



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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Office of Procedures

POLICY BULLETIN #17-88-EMP
(This Policy Bulletin Replaces PB #17-77-EMP)

TARGETED INTAKE LETTER FOR WASHINGTON HEIGHTS WORKFORCE1 CAREER CENTER SITE

<p>Date: October 25, 2017</p>	<p>Subtopic(s): Employment</p>
	<p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to:</p> <ul style="list-style-type: none"> • Inform staff that the Washington Heights Workforce1 Career Center (FIA-1197) targeted intake letter will be sent to all employable and active Cash Assistance (CA) participants in the South Bronx and Upper Manhattan. • Update the FIA-1197 to state that the Washington Heights Workforce1 Career Center offers employment, training, and supportive services to New York City’s immigrant workforce. • Provide information on the workshops available at the Washington Heights Workforce1 Career Center. <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff of the Washington Heights Workforce1 Career Center (FIA-1197) targeted intake letter. This policy bulletin is informational for all other staff.</p>
<p>Revised</p>	<p>The FIA-1197 is a targeted mailing sent to all employable and active CA participants in the South Bronx and Upper Manhattan.</p>
<p>Revised</p>	<p>The Washington Heights Workforce1 Career Center is a one-stop shop for workforce services, offering employment, training, and supportive services to New York City’s immigrant workforce. The FIA-1197 provides information on the resources available at the Washington Heights Workforce1 Career Center for foreign-born individuals looking for a job or a training program.</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

Revised

Special services for immigrants are available at the Washington Heights Workforce1 Career Center. Some of the workshops offered include, but are not limited to:


- Helping foreign-born individuals develop a better understanding of the American workplace, and to conduct a successful job search;
- English as a Second Language (ESL) training program;
- Occupational training programs (Commercial Driver Training, Web Development, Medical Assistant Training, etc.).

Effective Immediately

Related Items:

[PB #17-51-EMP](#)

Attachments:

 Please use Print on Demand to obtain copies of forms.

- | | |
|---------------------|---|
| FIA-1197 (E) | Washington Heights Workforce1 Career Center (Rev. 10/25/17) |
| FIA-1197 (S) | Washington Heights Workforce1 Career Center (Spanish) (Rev. 10/25/17) |



Date: _____

Case Number: _____

Case Name: _____

Center: _____

Washington Heights Workforce1 Career Center

The Human Resources Administration (HRA) and New York City Department of Small Business Services (SBS) invite you to take advantage of the Washington Heights Workforce1 Career Center.

Washington Heights Workforce1 Career Center

516 West 181st Street, 5th Floor

New York, NY 10033

The Washington Heights Workforce1 Career Center is a one-stop shop for workforce services, offering employment, training, and supportive services to New York City's immigrant workforce. If you are looking for a job or a training program, you'll find what you need at the Washington Heights Workforce1 Career Center.

The Washington Heights Workforce1 Career Center has special services for immigrants. Some of the workshops offered at the Washington Heights Workforce1 Career Center include, but are not limited to:

- Helping foreign-born individuals develop a better understanding of the American workplace, and to conduct a successful job search;
- English as a Second Language (ESL) training program;
- Occupational training programs (Commercial Driver Training, Web Development, Medical Assistant Training, etc.)

Please visit the Washington Heights Workforce1 Career Center for more information.



Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Centro: _____

Centro Profesional Workforce1 en Washington Heights

La Administración de Recursos Humanos (HRA) y el Departamento de Servicios a la Pequeña Empresa (SBS) de la ciudad de Nueva York invitan a usted a aprovechar el Centro Profesional (Career Center) de Workforce1 en Washington Heights.

Washington Heights Workforce1 Career Center

516 West 181st Street, 5^{to} piso
New York, NY 10033

El Centro Profesional de Workforce1 en Washington Heights es un centro para servicios profesionales completos, en el cual se brinda empleo, capacitación y servicios de apoyo a la fuerza laboral migratoria de la ciudad de Nueva York. Si usted busca trabajo o programa de capacitación, encontrará lo que necesite en el Centro Profesional de Workforce1 en Washington Heights.

El Centro Profesional de Workforce1 en Washington Heights dispone de servicios especiales para inmigrantes. Algunos de los talleres brindados en el Centro Profesional de Workforce1 en Washington Heights incluyen, pero no se limitan a lo siguiente:

- ayuda a personas nacidas en el extranjero a desarrollar un mejor entendimiento del ambiente de trabajo estadounidense, y a realizar una búsqueda de trabajo satisfactoria;
- programa de capacitación en inglés de segundo idioma (ESL);
- programas de capacitación profesional (capacitación para conductores profesionales, desarrollo del web, capacitación para asistentes médicos, etc.)

Para más información, por favor visite el Centro Profesional de Workforce1 en Washington Heights.