



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN # 19-22-EMP

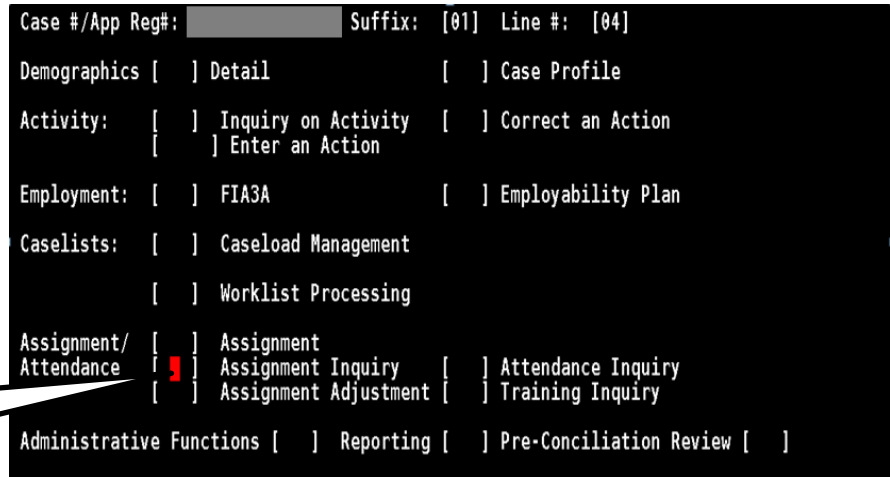
INSTRUCTION TO JOS/WORKERS TO NOT REFER PARTICIPANTS TO TAG/EDUCATIONAL SERVICES CURRENTLY IN ALTERNATIVE ENGAGEMENT

<p>Date: April 15, 2019</p>	<p>Subtopic(s): Employability, Training</p>
<p>Do not refer participants in an AE assignment to TAG</p>	<p>The purpose of this policy bulletin is to provide clarification to Job Center and Career Services Out Stationed Worker (OSW) staff concerning referrals to the Training Assessment Group (TAG) for participants who are already assigned to alternative engagement programs. This policy bulletin is informational for all other staff.</p> <p><u>Alternative Engagement</u></p> <p>Alternative Engagement (AE) is a Human Resources Administration (HRA) initiative to expand workforce development and education opportunities outside of the traditional self-enrollment through TAG by cultivating relationships with community-based, mission-aligned providers. These relationships connect the participants with existing free programs in education, vocational training and employment opportunities that will equip them with the necessary skills to transition out of poverty and towards self-sufficiency. CareerCompass and YouthPathways providers refer the participants to these education and training opportunities after a comprehensive, individualized assessment of the participants’ education, work history, and career interests.</p> <p><u>Determining if a Participant Has a Current AE Assignment</u></p> <p>Before making a referral to TAG, staff <u>must</u> determine if the participant has a current AE assignment. If the participant has a current AE assignment, staff <u>must not</u> refer this individual to TAG/Educational Services. <u>If the TAG referral is made while the participant has an AE assignment the system will close this assignment with a 13TT action code (Referral to Training Assessment Group –TAG) in the New York City Accountability and You (NYCWAY) system.</u></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

To determine if the participant has a current AE assignment the JOS/Worker must:

- Select the Assignment Inquiry screen in the NYCWAY Master Menu; and



Select Assignment Inquiry

- Review the Orientation Site (“Ornt Site”) code of the “Enrollment” action in the Assignment Inquiry screen;

If “Ornt Site” code is T7000 to T7099 do not refer to TAG

WORK, ACCOUNTABILITY, AND YOU (WAY) PIW141.120
Assignment Inquiry

Case #: [redacted] Indv #: 01 Line #: 04 Case Type: SNMC
App Reg #: [redacted] CIN: [redacted] SSN: [redacted]
Last: [redacted] First: [redacted] M.I.: S
Program Status: TRET1 (TRAINING/ED)
/ (VOC/ED/OTHER TRAINING)

Action Date	Action Desc	Ornt Site	Job Cd	Work Site	Cycle Start Dt	Term Dt	Req Hrs	C	B
01/05/19	Adjustment	* U1A41	6C	U1A41	10/29/18		15	1	R
01/04/19	Enrollment	T7000	016	T7000	01/14/19		20	1	P
12/29/18	Adjustment	* U1A41	6C	U1A41	10/29/18		35	1	P
12/25/18	Terminated	IGRC T7000	016	T7000	11/05/18	12/25/18	20	1	P
10/25/18	Adjustment	* U1A41	6C	U1A41	10/29/18		15	1	R
10/25/18	Terminated	IGAY U3E11	64	U3E11	10/15/18	10/25/18	35	1	P
10/24/18	Enrollment	T7000	016	T7000	11/05/18		20	1	P
10/22/18	assignment	U1A41	6C	U1A41	10/29/18		35	1	P
10/09/18	assignment	U3E11	64	U3E11	10/15/18		35	1	P

Review Orientation Site code

Review Required Hours

If the “Ornt Site” code is from “T7000” to “T7099”, this indicates that the Enrollment is an AE assignment and the participant must not be referred to TAG.

