



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #04-18-EMP *(This Policy Directive Replaces PD #03-31-EMP)*

REVISED PARKS OPPORTUNITY PROGRAM

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| Date: May 28, 2004 | Subtopic(s): Employment |
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AUDIENCE These instructions are for Job Center, Parks Job Center and Grant Diversion staff and are informational for all others.

POLICY Employable (employability status [ES] code **20**) Family Assistance (FA) caseheads in receipt of public assistance for 12 months or more, TANF-converted Safety Net (SNNC) caseheads, and single Safety Net Cash Assistance (SNCA) participants are eligible for referral to the Department of Parks and Recreation (Parks) Parks Opportunity Program (POP) to interview for temporary, full-time subsidized employment. Individuals in receipt of Jiggetts or other housing subsidies are not eligible. The program is mandatory for selected participants for a six-month period. Participants must attend mandatory job search activities one day a week while employed through the Parks Opportunity Program.

BACKGROUND The Parks Opportunity Program is a wage-subsidized employment program in which the participant's public assistance grant is diverted to the employer to reimburse the employer for training costs. The period of time that the grant is diverted does not count against the five-year time limit for cash assistance. The participant's public assistance case remains open and is managed by a designated Parks Job Center. The Parks Job Centers are:

- Linden Center 67 for Brooklyn and Queens
- St. Nicholas Center 26 for Manhattan and the Bronx
- Richmond Center 99 for Staten Island
- Riverview Center 37 for Housing and Homeless Services

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call (718) 557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to FIA Call Center

Only the Parks Job Centers may take case actions on cases with NYCWAY action code **155M** (Employed in POP), Welfare Management System (WMS) caseload **444** or income source **37**. MIS transfers all cases with an open **155M** action code without a pending or incomplete face-to-face recertification to caseload **444** the third week of every month.

Parks Job Center staff will rebudget the public assistance cases of POP participants to reflect their employment income. The participant's eligibility for Medical Assistance will not be affected by participation in the POP. The Food Stamp grant will be based on the earned income.

REQUIRED ACTION

JOS/WORKER

The JOS/Worker will interview employable (ES code **20**) FA caseheads who have been in receipt of public assistance for a minimum of 12 months and converted SNNC TANF-eligible caseheads to determine if they are eligible to be referred to the Parks Opportunity Program for temporary wage-subsidized employment. Participants may be called in with the Employment Appointment Notice (**W-116H**) that is generated by action code **105W**, or interviewed at any point of contact with a JOS/Worker.

Ineligible Participants

Participants should not be considered for referral to POP if any of the following exists:

- Employed (part-time or full-time)
- Nonpayee (only the casehead is eligible)
- In sanction status
- Receiving recurring rent supplements through the Employment Incentive Housing Program (EIHP) (Additional Needs Type **44**) or the Long-Term Stayers Rent Supplement Program (LTSP) (Additional Needs Type **43**) or participating in the Jiggetts program (Shelter Type **41**)
- Closed case
- Aid-to-continue Fair Hearing status
- Violent criminal convictions
- Previous employment with Parks through the Parks Opportunity Program (action codes **155A**, **155B**, **155P**, **155R**, **155M**, **155Z**)
- Enrollment in a substance abuse treatment program
- Enrollment in POISED, BEGIN Managed Programs, PRIDE, or an education/training program. These participants should not be deassigned and referred to Parks.

The Interview

The JOS/Worker should ensure that any previously scheduled Recertification or Conciliation appointments are resolved prior to assigning to the POP. Once the JOS/Worker has determined that the participant is eligible for referral to the POP, the JOS/Worker will:

- verify that the participant's address in WMS is current;
- initiate the Employability Plan (EP) and ensure child care is in place;
- discuss the benefits of work experience and paid employment. The POP is an opportunity for work experience that can assist the participant in obtaining unsubsidized employment;
- describe the Parks Opportunity Program to the participant. In particular, emphasize that the participant will work with the Department of Parks and Recreation for six months (or until the participant secures unsubsidized employment, if that should occur before six months) at \$7.50 an hour for 40 hours per week. Review typical tasks as listed on the Job Specification (copy attached). JOS/Workers and participants should be aware that Parks jobs require performing vigorous physical labor outdoors;
- explain to the participant that while employed through the POP, the public assistance case will remain open and the grant will be diverted to the employer as a wage subsidy;
- inform the participant that the Food Stamp case will be rebudgeted based upon the earned income. Medical Assistance health coverage and child care payments will continue;
- explain that since the case remains open, all eligibility appointments/requirements are mandatory and must still be met by the participant. Participation in the POP is contingent on continuing to meet HRA requirements;
- inform the participant that while employed at Parks, Parks requires a one-day-a-week job search appointment at their offices. Participation is mandatory and failure to comply with job search will result in termination from the POP.

Referral to POP is Inappropriate

If the participant claims a condition or situation prevents him/her from accepting the referral to the Parks Opportunity Program, and the participant is already engaged, the JOS/Worker should enter in NYCWAY action code **115W** (No Activity Needed; Already Assigned) to return the participant to his/her original assignment. Inform the participant to return to his/her original assignment the next day. If the participant is not assigned, s/he should be assigned to an appropriate activity upon updating and completing the EP.

Making the Referral

To make a referral to the Parks Opportunity Program, the JOS/Worker will:

- enter in NYCWAY action code **155G** (POP referral), which will generate the Notice of Job Interview (**W-116G**) referring the participant to Parks, and close all other work activities. Carfare to participate in a work activity will be discontinued. **Note:** The **155G** cannot be entered without a current EP (initiated or updated within the previous 30 days). Participants that receive action code **155G** will be placed on the **WEPUP** worklist.
- give the participant the New York City Parks Opportunity Program cover letter (Form **EXP-75**);
- review the **W-116G** and the **EXP-75** with the participant, as they provide important information such as a description of the program, documents required for the interview, and directions to the interview location. Inform the participant that s/he is to give copies of these notices to his/her current work activity supervisor. These notices are to be imaged into the participant's case file;
- inform the participant that the referral to Parks for a job interview is a mandatory appointment. The participant must be on time for the appointment. Participants that report late may be returned to the Job Center.

