



# FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner  
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner  
Office of Procedures

## POLICY DIRECTIVE #04-26-EMP

*(Replaces PD #03-22-EMP)*

### ASSIGNING NONPAYEES TO EMPLOYMENT ACTIVITIES

<b>Date:</b> August 2, 2004	<b>Subtopic(s):</b> Engagement
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#### AUDIENCE

The instructions in this policy directive are for Job Opportunity Specialists (JOS)/Workers at the Job Centers, outstationed at HS System (HSS) and at employment vendor sites. They are informational for all other staff.

#### POLICY

Family Assistance (FA) and Safety Net participants who are nonpayees receiving temporary assistance and meet the following criteria are required to participate in employment/job search activities:

- 18 years through 59 years of age
- unengaged or underengaged in employment activities
- not otherwise exempt from employment/job search activities

#### Assignment Policy

Nonpayees must be evaluated by the JOS/Worker for full engagement. If these individuals are unengaged or underengaged, and do not meet the exemption criteria as defined in this procedure (or as determined by the outcome of the online Employability Plan [EP] screening), they must:

- have a new EP initiated by the JOS/Worker if the last one was completed more than six months before the evaluation date; and
- be assigned to appropriate work activities.

Nonpayees will generally be assigned to ESP Vendors and/or BEGIN Managed Programs so that they are fully engaged for a 35-hour workweek.

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*

Nonpayees attending high school or an equivalent program

Nonpayees Age 18 Through 19

All 18- and 19-year-old nonpayees who do not have a high school diploma or GED are encouraged to attend high school or an equivalent program to earn their diploma. Individuals under the age of 20 who are enrolled in high school, vocational or technical school will be exempt from other work activities.

If a delay in earning the high school diploma or GED by age 20 is caused by a special education issue or developmental disability, these individuals should be referred on a case-by-case basis to the Center or Regional Manager for a determination regarding work or training activities beyond age 20 (with no diploma).


Nonpayees Age 20 and Older

At age 20 and older, the mandatory 35-hour workweek must be initiated, and attending high school or an equivalent HRA-approved training program becomes the primary work activity, supplemented with a concurrent assignment. Workers should contact their Regional Director to place the school on the approved list if it is not already there. If this cannot be done immediately, give the individual a return appointment.

Employment Budgeting Policy

Nonpayees may report income from employment at an engagement call in or after they are assigned to a work activity. The budgeting rules for a nonpayee with income from employment are based on the nonpayee's:

- age;
- school enrollment status;
- relationship to other household members; and
- filing unit requirement.

 See PD #02-49-ELI, Treatment of Employment Earnings of Dependent Children/Minors

If the nonpayee is a dependent child under the age of 21, attending high school, college/university, vocational school or a training program on a full- or part-time basis, his/her employment income is is exempt from PA budgeting.

The income from employment will be budgeted against the household's needs if the nonpayee is:

- A legally responsible relative; or
- A child under the age of 18, not attending school and is a mandatory filing unit member (for example, a 17-year-old who has graduated from high school, is not attending any advanced or technical school and is employed on a full-time basis).

An 18-, 19- or 20-year-old child is not a mandatory member of the filing unit of his parents and younger siblings. Therefore, income of the 18-, 19- or 20-year-old child cannot be applied against the PA needs of his parents and siblings.

**REQUIRED ACTION**

Call-In for Assessment and Engagement in Employment/Job Search Activities

Unassessed nonexempt nonpayees 18 years of age or older who are unengaged (i.e., not participating in any employment/job search activities) or underengaged in employment activities will be called into Job Centers to be referred to employment vendors for a mandatory employability assessment. These nonpayees will be required to participate (full-time, 35 hours per week) in employment/job search activities that would best assist them in obtaining employment.

A duplicate copy of nonpayee call-in letter is sent to the payee.

Nonexempt nonpayees will be sent a call-in letter (**M-687u**) by batch process instructing them to report to the Job Center. NYCWAY will post Action Code **11NP** to indicate that this notice has been sent. A duplicate copy of the call-in letter will be sent to the casehead, so that the casehead is aware of the nonpayee’s responsibility to comply or risk adverse action imposed on the case. NYCWAY will post Action Code **11NR** simultaneously with the **11NP** to indicate that a duplicate of the call-in letter was sent to the casehead.