Ensuring that Mandatory Assignment Hours are Met

Additionally, the JOS/Worker must ensure that the participant’s active assignment hours equal the participant’s mandatory engagement hours.

In the Assignment Inquiry screen, “Required Hours” (Req Hrs) specifies the number of hours per week an assignment requires.

In the sample scenario illustrated by the previous screenshot, the participant has two active assignments for 15 and 20 hours. One of them, the 20 hour assignment, is an AE assignment (the Ornt Site code is T7000).

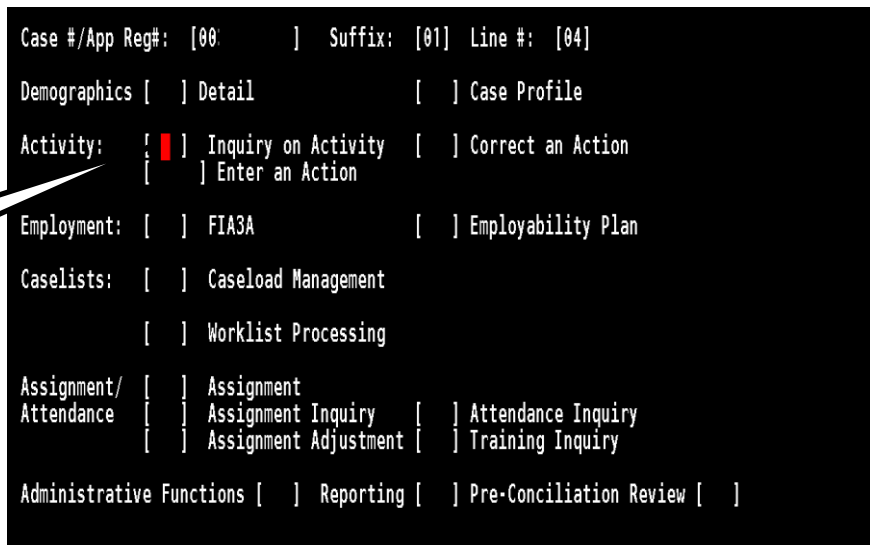
The total participant’s active assignment hours must meet the mandatory engagement hours.

To look up the participant’s mandatory engagement hours, the JOS/Worker must:

Refer to [PB #17-41-EMP](#) for information on engagement hours

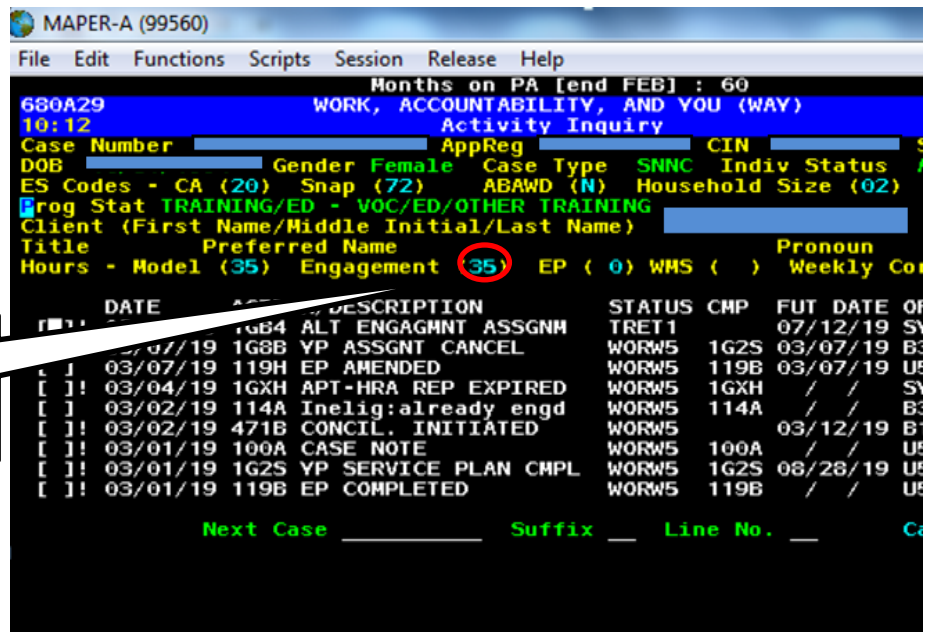
- Select the Inquiry on Activity screen in the NYCWAY Master Menu; and

Select Inquiry on Activity



- Check hours per week for “Engagement” in the Activity Inquiry screen. This number specifies the mandatory engagement hours for the participant (see screenshot on the next page).

Check mandatory engagement hours in "Engagement"



In the sample case shown above, the total assignment hours, 35, equal the mandatory engagement hours, 35.

If total assignment hours do not meet the mandatory engagement hours, staff must refer the participant to the Career Compass/Youth Pathways vendor for an assignment that meets the required hours.

If a participant wants to change their AE assignment to another assignment that needs TAG approval, the participant must be referred back to the Career Compass or Youth Pathways provider to handle the request for a change of assignment.

For more information about Career Compass and Youth Pathways programs refer to [PB #17-30-EMP](#).

Effective Immediately

Related Item:

- [PB #17-30-EMP](#)
- [PB #17-41-EMP](#)