Failure to Report to the Employment Call-in Appointment

If the participant fails to report to the Job Center for the mandatory employment call-in appointment (action code **105W**), the system will autopost action code **434O** (Failure to Report to Employment Call-in) in NYCWAY five days after the missed appointment, unless there is JOS/Worker data entry.

PROCESSING DAY
Department of Parks and Recreation

Participants referred to the Parks Opportunity Program will report for interviewing and processing of documents and, if selected by the Parks Department, referred to an Orientation. Parks Department staff will:

- ensure that all necessary paperwork is completed by each participant to be hired and that each participant is photographed and fingerprinted;
- enter action code **155O** (Referred for Orientation) in the web-based NYCWAY for participants who have completed Processing and have been selected for hiring. The system will only allow the Orientation to be rescheduled once. The **155O** action code places the participant on the **PKORI** worklist, which Parks staff can access on the web-based NYCWAY;

- enter action code **155Q** (Pending Documentation) for participants who have been selected for hiring but have not submitted all required documentation such as a Social Security card or letter of dispensation for those who have nonviolent criminal convictions. The **155Q** will have a Future Action Date (FAD) entered by Parks staff. The FAD can be up to 15 days and can be rescheduled only once. Participants who receive action code **155Q** will be placed on the **PKPEN** worklist, which Parks staff can access on the web-based NYCWAY. If the participant reports to Parks by the FAD with all required documentation, Parks staff will enter action code **155O** to refer the participant to the next open Orientation. Action code **452J** (Failure to Accept a Bona Fide Job Offer) will autopost five days after the FAD if the participant does not report to Parks and there is no Worker intervention in the system. Failure to accept a bona fide job offer results in case closing;
- enter action code **155Z** for those participants who are permanently ineligible for employment with Parks. A comment entry for reason is required. Examples of someone who is permanently ineligible would be someone who has been found to have:
 - unreported violent criminal convictions
 - worked previously for the Parks Department
 - a permanent medical condition such that outside physical labor is not suitable
 - severe behavioral problems

The **155Z** places the participant on the unengaged list for reassignment;

- annotate the list of participants referred to the POP (action code **155G**) to indicate the outcome for each participant, including no-shows;
- enter action code **434U** (Failure to Report to a Job Interview) for those who are on the list but are absent without notification.

Failure to report to
Processing Day

Parks Job Center
Staff

Parks Job Center staff will:

- provide Parks Department staff with the list of participants who were referred to the POP (action code **155G**) before each Processing Day. This list should be sent once the maximum number of appointments for the day is filled, and not less than one day prior to the appointment date. A current list should be brought to the Processing Day to ensure that there are no closed cases or cases in sanction status;
- attend the Processing Day to ensure that child care is in place for each participant, assist participants in completing necessary hiring paperwork, answer questions about how the program affects the public assistance case, and address any barriers that may arise such as medical problems;
- check attendance against the **155G** list. If there are participants present who are not on the list they must be referred back to their Job Center;
- enter the participant's name and case number on the Parks Orientation notice that informs participants where and when to report for their first day of work with Parks. Parks Job Center staff will make a copy of each Parks Orientation letter. The copy will be given to the participant and the original will be taken to the Parks Job Center to be imaged and indexed into the participant's case file;
- remind participants that failure to keep mandatory HRA appointments will result in the public assistance case being closed and termination from the POP;
- after Processing day, monitor the **WEPUP** worklist for any open **155G** that is five or more days old. Parks Job Center staff must contact Parks Department to ascertain status of participants and ensure the appropriate NYCWAY action code is entered. If no other action is taken on the case 30 days after the **155G** is entered, the system will automatically post action code **155X** to deassign the participant and place him/her on the **UNENG** (unengaged) worklist for call-in and reassignment.

ORIENTATION DAY Orientation Day is the first day of work for participants chosen by the Parks Department for the Parks Opportunity Program. Parks Job Center staff and Parks Department staff work together on this day to ensure that all selected participants are properly processed and there are no unaddressed barriers to employment.

Parks Job Center Staff

Parks Job Center staff will:

- check the **PKORI** worklist the day before Orientation to ensure that there are no closed cases or cases in sanction status. The **PKORI** is a worklist of participants that received action code **1550** referring them to the POP Orientation;
- attend the POP Orientation (along with Regional representatives) to address any issues that arise that may be potential barriers to employment;
- check attendance against the **PKORI** list. If there are participants at Orientation who are not on the list they must be referred back to their Job Center;
- make sure the participant understands that as an employed person, s/he will be responsible for paying his/her expenses such as rent, utilities and transportation from his/her earned income.

Participant responsibility for paying living expenses from earned income

Participants whose public assistance grant is restricted for shelter and utility costs will become responsible for making part or all of those payments as follows:

- Participants whose public assistance deficit is reduced to zero once the earned income is budgeted and all eligibility tests (185% gross income, poverty, net income, etc.) have been applied, including any recoupments, will become responsible for payment of the full shelter and utility costs.
- Participants who still have a deficit after budgeting earned income will become responsible for shelter and utility costs that exceed the restricted payments. For example: Before earned income is budgeted a household of two has a rent cost of \$400. The maximum public assistance grant of \$283 is restricted (paid directly to the landlord) and the participant is responsible for \$117. Once the earned income is budgeted, if the participant has a public assistance deficit of \$100, the entire \$100 is a restricted payment to the landlord and the participant is responsible for paying the \$300 balance due on the rent.
- review with participants the Participant Statement of Understanding (**EXP-76G**). Parks Job Center staff will ensure that each participant signs and dates the Participant Statement of Understanding. The participant's copy of the Participant Statement of Understanding must include the name of the appropriate Parks Job Center, the Center number and the telephone number for the participant to call with questions or when s/he needs help;

Please see PB #03-188-EMP for full explanation of the requirements for supplemental grants.