Assessment

To initiate the Employability Plan, the JOS/Worker must conduct an interview with the nonpayee prior to any referrals for work activities. 18- and 19-year-olds not currently attending high school on a full-time basis and without a high school diploma or GED must be offered high school or an equivalent educational program as a primary activity. The online EP will ask Workers in the Personal Circumstances screen if the participant has a GED or high school diploma. If the answer is no, and the nonpayee is not enrolled in an approved program, refer to BEGIN Managed Programs for further assessment and placement.

Eighteen- and Nineteen-Year-Old Students

Individuals 18–19 years of age (TANF and Safety Net) attending high school, vocational or technical school full time are exempt from work requirements. When interviewing these individuals, JOS/Workers are to review WMS Board of Education (BOE) codes for the current school status if the individual is in the BOE database. The following student ID validation codes will be shown in WMS:

<u>Code</u>	<u>Description</u>
1	School registration verified by BOE
3	Duplicate Student ID Number
Z	Registration verified by BOE, but address does not match

School Enrollment  
Verified

School Enrollment Verified

Once school enrollment has been verified, enter Action Code **186V** to indicate that the nonpayee is enrolled in high school and exempt from work activities. If verification is by a returned **W-700D** or high school letter, scan/index the document in the case file and if necessary, ensure WMS is updated appropriately, i.e., correct the student ID number, name, sex, etc. on the Turn-Around Document (TAD).

In NYCWAY, the Future Action Date (**FAD**) for the **186V** action code is the student's graduation date, which must be entered by the Worker. At the **FAD** date of Action Code **186V** or the nonpayee's 20th birthday, whichever comes first, NYCWAY will automatically place the individual on a call-in list, and the nonpayee will be called in for a work assignment or verification of continuing enrollment or employment activities.

Not Enrolled in School/  
School Enrollment Not  
Verified

Not Enrolled in School/School Enrollment Not Verified

If current high school enrollment status cannot be verified through WMS, the JOS/Worker must direct the student to obtain an enrollment letter from the high school where s/he is enrolled and make a manual appointment for the student to return with this documentation (Action Code **109Z** in NYCWAY) in order to verify current school enrollment. Non-BOE schools may also complete the FIA School/Training Enrollment Letter (Form **W-700D**). Also, the Worker must resolve any difference in case address indicated in the BOE match by having the student bring in documentation verifying where s/he lives.

If the individual is no longer enrolled in a BOE high school or other discrepant information has been recorded by the BOE, the following codes will be seen in WMS:

<u>Code</u>	<u>Description</u>
B	Business/trade school
D	Discharged from school
E	Equivalency HS diploma
N	Address unknown to BOE after BOE investigation
R	No longer in NYC
I	Institutionalized (not BOE)
P	Pending
T	Transfer
X	Individual known to BOE, but status unknown

<u>Code</u>	<u>Description</u>
Y	Parochial school
0 (zero)	No data received from BOE
5	Invalid Student ID Number
6	Unknown to BOE
7	Name does not match
8	Sex does not match
9	Date of birth does not match

JOS/Workers must reverify current school enrollment, as well as the nonpayee’s address if codes **D, N, R, I** or **0** are seen in the system.

Confirming School  
Registration at  
Recertification

Confirming School Registration at Recertification

JOS/Workers will also verify the nonpayee’s continuing high school enrollment at case recertification. The appropriate student ID number must be confirmed in element **323** of the TAD for each student attending school. A final report card can be accepted for verification purposes during the summer months or at other times when schools are closed.

If the JOS/Worker receives information at recertification from the BOE match that an 18- or 19-year-old nonpayee is no longer attending high school, the nonpayee should be assigned to a work activity, unless the nonpayee provides updated proof of enrollment. An 18- or 19-year-old nonpayee who has not completed secondary school or the equivalent is still exempt from work requirements if attending a vocational or technical school on a full-time basis.

