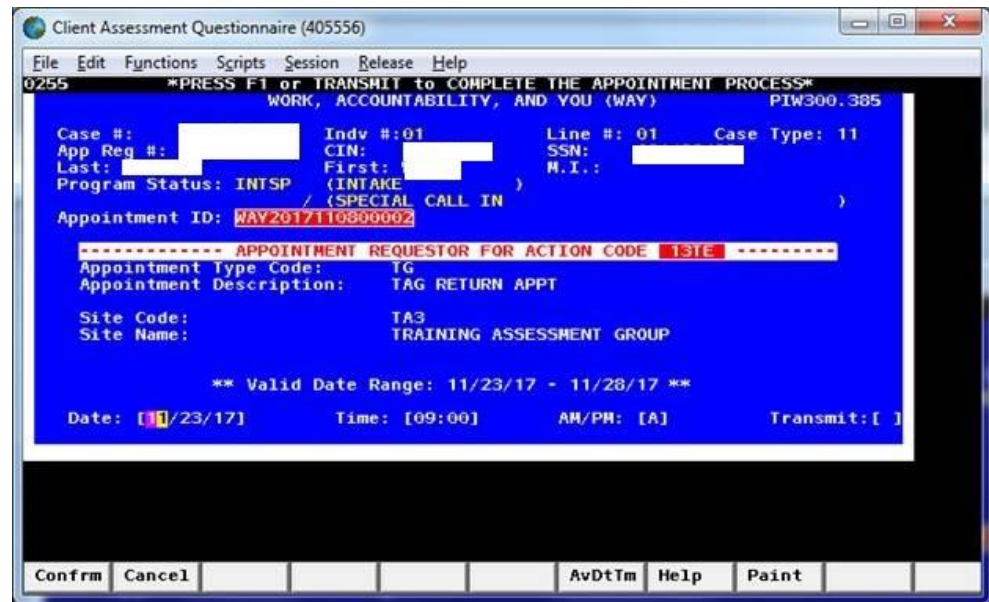
HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

- The TAG worker will see on page 2 of the **EP** that the **Special Assessment** option is checked off. The TAG worker should ignore it and move on to the subsequent pages.
- The TAG worker will answer all **EP** questions.
- On page 32 of the **EP** (screen below), the TAG worker will enter the school vendor code. NYCWAY will check to determine if the school is located in the **borough of exclusion** (this is the borough that is deemed unsafe for the participant). If so, the participant will be required to receive **DV** counseling on the consequences of withdrawing the waiver at the Special Assessment office **before** the TAG worker proceeds with the enrollment.

- NYCWAY will automatically produce **two appointments**. The first will be an **appointment to Special Assessment**.



- NYCWAY will then generate a second appointment: a **TAG return Appointment (13TE)**. The TAG return appointment date must occur *after* the Special Assessment appointment date.



- The participant must be informed that both appointments are mandatory.

Note: Any reasonable accommodations related to scheduling must be honored.

- If the participant does not choose to withdraw the waiver, the **ES** code will remain **46** and the TAG worker will post code **13TD** at the return appointment and place the participant back in Career Services.
- If the participant does choose to withdraw the waiver (Action Code **131V**), he/she must sign the Waiver Withdrawal form (**DVL-17**). The **ES** code will be changed to **20** and the participant is no longer treated as **DV**; the enrollment will continue as per current procedure.
- If the participant's school is not in the **borough of exclusion**, the **ES46** code does not need to be changed and the enrollment will continue as per current procedure.
- If the participant withdraws the waiver and fails to keep the return appointment, he/she may be subject to sanctions.
- If the participant does not withdraw the waiver and fails to keep the return appointment, NYCWAY will auto-post Action Code **191O** – Opt-In Outreach.

Note: The TAG worker should keep the original training documents for scanning and indexing and give the participant a copy. The documents should be placed in the "Priority Cases" bin for immediate scanning.

Effective Immediately

Related Items:

[PD #15-08-ELI](#)

[PB #10-66-OPE](#)

[PB #09-25-OPE](#)