- ensure that participants understand the process for requesting supplemental benefits. If a participant misses work due to documented circumstances beyond his/her control s/he may request a supplemental grant from his/her Parks Job Center within 10 days after the month of the missed income. Participants must provide a copy of the paystub for the period for which s/he is requesting a supplement and documentation of the reason s/he missed work. Participants should know that supplemental grants are in the amount necessary to meet the household's budgetary needs and not the amount of the reduction of income. In most cases, participants that miss a day or two of work will not qualify for a supplemental grant;
- explain to participants that they must apply for Unemployment Insurance Benefits (UIB) with the State Department of Labor (State DOL) upon completion of the POP as a public assistance eligibility requirement. Participants will be required to submit to their Parks Job Center JOS/Worker a copy of the letter provided by the State DOL verifying their filing for UIB;
- collect the **PKORI** worklist annotated by Parks staff indicating the participants who are to receive action code **155M** (employed by the Parks Opportunity Program);
- take the original Participant Statement of Understanding to the Parks Job Center to be scanned into the participant case file, then send the original to HRA Employment Services at 180 Water Street, 20th Floor, New York, NY 10038.

Department of Parks and Recreation

Parks Department staff will:

- annotate the **PKORI** worklist to indicate participants who have been selected to receive the **155M**;
- give participants a more detailed description of the program and the participants' rights and responsibilities. In particular, remind participants that they are expected to work 40 hours per week. If they work less than 40 hours per week they will only be paid for actual hours worked. If participants have mandatory HRA appointments, medical appointments, or need to resolve child care issues, they should try to arrange their appointments around their work schedules. When this is not possible, participants should inform their Parks supervisor and ask for an adjustment in schedule to accommodate the appointment. POP participants are not paid for missed work hours due to HRA, medical, or child care appointments. Participants are only paid for time away from work for job interviews.

Failure to Report to Orientation

- enter action code **452J** for participants who did not report to Orientation. As accepting a bona fide job offer is an eligibility requirement, the posting of action code **452J** will result in a case closing. (Action code **452J** will autopost five days after Orientation on cases for which no other outcome has been posted.)

PROGRAM ADMINISTRATION

Parks Job Center Staff

Parks Job Center staff provide all case management for participants who are active in the Parks Opportunity Program (those who have received action code **155M**), including rebudgeting, updating the EP, recertification, issuing supplemental benefits when necessary, Conciliation, Mandatory Dispute Resolution (MDR), and other case actions. Parks Job Center staff will:

- enter the **155M** action code within two days after the Orientation. After the **155M** is entered, Parks Job Center staff will:
 - complete the informational **FIA-3A** (action code **16FI**)
 - manually rebudget the case as of the participant's first day of pay to reflect earned income of \$300.00 weekly (40 hours per week at \$7.50 per hour);
 - send to HRA Employment Services a list of participants who received the **155M** and the original signed Participant Statement of Understanding.

To rebudget the case, Parks Job Center staff will:

- ◆ calculate a new budget based on the new earnings and apply all PA eligibility tests;
- ◆ change the Employment Training Indicator to **T** on the **NSBL06** (for the individual line);
- ◆ change the employability status code to **04** (Non-Student Employed Full-Time or Part-Time);
- ◆ annotate the hours worked at a weekly rate of 40;
- ◆ enter **37** (Grant Diversion) as the income source code and 300 at Frequency **W** (Weekly);
- ◆ if there is no public assistance deficit, enter routing code **E500** on the **NSBL02** household needs screen;
- ◆ generate a WMS Turnaround Document (**TAD**)
- ◆ change the employability code to **27** (Employed Full-Time) in element **375**;
- ◆ change the caseload to **444** (Grant Diversion/Parks) in element **021**;
- ◆ enter new budget number in element **015**;

- ◆ prepare a Notice of Intent to Change/Continue Benefits: Public Assistance, Food Stamps and Medical Assistance Coverage and Services (**LDSS-4015A** and **B**);
 - ◆ image the **LDSS-4015A** and **B**, Public Assistance Budget Calculation (**WINR0146**), Food Stamp Calculation (**WINR0154**) into the participant's case file;
 - ◆ send a copy of the **LDSS-4015A** and **B** and a Budget Summary to the participant.
- enter action code **155X** (Deassigned from POP) in NYCWAY to deassign participants who
 - were referred to the POP inappropriately (not physically able to perform required tasks, needed at home, enrolled in an education/training program etc.);
 - reported to Processing or Orientation late without good cause and are being returned to HRA.

The **155X** action code must be accompanied with a comment concerning the reason for the deassignment. The **155X** action code will place the participant on the **UNENG** (unengaged) worklist.

- process job placements when a participant informs a Parks Job Center JOS/Worker that s/he has obtained unsubsidized employment.

When a POP participant informs Parks Job Center staff that s/he has obtained unsubsidized employment, Parks Job Center staff will:

- enter action code **155V** (Parks Unsubsidized Employment) if the individual has been hired by the Parks Department, or;
- enter action code **155W** (Non-Parks Unsubsidized Employment) if the individual has obtained unsubsidized employment not with Parks;
- complete an informational **FIA-3A**, entering **400** (Parks Department) as the source code;
- rebudget the case to reflect new salary, and if appropriate, close the case with an employment code to ensure transitional benefits for eligible cases (SNA singles may not be eligible for transitional benefits);
- if the case remains open, transfer the case from caseload **444** back to its original caseload and/or Job Center.

Note: Parks Job Center staff only enter action code **155V** or **155W** if the Parks Department has not made these entries.