Determining  
Employment Status  
before Making an  
Assignment

If during the call-in interview, the nonpayee reports that s/he is currently employed, the JOS/Worker must:

- review documentation (if presented) to ensure all required information is present such as hours worked, rate and frequency of pay, and date of first pay; and
- review the nonpayee’s age, school enrollment status, relationship to other household members, and filing unit requirement.

See PD #02-49-ELI and  
WMS PA Budgeting  
Manual.

If the income from the nonpayee is exempt, follow instructions for disregarding income for dependent minors in PD #02-49-ELI or WMS PA Budgeting Manual. If the income is not exempt from budgeting due to the nonpayee’s age or school enrollment status, the JOS/Worker must enter the employment information as reported by the participant in the **FIA-3A** (Job Notice) immediately.

Prior to sending the **FIA-3A** to WMS for rebudgeting, NYCWAY will check the relationship code of the nonpayee. If the system finds that the nonpayee has a relationship code:

- **01** (Applicant/Payee/MA ID Card Recipient);
- **02** (Legal Spouse); or
- **30** (Non-Legal Union, Child in Common)

and the children on the case have relationship code:

- **04** (Son), or
- **05** (Daughter)

the case will be automatically rebudgeted.

Otherwise, if the system finds a relationship code other than **01**, **02** or **30**, NYCWAY will post Action Code **167D** and the case will be placed on the **FIA3A** worklist to be manually rebudgeted.

Budgeting  
Employment Income  
for Individuals Not  
Mandated Into the  
PA Filing Unit

To manually rebudget a PA case due to employment:

- Confirm the nonpayee wage earner is not a mandatory member of the PA filing unit;
- Convert the nonpayee's employment income to a semimonthly amount (for example, multiply weekly earnings by 2.1666);
- Calculate the nonpayee's semimonthly share of the PA grant (divide total grant by number of people on case);
- Compare the semimonthly employment income after appropriate disregards against the nonpayee's semimonthly share of the PA grant; and
- If the income exceeds this share, remove the nonpayee from the case. If it does not, budget that income on his/her individual line.

Nonpayee's  
Employment Income  
Exceeds His/Her  
Share of the PA  
Grant

If the employment income exceeds the nonpayee's share of the PA grant:

- manually remove him/her from the cash portion of the case using code **Y99** in WMS. On the Notice of Intent to Change Benefits: Public Assistance, Food Stamp Benefits, Medical Assistance Coverage and Services (Timely & Adequate) (NYC) (**LDSS-4015A NYC**) utilize the following language:

The new **LDSS-4015A NYC** has replaced the **M-3ca** (see PB #04-55-OPE)

*“(Name) is being removed from the public assistance case because (name’s) countable income (\$\_\_\_\_\_) is more than his/her share of the public assistance (PA) needs (\$\_\_\_\_\_). (Name) is not legally responsible for the other member(s) of the PA household and is not a person who is required to be included in the PA case. When a person is not legally responsible for other member(s) of the PA household and is not a person who is required to be included in the PA case, that person’s income cannot be counted against other members of the PA case. This decision is based on 18 NYCRR 352.29 and 18 NYCRR 352.30.”*

- Complete a separate Medicaid determination; and
- Complete a separate Food Stamp determination.

Nonpayee’s Income Does Not Exceed His/Her Share of the PA Grant

If the individual’s employment income does not exceed the nonpayee’s share of the PA grant:

- budget the income for PA and FS as appropriate; and
- determine whether any remaining hours of engagement are required in instances where the individual is still eligible for assistance.

Making the Assignment for Nonpayees Who Have Been Assessed in the Last Six Months

If the nonpayee is underemployed/underengaged or is not employed/engaged, has no exemptions and:

- has been assessed within six months of the call-in;
- there is a completed EP on record; and
- child care and other barriers have been addressed

assign him/her to an ESP vendor or other appropriate work activities such as BEGIN Managed Programs in accordance with the current Employability Plan. Determine the number of required assignment hours if the individual is employed part time based on the **Assignment Inquiry** screen or the **FIA-3A** employment status codes.