- monitor the **HIRED** worklist of participants who have obtained unsubsidized employment and have received either action code **155V** or action code **155W** from the Parks Department. For participants on the **HIRED** worklist, Parks Job Center staff will:
 - rebudget the case to reflect the new salary;
 - if appropriate, close the case with an employment code to ensure transitional benefits (SNA singles may not be eligible for transitional benefits);
 - if the case remains open, remove the **444** caseload and transfer the case back its original caseload and/or Job Center.
- enter action code **155T** (Terminated from POP) if a participant comes to the Parks Job Center with a Notice of Termination from the Parks Department. Explain to the participant that s/he will receive a Conciliation notice in the mail;
- monitor the **PHOLD** worklist, which is a list of participants that have been terminated from the POP and received action code **155T**. When a participant appears on the **PHOLD** worklist, Parks Job Center staff will remove the income from the case. When NYCWAY receives code **020B** from WMS indicating that the income has been removed, NYCWAY will autopost action code **405T**, which generates a Conciliation notice to the participant. The Conciliation notice will instruct the participant to report to the Parks Job Center for Conciliation.

If the participant responds and good cause is granted, the Parks Job Center staff will reengage the participant and transfer the case back to the original Job Center.

If good cause is not granted, or the participant does not respond, Parks Job Center staff will transfer the case to the original Job Center. The participant will appear on the original Job Center's Notice of Intent (NOI) worklist.

- conduct Mandatory Dispute Resolution (MDR) interviews;
- provide the Fair Hearing and Conference Unit (FH&C) with the documentation necessary for the Fair Hearing Evidence Packets;
- provide the Parks Department with the Pending Recertification list monthly and the Case Closing and Pending Closing lists bimonthly;
- rebudget the case if required at Recertification or when there are household changes;
- issue supplemental benefits as required.

See PB #03-188-EMP for instructions on issuing supplemental grants.

Department of Parks
and Recreation

Parks Department staff monitor daily attendance and compliance and administer the mandatory one-day-a-week job search. In addition, Parks Department staff will:

- inform HRA Employment Services staff on a monthly basis of the dates and location of Processing and Orientation days, as well as participants' first and last date of pay;
- provide any training necessary for participants to perform assigned tasks;
- allow participants to attend mandatory HRA appointments. Participants should also be allowed time to resolve child care and medical issues and to attend job interviews. Parks should allow participants to make up the time for these appointments by making adjustments to the work schedule;
- provide to HRA on a bimonthly basis a report of POP participant work hours extracted from the NYC Payroll Management System;
- send a Request for Payment to Grant Diversion on a bi-monthly basis either via e-mail or on disk (if e-mail is down) in spreadsheet form;
- enter job placements in NYCWAY. If a participant finds an unsubsidized job;
 - enter action code **155V** when a participant has been hired by the Parks Department or action code **155W** when a participant obtains unsubsidized employment not with Parks. These action codes place the individual on the **HIRED** worklist, which is monitored by the Parks Job Center staff;
 - complete an informational **FIA-3A** entering **400** as the source code;
 - enter either action code **160F** (job placement full-time) or action code **160P** (job placement part-time) as appropriate.
- enter in NYCWAY action code **155T** when a participant is terminated from the POP. A comment must be entered as to the reason for the termination. A copy of the Notice of Participant Termination must be sent to HRA Employment Services, who will ensure that copies of the Notice are delivered to the appropriate Regional offices for scanning and indexing into the individual case file, and to Grant Diversion for agency payment resolution. A copy will also be kept on file at the Parks Department.

Grant Diversion Staff

Grant Diversion Record Keeping Grant Diversion will keep on file the original Participant Statement of Understanding and a copy of the Notice of Termination, which they will receive from HRA Employment Services.

Grant Diversion Billing Procedures Upon receipt of the Request for Payment spreadsheet from the Parks Department, the Grant Diversion Billing Unit will enter information from the spreadsheet into the Grant Diversion – Business Link computer system. The system calculates the amount of wage subsidy and produces an invoice. The invoice is submitted to the Division of Accounts Payable and Reporting (DAPR). DAPR provides payment to Parks and also provides Parks with a copy of the invoice for their record.

CONCLUSION OF POP The Parks Job Center staff is responsible for managing all case actions at the conclusion of the POP employment including: eligibility review, rebudgeting, updating the EP, reengagement in appropriate activities if the participant has not found full-time unsubsidized employment, and transferring the case back to the original Job Center after all open case actions have been completed. The Parks Department may request some participants to continue job search at the Parks Department for an additional period of time beyond the six-month wage subsidy employment.

Department of Parks and Recreation The Parks Department will indicate all participants who are nearing completion of the Parks Opportunity Program and those participants the Parks Department would like to continue to work with on job search by entering the appropriate action code in NYCWAY. The Parks Department will:

- enter action code **155L** (POP Completion/Continued Parks Job Search) in NYCWAY for participants who may continue to work with the Parks Department on job search activities after the six-month POP completion date. The Parks Department will identify these participants at the end of their fifth month. Parks Department staff will enter with the **155L** a FAD equal to the date the participant will receive his/her last full paycheck. The **155L** will place the participant on the **PKCOM** worklist.
- enter action code **155U** (POP Completion/Unengaged) for participants who have completed their six-month job at Parks and will not continue with the Parks Department for further job search. With the **155U**, enter a FAD date equal to the date that the participant will receive his/her last full paycheck. The **155U** will place the participant on the **PKCOM** worklist.

- give each participant completing the Parks Opportunity Program the Parks Completion Letter (sample attached) in the first week of their sixth month in the program. This letter informs the participant that s/he must apply for Unemployment Insurance Benefits (UIB) once employment with the POP ends, as a condition of continued eligibility for public assistance. The participant is informed that s/he will receive a separate call-in notice from HRA for an eligibility appointment at the Parks Job Center, and that s/he must bring documentation from the New York State Department of Labor (DOL), indicating s/he has filed an application for unemployment benefits, to the appointment.

Parks Job Center Staff

Two weeks prior to the FAD of the **155L/155U**, the system will post action code **15PB** to place these individuals on the **PARKS** worklist, which is an eligibility call-in pool. Parks Job Center staff will enter action code **15PA** to call in participants who have completed the POP to the Parks Job Center for an eligibility appointment.

Eligibility Review Call-In

Participants will receive the Notice to Report to Job Center (**M-3g**) eligibility call-in notice. Participants are informed on this notice that they must report to a mandatory appointment, and that as a requirement of continued eligibility, they must bring with them documentation verifying application for UIB from the New York State Department of Labor.

Verification of Application for Unemployment Insurance Benefits

At the call-in appointment, Parks Job Center staff will make a copy of the State DOL documentation verifying application for unemployment benefits to be imaged into the case file. If the participant does not have the required State DOL documentation, the JOS/Worker will provide a return appointment. If the participant has a face-to-face Recertification pending, it should be done at this time. Failure to report to the eligibility call-in appointment without good cause will result in the public assistance case being closed.

Employment Interview

Once the Parks Job Center JOS/Worker has verified continued eligibility for public assistance, s/he will enter action code **15PE** in NYCWAY to give the participant an immediate same-day employment interview. The employment interview begins with the initialization or updating of the EP.

If the participant received action code **155L** from the Parks Department, is interested in continuing with Parks for job search, and the EP indicates that continued job search with Parks is the most appropriate assignment, the JOS/Worker may select Job Search from the assignment options.

The system will post action code **121J** (Job Search). The system will offer MTA WEP (Metropolitan Transportation Authority Work Experience Program) as the concurrent assignment, which will start four weeks after Parks job search begins. If this assignment is selected, the system will post action code **120A** (Assigned to WEP). Parks job search is full time for the first four weeks. After four weeks, Parks job search will be two days a week and MTA WEP will be three days a week.

Participants should be informed that as part of the MTA WEP program, s/he will be considered for an entry-level subway car cleaner position at the MTA. As part of the MTA WEP orientation, those individuals who worked at Parks will receive information regarding these jobs. Participants must understand that successful WEP participation is a prerequisite for the MTA job.

Whether the individual has action code **155L** or **155U**, the JOS/Worker will provide work activities based upon the EP and the participant's preferences, including education/training.

Rebudgeting After
Completion of the POP

Parks Job Center staff will monitor the **PKCOM** worklist of participants who have completed the Parks Opportunity Program. On the FAD that was entered with the **155L** or the **155U**, Parks Job Center staff will remove the income and rebudget the case as of two weeks after the participant's last full paycheck. If the participant is receiving UIB benefits (some participants may not be eligible for UIB) these benefits must be appropriately budgeted.

After the participant is fully reengaged, the EP has been updated, and the budget has been restored, Parks Job Center staff will remove the **444** caseload and transfer the case to its original caseload and/or Job Center.


Failure to Report to
Eligibility Call-in
Appointment

If a participant fails to report to the eligibility appointment, NYCWAY will autopost action code **452R** (Failure to Report to an Eligibility Appointment). Failure to report to an eligibility appointment or to provide documentation required for continued eligibility will result in a case closing (WMS closing code **N17**).

PROGRAM IMPLICATIONS


Paperless Office System (POS) Implications

Enter a case comment for all actions taken on a case. To make a case comment:

- select either “Change Case Data” or “Recertification Interview” on the activities menu;
- click on the case comments icon  or press <ALT>M on the keyboard.

If the participant claims good cause for an infraction, documents supporting good cause claims may be scanned as follows:

- go to the “Referrals” screen and select “Employment”;
- select the document to be scanned;
- select the “Scan” box.

Access NYCWAY to make required entries by clicking on the WMS icon  or by minimizing POS and clicking on the NYCWAY icon on the desktop.

Make all entries on the POS TAD and POS Budget needed to comply with this Policy Directive.

Scan all non-POS-generated documents that are signed by the individual into the electronic case file, except Domestic Violence related documents.

Food Stamp Implications

The Food Stamp cases of participants in the Parks Opportunity Program will be rebudgeted based on the amount of earnings.

Participants who are nonexempt from both public assistance and food stamp work requirements and who fail to comply with a work activity assignment without good cause will be sanctioned on both the Public Assistance and Food Stamp cases.

Participants who are work rules exempt for Food Stamp purposes are not subject to Food Stamp sanctions for failing to comply with a work activity.

Medical Assistance Implications Compliance with work rules is not a condition of Medical Assistance eligibility. In cases where the participant is sanctioned for failure to comply with public assistance work rules, make a separate determination for Medical Assistance.

LIMITED ENGLISH SPEAKING ABILITY (LESA) IMPLICATIONS For Limited English Speaking Ability (LESA) applicants/participants, make sure to obtain appropriate interpreter services in accordance with Policy Directive #02-43-OPE.

FAIR HEARING IMPLICATIONS

Avoidance/Resolution Conciliation meetings will be held at the participant’s assigned Parks Job Center. Participants have the opportunity to explain the reason for the infraction and provide supporting documentation during the Conciliation meeting.

Conferences If a participant does not report for the Conciliation meeting or reports but the issue is not settled, the participant has another opportunity to settle the issue at a Conference. If a participant comes to the Parks Job Center and requests a Conference, the Job Center Receptionist must alert the Job Center’s Fair Hearing and Conference (FH&C) Unit that the participant is to be seen by an AJOS I/FH&C Supervisor. When a participant with caseload designation **444** requests a Conference, the FH&C representative will contact the Parks Opportunity Program Representative to discuss the issue and to request the pertinent documentation. After reviewing the participant’s case file and discussing the issue with the POP Representative, the POP Regional Liaison, or Parks Department staff, as appropriate, the AJOS I/FH&C Supervisor will make a decision

The AJOS I/FH&C Supervisor is responsible for ensuring that further appeal by the participant through a Fair Hearing is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process

Fair Hearing Requests

Upon receipt of the Fair Hearing request (**OA-1891**), the Job Center's FH&C Unit will review the **OA-1891** to check for aid status. If the status is aid-to-continue, FH&C staff will prepare and forward to the Parks Job Center representative a Participant Routing Pass (**W-270**) requesting that all benefits be restored.

All aid-to-continue granted for participants with a Brooklyn zip code will be processed by the new centralized Aid-To-Continue Unit.