If the nonpayee indicates a new work activity preference, the JOS/Worker should initiate a new Employability Plan and assign accordingly, if the preference can be accommodated. If the preference cannot be accommodated, the reason why must be clearly stated in the **Certification** screen of the online EP, along with the reason another assignment has been given.

JOS/Workers must explain that carfare will be issued to the casehead, who is responsible for ensuring that the nonpayee receives it in order to comply with the assignment. An adverse action will be taken on the case if the nonpayee does not comply. (This information is stated in the Nonpayee Call-In Notice (**W-687u**) that was sent to both the casehead and the nonpayee.)

Making the Assignment for Nonpayees Not Assessed in Last Six Months

If the nonpayee needs to be assigned and has not received an Employability Plan within six months of the call-in:

- Discuss time limits on cash assistance and the importance of paid employment;
- Conduct initial screenings, including drug screening (**LDSS-4571**) with the nonpayee to ascertain whether or not s/he has any barriers to employment;
- Initiate or update the nonpayee’s Employability Plan (EP);
- If appropriate, refer the nonpayee, via the EP, to HS Systems (HSS) for a medical assessment or CASAC to address alcohol/substance abuse barriers;
- Once a determination of nonexempt work status has been confirmed, give the nonpayee the Notification of Work Requirements;
- Ensure that the nonpayee understands his/her obligation to comply with all mandatory appointments as well as the consequences for failure to comply with employment requirements for both temporary assistance and Food Stamp benefits, as applicable;
- Check that child care services (if needed) are in place. If no child care is in place, review with the nonpayee the form Important Information About Child Care (**LDSS-4647**). Give him/her a Child Care Provider Application and Voucher Form (**W-273B**), two referrals to child care providers and a return appointment;

Note: If a new preference or change to an existing EP older than 30 days is needed, a new EP may need to be initiated.

Make the assignment in NYCWAY to an ESP or BEGIN vendor:

- To assign to an ESP vendor: Select the assignment option from the Master Menu screen in NYCWAY and choose an appropriate assignment for the participant. For a regular assignment, the system will generate assignment details with the number of calculated hours and assignment information for the participant. System-generated NYCWAY Action Code **125E** will post on the Action Inquiry screen.
- To assign to a BEGIN Program Site: Select the appropriate BMP program from the assignment menu. NYCWAY will post the appropriate Action Code for the assignment, and Form **W-573XX** will print the language for the program selected.

See PD #03-46-EMP for detailed instructions on assigning nonpayees to BEGIN Managed Programs.



- Give the nonpayee a copy of the appropriate assignment letter and place a copy in the file; and
- Explain to the nonpayee that the employment vendor will assist him/her with finding employment, and that if the vendor cannot find a job for him/her during the time that the vendor works with the nonpayee, s/he will be referred to other activities.

The nonpayee will be engaged in 70 hours of employment activities (ESP or BEGIN) or will be returned to his/her current activities.

**Note:** Nonpayees cannot be assigned to WEP activities that are beyond their individual responsibility for the case. It is unlikely that more than one day of WEP is allowable for non-legally responsible nonpayees.

See PD #03-46-EMP

Nonpayee FA participants referred to BEGIN Managed Programs (BMP) will be evaluated at BMP and assigned to non-WEP concurrent activities such as BEGIN Work Study or Language or CUNY Immersion after an initial orientation.

Employment Vendors

The Employment vendors will:

- conduct in-depth assessment interviews that include testing of reading and math levels and English language ability, along with a discussion of job goals and preferences;
- make employability assessments using the individual's personal and educational background, test scores, special skills, interests, work experience and preferences to focus on realistic employment goals;
- discuss and complete the EP with the nonpayee;
- make immediate employment referrals, when possible, based on discussions with the individual and his/her responses in the EP;
- make recommendations for education or training such as BEGIN CUNY Immersion or ITA training if no job placement occurs.

Failure To Report (FTR)/Failure To Comply (FTC)

Participants must be informed that FTR/FTC with mandatory requirements may adversely affect public assistance benefits.

Action codes for FTR/FTC at the Job Center or with the employment vendor initiate the sanction process and cause a conciliation notice to be sent to the nonpayee. NYCWAY will also automatically post Action Code **499P**, which generates the Informational Notice of Non-Payee Conciliation Appointment (**W-532VV**) that is sent to the casehead.

FTR/FTC at the Job Center

Failure To Report

If a nonpayee fails to report to the Job Center appointment, the JOS/Worker will enter Action Code:

- **434A** for Family Assistance
- **430K** for Safety Net

Failure To Comply

If a nonpayee reports to the Job Center but fails to cooperate, the JOS/Worker will enter Action Code:

- **434B** for Family Assistance
- **430K** for Safety Net

FTR/FTC with the Employment Vendor

The following Action Codes are entered by the vendor if a nonpayee fails to report or fails to comply:

FTR to ESP Vendor

- **434W** for FA
- **448S** for SNA

FTC at ESP Vendor

- **434X** for FA
- **448V** for SNA

FTR to BEGIN

- **434F**

FTC with BEGIN Assessment

- **434G**

FTR to BEGIN Work Study

- **434H**

Conciliation

Nonpayee participants who receive a conciliation notice for failure to comply with a work activity must be given an opportunity to resolve the issue. The sanction can be stopped if the nonpayee participant provides documentation to verify good cause for the noncompliance and agrees to comply with the work rules. If the issue is not resolved, the nonpayee will be sanctioned from the case and the household's grant reduced.

Refer to Conciliation/Notice of Intent Manual for Employment Infractions for detailed instructions.

Staff are reminded that during this nonpayee employment process, in all instances when a conciliation notice is sent to a nonpayee, NYCWAY will automatically generate informational notice **W-532VV**, which will be sent to the casehead. This will ensure that the casehead is aware of all adverse actions that may affect the status of the public assistance case.

If good cause is not found, or the nonpayee does not respond to the conciliation notice, the Notice of Intent (NOI) to reduce the budget will be sent to the casehead, not the nonpayee.

FTR/FTC with HSS

See PD #00-38R.

Noncompliance with an HSS assessment appointment is an eligibility issue, which results in an NOI to close the entire public assistance case if a nonpayee is part of the mandatory filing unit. If the nonpayee is not part of the mandatory filing unit, s/he will appear on the **411N** Worklist to be removed from the PA budget.

In these instances, NYCWAY will generate Action Code **411N**, indicating that a manual Notice of Intent (NOI) is required.



If there is no response to the NOI, or after discussion with the JOS/Worker or FH&C Worker, the nonpayee is found not to have good cause, the Worker will enter NYCWAY Action Code **830** (Good Cause Not Granted). The pending closing/sanction will continue to clock down in WMS. NYCWAY will autopost Action Code **413N** (Removal Needed – Sanction Letter Expired) after the NOI has expired. A 14-day **FAD** is given.

If the noncompliant individual establishes good cause during the conference and the issue was employment-related, the Worker will enter Action Code **820** (Good Cause Granted) into NYCWAY to stop the closing/removal and settle the case in conference.

**PROGRAM IMPLICATIONS**

Paperless Office System (POS) Implications

Workers at POS Centers must:

- Access NYCWAY to make required changes by using the WMS plug  or by minimizing POS and clicking on the NYCWAY icon on the desktop.
- Complete the appropriate question(s) in the **Referrals** window for any Employment, HSS, Child Care, or CASAC referral made.
- Make the appropriate entry in the **Notice Data Entry** window for the POS **W-574YY**. Capture the participant’s signature electronically on the POS **W-574YY** in the **Print Form** window and print it.
- Make changes required to rebudget the case on the Budget and POS TAD windows.
- For FTR/FTC individuals, make appropriate entries in the **Referral Result** field of the **Employment Referral** window.
- Enter a case comment for all actions performed on a case by clicking on the case comments icon  or pressing <ALT>M on the keyboard.

- Scan all non-POS-generated forms and notices that are signed by the individual into the electronic case record, except Domestic Violence.