Evidence Packets

For all actions related to the Parks Opportunity Program, the Job Center's FH&C Unit will contact the Parks Job Center Representative for documents required for the Fair Hearing Evidence Packet. All complete and relevant evidence packets must include a copy of the following:

- Employment Appointment Notice (**W-116H**)
- Notice of Job Interview (**W-116G**)
- New York City Parks Opportunity Program cover letter (**EXP-75**)
- Participant Statement of Understanding signed and dated by the participant
- Parks Orientation letter
- Notice of Intent to Change Benefits (**LDSS-4015A and B**) and Budget Summary sent to the participant
- Parks Completion letter
- Parks Notice of Participant Termination (if applicable)
- History Sheet (**W-25**)
- Notice to Report to Job Center (**M-3g**)
- Mandatory Dispute Resolution Summary (if applicable)
- All other documentation relating to action taken

RELATED ITEMS

PB #03-188-EMP
PB #03-182-OPE

ATTACHMENTS

Forms can now be accessed through Print on Demand at all Job Centers.

- Parks Opportunity Program Action Codes and Worklists
- Park Opportunity Program Job Specification
- Parks Orientation Letter
- Parks Completion Letter
- EXP-75** New York City Parks Opportunity Program Cover Letter (Rev. 5/21/04)
- EXP-75 (S)** New York City Parks Opportunity Program Cover Letter (Spanish)
- EXP-76G** Participant Statement of Understanding (Rev. 5/21/04)
- EXP-76G (S)** Participant Statement of Understanding (Spanish)
- W-116G** Notice of Job Interview (Rev. 5/19/04)
- W-116G (S)** Notice of Job Interview (Spanish)
- W-116H** Employment Appointment Notice (Rev. 5/21/04)
- W-116H (S)** Employment Appointment Notice (Spanish) (Rev. 5/21/04)

Parks Opportunity Program Action Codes and Worklists

Table of Action Codes

| | |
|-------------|--|
| 15PA | End of POP Eligibility Appointment Call-in |
| 15PB | Batch End of POP Eligibility Appointment Call-in |
| 15PC | Parks Completed (administrative clean-up code run monthly by MIS to close open 155M action codes that are outdated) |
| 15PE | Post POP Employment Appointment |
| 16FI | Informational FIA-3A Completed |
| 105W | Job Center Employment Call-in |
| 115W | No Activity Needed/Already Engaged |
| 120A | Assigned to WEP |
| 121J | Job Search |
| 155G | Referral to Parks Opportunity Program Interview |
| 155L | POP Completion/Continued Parks Job Search |
| 155M | Employed in POP |
| 155O | Referral to POP Orientation |
| 155Q | POP Pending Documentation |
| 155T | Terminated from POP |
| 155U | POP Completion/Unengaged |
| 155V | POP End/Parks Unsubsidized Employment |
| 155W | POP End/Unsubsidized Employment Not With Parks |
| 155X | Deassigned from POP |
| 155Z | Permanently Ineligible for POP |
| 160F | Job Placement Part-Time |
| 160P | Job Placement Full-Time |
| 405T | Conciliation Letter Sent to Terminated POP Participant |
| 434O | Failure to Report to Job Center Employment Call-In (105W) |
| 434U | Failure to Report to a Job Interview |
| 452J | Failure to Accept a Bona Fide Job Offer |
| 452R | Failure to Report to an Eligibility Appointment |

Table of Worklists

| | |
|--------------|--|
| HIRED | Participant Obtained Unsubsidized Employment |
| PARKS | End of POP Eligibility Call-in Pool |
| PHOLD | Terminated from POP |
| PKCOM | POP Completed |
| PKORI | POP Orientation |
| PKPEN | POP Pending Documentation |
| UNENG | Unengaged |
| WEPUP | POP Referrals |



JOB TRAINING PARTICIPANT (JTP) JOB SPECIFICATION

40 HOURS/ WEEK

As a Job Training Participant (JTP), you will be required to perform general work on a seasonal basis in a variety of different agency programs. Under close supervision, you will receive training in and assist in performing entry level assignments and tasks such as those listed below. In addition, you will attend scheduled training sessions, employment readiness counseling, and job search.

EXAMPLES OF TYPICAL TASKS

NOTE: Parks does **NOT** offer positions that are **ONLY** clerical. Trainees must be willing and able to perform the work listed in **all** of the descriptions below:

- Assist in general maintenance and cleaning work, such as: sweeping, raking, picking up litter; collecting and disposing of refuse; emptying receptacles; cleaning park facilities and grounds; removing snow and ice; assist in performing maintenance and minor repair work on structures and equipment.
- Assist in performing clerical work, including answering telephones, data entry, and office machine operation.
- Assist in providing recreation services at public facilities.
- Assist in providing security.

EMPLOYMENT SKILLS COUNSELING AND JOB SEARCH

JTP workers are required to attend mandatory employment skills counseling and job search through the Parks Department. Employment counseling sessions, pre-scheduled interviews, and pre-scheduled job search days will be considered work days and JTP workers will receive pay for hours spent in those activities. Attendance at employment counseling and job search are considered conditions of employment. Failure to attend or actively participate will result in disciplinary measures that could include termination from Parks.

QUALIFICATION REQUIREMENTS:

- All JTP workers **must be able take directives in English (safety precaution)**. There are no formal education or experience requirements. Certain positions, such as security or clerical assignments, may have some requirements associated with the work to be performed.
- HRA case must be open and in good standing at point of hire and through the duration of employment.



City of New York
Parks & Recreation

The Arsenal
Central Park
New York, New York 10021

Adrian Benepe
Commissioner

Name

Case No.

Welcome to the NYC Department of Parks & Recreation. We are pleased to have you help us care for more than 26,000 acres of parkland and 900 playgrounds. Your effort to provide clean, safe and attractive parks and playgrounds improves the quality of life for everyone in New York City. As you are aware, if you are selected, you will be paid \$7.50 per hour for 40 hours each week for an expected time period of six (6) months.