Food Stamp Implications

Budgeting Earned Income for Nonpayees Who Are Removed from the PA Case

See PB #01-15 Budgeting Earned Income

If the nonpayee is reporting earned income and continues to be eligible for food stamps after being removed from the PA case, determine if the individual remains mandated into the FS filing unit.

See Food Stamp Source Book, section 5 for more information

The nonpayee is a mandated Food Stamp household member if s/he

- purchases and prepares meals together with the casehead, regardless of relationship; or
- is legally married to a member of the Food Stamp household, with the exception of ineligible students or illegal aliens; or
- is a child under 22 years of age, living with a natural parent, adoptive parent, or stepparent; or
- is a child under 18 years of age, living under the parental control of an adult household member who is not his/her natural, adoptive parent or stepparent, unless the child is married and also living with a spouse.

Parental control exists in a household when a minor who is under the age of 18 cannot provide for 50 percent or more of his/her own financial support.

If the nonpayee remains eligible for FS on this case, budget his/her income for FS purposes.

FTC/FTR with an Assignment

Nonpayees may also be subject to Food Stamp Employment and Training (FSET) work rules. Participants who are nonexempt from the Food Stamp work requirements and who fail to comply with work requirements without good cause may be sanctioned from the Food Stamp case. Reevaluate the remaining household members for continued eligibility for food stamps.

Medicaid Implications

Compliance with work rules is not a condition of Medicaid eligibility. Participants sanctioned from public assistance and/or food stamps for failure to comply with employment activities remain eligible for Medicaid.

**FAIR HEARING IMPLICATIONS**

Nonpayees who have been sanctioned because they failed to demonstrate good cause at conciliation, or who did not appear for conciliation and for whom a Notice of Intent to sanction has been received by the casehead, may request a Fair Hearing. A Fair Hearing can be requested by either the nonpayee or the casehead, but the casehead cannot cure the nonpayee’s sanction without valid justification. Participants have sixty (60) days from the date of the Notice of Intent to request a Fair Hearing for public assistance issues, and ninety (90) days for Food Stamp issues.

Avoidance/  
Resolution

Remember to give the nonpayee participant an opportunity to resolve the issue.

Conferences

Nonpayee participants who come to the Job Center requesting a conference must be seen by the FH&C Associate Job Opportunity Specialist I (AJOS I)/Supervisor I. If the nonpayee participant calls the JOS/Worker directly, s/he must be directed to call Fair Hearing and Conciliation (FH&C).

The FH&C AJOS I/Supervisor I will listen to and evaluate the complaint regarding the sanction. After reviewing the case folder and discussing the issue with the appropriate Worker, the FH&C AJOS I/Supervisor I will make a decision.

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

Evidence Packets

All complete and relevant evidence packets must include:

- a copy of the call-in letter (**M-687u**) for both the nonpayee and the casehead;
- a detailed History Sheet (**W-25**) regarding the noncompliance;
- a copy of the Conciliation Notification sent to the nonpayee;
- a copy of the Informational Notice of Non-Payee Conciliation Appointment (**W-532VV**) that was sent to the casehead;
- a copy of the NOI that was sent to the casehead;
- all documentation submitted by the noncomplying individual at conciliation to verify good cause (if applicable); and
- a verification from HSS or SACAP that the nonpayee is nonexempt from work rules (if applicable).

**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.

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**REFERENCES**

- 12 NYCRR 1300.2 (a)
  - 12 NYCRR 1300.2 (b) (3)
  - 12 NYCRR 1300.11 (a)
  - 12 NYCRR 1300.12 (d) and (e)
  - 18 NYCRR 351 (e)
  - 18 NYCRR 351.1 (b)
  - 18 NYCRR 351.2 (i)
  - 18 NYCRR 351.21 (a)
  - 18 NYCRR 352.30
  - 18 NYCRR 369.2 (c)
  - 18 NYCRR 387.11
  - 01 ADM 13
  - GIS 02 TA-DC023
  - Food Stamp Source Book, Section 5
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**RELATED ITEMS**