Orientation for your new seasonal, temporary position will be held on: _____

Please report to: _____

Located at: _____

Sample

Telephone No. _____

TRAVEL DIRECTIONS:

Transit Information: (718) 330-1234

Participant's Signature

Date



City of New York
Parks & Recreation

The Arsenal
Central Park
New York, New York 10021

Adrian Benepe
Commissioner

Name
Address
City State Zip

sample

Dear _____:

Thank you for your dedicated service to the New York City Department of Parks and Recreation. We hope that you have found your seasonal employment both educational and rewarding. As you are already aware, your temporary position with our agency will end on _____. This information has already been given to the Human Resources Administration (HRA) for the purpose of rebudgeting or restoring your public assistance case. You do not need to give this information to HRA at this time.

If you have not yet secured permanent employment you must apply for Unemployment Insurance Benefits by calling (888) 209-8124 after your last day of work. Failure to apply for unemployment insurance if you are eligible may jeopardize your eligibility for public assistance. HRA will call you into a Job Center to receive an employment assessment and appropriate work activities that will be determined upon discussion with you and the Worker at your Job Center appointment. HRA will require you to bring proof of your application for UIB to your call-in appointment. You will receive a separate notification from HRA for this interview. If you have obtained unsubsidized employment, please bring documentation regarding your new job, such as a letter of employment and/or paystub, to this interview. Should you have any questions concerning your public assistance case, call HRA at (212) 643-2881 x269.

Again, many thanks for your service and best of luck in your future efforts.

Sincerely,

David Terhune
Director of Personnel



Date: _____

Center: _____

Case Number: _____

Case Type: _____

Caseload: _____

New York City Parks Opportunity Program

You have been selected to participate in the New York City Parks Opportunity Program. You will be placed in a wage-subsidized, temporary job. Enclosed is a Notice of Job Interview, which will offer you a new opportunity to become employed.

Please note that this is a **temporary and transitional six-month job**. As a condition of your acceptance, you are required to participate in mandatory, one day a week job search activities which will be provided by the employer to enable you to transition to permanent employment.

Please report for orientation and processing on the date, time and at the location indicated on the enclosed notice. Travel directions are also included in the notice. If you have a resume, high school diploma or GED, and/or any professional certificates, bring those with you. You **must** bring with you:

- 2 forms of identification (Public Assistance ID Card, EBT Card)
- Social Security card
- Alien Registration Card if you are a legal resident
- A letter of disposition if you have been convicted of a crime
- A completed Child Care Provider form
- Verification of child care provider's name and address (e.g., cable, telephone or Con Ed bill)

If you are currently in an ESP or WEP activity, give a copy of this letter and the enclosed notice to your supervisor.

Failure to report to orientation on the appointment date may result in a reduction of your public assistance and Food Stamp benefits. If you have any questions, or are unable to keep this appointment, please call the telephone number indicated on the enclosed notice.

Sincerely,

Catherine McAlevey
Deputy Commissioner



Fecha: _____

Centro: _____

Número del Caso: _____

Tipo de Caso: _____

Unidad de Casos: _____

Programa de Oportunidad de Parques de la Ciudad de Nueva York

Usted ha sido seleccionado(a) a participar en el Programa de Oportunidad de Parques de la Ciudad de Nueva York. Usted será colocado en un empleo temporal con salario subsidiado. Hemos incluido un Aviso para Entrevista de Empleo, el cual le ofrecerá una nueva oportunidad de conseguir un empleo.

Por favor note que este es un **empleo temporal y de transición por seis meses**. Como condición para ser aprobado, usted debe de participar en actividades de búsqueda de empleo obligatorias una vez a la semana, las cuales serán proveídas por el empleador para facilitar su traslado a un empleo permanente.

Favor de presentarse para orientación y procesamiento en la fecha, hora y lugar señalados en el aviso incluido. Instrucciones de como viajar estan incluidas también en el aviso. Usted debe traer consigo si tiene disponible los siguientes: una hoja de vida, diploma de bachiller o GED y además cualquier certificado profesional. Usted **debe** traer consigo:

- 2 pruebas de identificación (Tarjeta de ID de Asistencia Pública, Tarjeta de EBT)
- Tarjeta de Seguro Social
- Tarjeta de Registro de Extranjeros si usted es un residente legal
- Una carta de disposición si usted ha sido condenado de algún crimen
- Un formulario de Proveedor para Cuidado Infantil Completado
- Verificación del nombre y dirección de Proveedor para Cuidado Infantil (tales como el servicio de cable, teléfono, o cuenta de Con Edison)

Si usted está actualmente participando en una actividad de ESP o WEP, entregue una copia de esta carta y el aviso adjunto a su supervisor.

El no presentarse a orientación en la fecha programada puede resultar en una reducción de sus beneficios de asistencia pública y de cupones de alimentos. Si usted tiene preguntas, o si no puede acudir esta cita, favor de llamar al número de teléfono indicado dentro del aviso adjunto.

Atentamente,

Catherine McAlevey
Subcomisionada



Date: _____

Case Number: _____

Case Type: _____

Caseload: _____

Notice of Job Interview

As part of the Parks Opportunity Program (POP), the New York City Human Resources Administration would like to interview you for a temporary, transitional position in a government and/or not-for-profit job. You have been determined nonexempt from employment requirements and are being offered an opportunity to gain work experience through a paid, temporary position.

Your interview is for a job with _____.

A general description of your duties is attached.

Appointment Date: _____ Day: _____ Time: _____ Phone: _____

Location: _____

Location Name

Address Line 1

Address Line 2

City

State

Zip Code

Travel Directions:

This is a mandatory engagement appointment. Failure to report to a job interview without good cause may result in your being sanctioned from the public assistance and/or Food Stamp case.

Acceptable reasons (good cause) for refusing a job offer include:

- The job offer is not bona fide, i.e., is not made in good faith (the job did not exist, or is already taken or promised to someone else).
- You do not have appropriate, accessible, affordable and suitable child care.
- The salary or wages offered by the employer is less than the minimum wage. Minimum wage in New York State is \$5.15 per hour.
- A strike, lockout or other public or private industrial controversy is in progress at the place in which employment is offered.
- Necessary supportive services are unavailable.
- The job is hazardous to your life or health, or there is an absence, if appropriate, of workers' compensation. (Must be supported by a medical evaluation and documentation stating that you are unable to work on a certain task, or under certain environmental conditions.)
- Travel time to and from your home to the workplace exceeds one hour each way.
- The job involves illegal activity.
- The refusal is caused by circumstances beyond your control.
- Accepting a job would result in a net loss of cash income for the household and a supplemental grant is not issued to prevent a net loss of cash income.
- A personal or family emergency, such as an accident or illness, prevents you from being available to work and you have promptly notified your JOS/Worker.

If you believe that you have good cause for failure to attend this job interview, you are responsible for notifying your JOS/Worker of the reasons for failing to comply and for providing evidence to support your claim of good cause.

If you have any questions, please call your JOS/Worker.



Fecha: _____

Número del Caso: _____

Tipo de Caso: _____

Unidad de Caso: _____

Notificación de Entrevista para Empleo

Como parte del Programa de Oportunidad de Parques (Parks Opportunity Program [POP]), a la Administración de Recursos Humanos de la Ciudad de Nueva York le gustaría entrevistarle para una posición temporaria y transitoria en un trabajo del gobierno y/o una agencia sin fines de lucro. Usted ha sido determinado no exento de requisitos de empleo y se le está ofreciendo una oportunidad para adquirir experiencia laboral a través de un empleo temporario con paga.

Su entrevista es para un trabajo con _____.

Adjunto se encuentra una descripción general de sus deberes.

Favor de presentarse a su entrevista para empleo a continuación:

Fecha de la Cita: _____ Día: _____ Hora: _____ Teléfono: _____

Local: _____

Nombre del Local

Línea de Dirección 1

Línea de Dirección 2

Ciudad

Estado

Código Postal

Indicaciones de Viaje:

Esta cita de participación es obligatoria. El no presentarse como debido a una entrevista de trabajo sin motivo justificado podría resultar en una sanción que le excluya a usted del caso de asistencia pública y/o Cupones para Alimentos.

Razones aceptables (motivo justificado) para rechazar una oferta de trabajo incluyen:

- La oferta de trabajo no es genuina, por ejemplo, no es hecha con buena intención (el trabajo no existía, o ya está tomado o ha sido prometido a otra persona.)
- Usted no tiene cuidado para niños apropiado, accesible, asequible y adecuado.
- El salario o pago ofrecido por el empleador es menos que el salario mínimo, que en el Estado de Nueva York es \$5.15 la hora.
- Una huelga, cierre u otra controversia industrial pública o privada se está llevando a cabo en el lugar donde se ofrece empleo.
- Servicios de apoyo necesarios no están disponibles.
- El trabajo es peligroso para su vida o salud, o hay una ausencia, si apropiado, de compensación para trabajadores. (Tiene que ser corroborada por una evaluación y documentación médica declarando que usted no puede trabajar en ciertos deberes, o bajo ciertas condiciones ambientales.)
- El tiempo de viaje desde y hacia su casa al lugar de trabajo excede una hora en cada dirección.
- El trabajo involucra actividad ilegal.
- El rechazo es causado por circunstancias fuera de su control.
- Aceptar el trabajo resultará en una pérdida neta de ingresos de dinero en efectivo para el hogar y no se emite una concesión suplemental para prevenir una pérdida neta de ingresos de dinero en efectivo.
- Una emergencia personal o familiar, tal como un accidente o enfermedad, le impide el estar disponible para trabajar y usted le ha notificado inmediatamente a su JOS/Trabajador.

Si usted cree que tiene motivo justificado para no asistir a esta entrevista de empleo, es su responsabilidad notificarle a su JOS/Trabajador las razones por las cuales no cumplió o no proporcionó pruebas que respalden su motivo justificado.

Si tiene alguna pregunta, favor de llamar a su JOS/Trabajador.



Date: _____

Case Number: _____

Case Name: _____

Job Type: _____

Worker Name: _____

Worker Telephone Number: _____

Employment Appointment Notice

Dear Sir/Madam:

The Job Center indicated above has a temporary job opportunity for you. The job will be paid employment with a New York City public or private agency. When you report to the above appointment, the responsibilities and terms of employment will be discussed at that time.

Please report to your appointment as follows:

Appointment Date: _____ Day: _____ Time: _____ Phone: _____

Location: _____

Location Name

Address Line 1

Address Line 2

City

State

Zip Code

Travel Directions:

This is a mandatory engagement appointment. Failure to keep this appointment may result in a reduction in your public assistance and/or Food Stamp benefits. Please call the telephone number above if you need to reschedule this appointment.

You must report to the Job Center with this form.



Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Tipo de Empleo: _____

Nombre del Trabajador: _____

Número del Trabajador: _____

Aviso de Cita de Empleo

Estimado(a) Señor(a):

El Centro de Trabajo mencionado más arriba tiene para usted una oportunidad de trabajo pagado temporario con una agencia de empleo privada o pública de la ciudad de Nueva York. Al usted presentarse a la mencionada cita, platicaremos acerca de las responsabilidades y condiciones de empleo.

Favor de presentarse a la cita:

Fecha de la Cita: _____ Día: _____ Hora: _____ Teléfono: _____

Local: _____
Nombre del Local

Línea de Dirección 1

Línea de Dirección 2

Ciudad Estado Código Postal

Indicaciones de Viaje:

Esta es una cita de compromiso obligatoria. El no presentarse a esta cita como debido podría resultar en una reducción de sus beneficios de asistencia pública y/o Cupones para Alimentos. Si necesita reprogramar la cita, favor de llamar al número de teléfono indicado más arriba.

Usted debe presentarse al Centro de Empleo con este formulario.