- PD #99-35RR
  - PD #99-76RR
  - PB #00-27
  - PD #00-32R
  - PD #00-38R
  - PB #01-15
  - PD #02-49-ELI
  - PB #02-147-EMP
  - PB #02-163-EMP
  - PD #03-25-SYS
  - PD #03-46-EMP
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**ATTACHMENTS**

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

- M-687u** Nonpayee Appointment Notice (7/22/04)
- M-687u (S)** Nonpayee Appointment Notice (Spanish) (7/22/04)
- W-532VV** Informational Notice of Nonpayee Conciliation Appointment (7/22/04)
- W-532VV (S)** Informational Notice of Nonpayee Conciliation Appointment (Spanish) (7/22/04)



Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Caseload: \_\_\_\_\_  
CIN: \_\_\_\_\_  
Category: \_\_\_\_\_  
Job Center: \_\_\_\_\_  
Action Code: \_\_\_\_\_

**Nonpayee Appointment Notice**  
This is a Duplicate Letter

An appointment has been made for \_\_\_\_\_  
(nonpayee's name)

Dear \_\_\_\_\_:

As an employable Family Assistance/Safety Net Non-Cash Assistance participant who is not working full-time, you are required to participate in HRA job search/work activities that will help you find employment. You must participate in order to remain eligible for public assistance and/or food stamps. Therefore, you have been scheduled for an appointment with the JOS/Worker assigned to handle your public assistance case.

You must attend this appointment. You should bring original copies of any documentation concerning your income, especially verification of earnings. All nonexempt income must be reported and included in the public assistance budget for your household. If you believe that you should not participate in job search/work activities for any reason, you must bring to your appointment any and all relevant documentation that explains why you are unable to work. You cannot be excused from work requirements without proof of your inability to work. We will schedule you for a mandatory medical examination with an HRA-authorized medical practitioner to verify any claimed medical exemption.

**Appointment Information:**

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.**

If your situation has changed and you now believe that you are no longer employable, you must keep this appointment and bring original and detailed documentation with you to prove your claim. If you need to reschedule this appointment please call \_\_\_\_\_.

Note: If the nonpayee is assigned to work activities, carfare will be issued in the name of the casehead. Failure of the casehead to provide the nonpayee with the issued carfare will result in adverse action being taken on the case for noncompliance with work requirements.

**Failure to keep this appointment without good cause or failure to cooperate with employment requirements may result in the reduction of your household's public assistance and/or Food Stamp benefits.**

**There are no work requirements for Medicaid.**

Sincerely,

Catherine McAlevey  
Deputy Commissioner



Fecha: \_\_\_\_\_

Número del Caso: \_\_\_\_\_

Unidad de Casos: \_\_\_\_\_

CIN: \_\_\_\_\_

Categoría: \_\_\_\_\_

Centro de Empleo: \_\_\_\_\_

Código de Acción: \_\_\_\_\_

### Aviso de la Cita de la Persona No Beneficiaria (Copia No Original)

Se ha fijado una cita para \_\_\_\_\_  
(nombre del no-beneficiario)

Estimado(a) \_\_\_\_\_:

Debido a que usted es un participante de Asistencia No En Efectivo para Familias y de la Red de Seguridad (Family Assistance/Safety Net Non Cash Assistance) que no trabaja a tiempo completo a pesar de ser apto para trabajar, se requiere que participe en actividades de trabajo/búsqueda de empleo de la HRA que mejorarán su posibilidad de conseguir empleo, además de mantener su elegibilidad respecto a asistencia pública y/o cupones para alimentos. Por lo tanto, se le ha programado una cita con el Trabajador/JOS designado para administrar su caso de asistencia pública.

Usted tiene que acudir a esta cita. Debe traer copias originales de toda la documentación concerniente a sus ingresos, especialmente verificación de ingresos. Los ingresos no exentos deben ser declarados e incluidos en el presupuesto de asistencia pública de su hogar. Si usted considera que no debe participar en actividades de trabajo/búsqueda de empleo por alguna razón, usted tiene que traer a su cita cualquier y toda documentación pertinente que explique la razón por la cual no puede trabajar. Usted no puede ser dispensado de los requisitos de trabajo sin prueba de su incapacidad para trabajar. Nosotros le programaremos una cita para un examen médico obligatorio con el médico general autorizado por la HRA para verificar cualquier limitación médica alegada.

#### Información sobre 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 obligatoria de participación en actividades.

Si usted considera que su situación ha cambiado y por consiguiente ya es apto(a) para trabajar, debe acudir a esta cita y traer documentación detallada y original para comprobar su reclamo. Si necesita programar una nueva cita por favor llame al \_\_\_\_\_.

Nota: Si se le asigna una actividad de trabajo a la persona no beneficiaria, a dicha persona se le expedirá el pago para el transporte a nombre de la persona encargada del caso. Sin embargo, si la persona encargada del caso no cubre los gastos de transporte del no beneficiario con los fondos expedidos para dicho propósito, puede que se tomen medidas para sancionar el caso por incumplir los requisitos de trabajo.

**El no acudir a esta cita sin ningún motivo justificado o no cooperar con los reglamentos laborales federales y estatales puede resultar en la reducción de los beneficios de su hogar de asistencia pública/Cupones para Alimentos.**

**No existen requisitos de trabajo para Medicaid.**

Atentamente,

Catherine McAlevey  
Subcomisionada





Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Conciliation & Conference Section: \_\_\_\_\_

Action Code: \_\_\_\_\_

Infra-Date: \_\_\_\_\_

### Informational Notice of Nonpayee Conciliation Appointment

This notice is to inform you that \_\_\_\_\_ has \_\_\_\_\_  
on \_\_\_\_\_ . We would like to discuss with \_\_\_\_\_ the reason(s)  
why s/he failed to report and/or failed to comply and any problems s/he may have with work activity requirements.

If we cannot reach an agreement about his/her participation in a work activity, we will determine if s/he without good cause failed to report or cooperate. The following appointment has been scheduled for him/her to come in for an interview with the Conciliation and Conference Section at the above address.

Appointment Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

If s/he cannot keep this appointment, s/he can come in on any day prior to the above expiration date.

If s/he comes in, s/he will have an opportunity to explain to a Conciliation Worker why s/he did not report or cooperate. The Conciliation Worker acts as a mediator and will try to resolve any problems. It is \_\_\_\_\_ 's responsibility to give the reason(s) why s/he did not report or cooperate and to provide any evidence that will help to document what occurred. The Conciliation Worker will review the explanation along with any other relevant documentation, and make a final determination. \_\_\_\_\_ will be notified in writing of the result of the conference.

If \_\_\_\_\_ does not report, we will look at the evidence we have and decide and if his/her failure to report or cooperate with work activity requirements was without good cause. If we determine that \_\_\_\_\_ without good cause failed or refused to comply with work activity requirements, you will receive a Notice of Intent advising you that \_\_\_\_\_ is not eligible for assistance for a specific period of time and that your public assistance benefits will be reduced.

The Notice of Intent will give you an opportunity for \_\_\_\_\_ to request an Agency conference before your benefits are reduced.

A Conference provides you with the opportunity to resolve the issue of noncompliance. After you receive this notice, you are entitled to request a Fair Hearing if you do not agree with our decision.

**Failure to keep this appointment or failure to participate as required may result in the reduction or termination of your public assistance and/or Food Stamp benefits. There are no work requirements for Medicaid.**



Fecha: \_\_\_\_\_  
Número del Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Fecha de Vencimiento: \_\_\_\_\_  
Número de Teléfono: \_\_\_\_\_  
Sección de Conciliación y Conferencia: \_\_\_\_\_  
Código de Acción: \_\_\_\_\_  
Fecha de Infra: \_\_\_\_\_

### Aviso Informativo de la Cita de Conciliación del No Beneficiario

Por este aviso se le informa que el \_\_\_\_\_, \_\_\_\_\_ no \_\_\_\_\_,  
Fecha Nombre del No Beneficiario  
por lo cual nos gustaría tratar con esa persona la(s) razón(es) por la cuál(es) no se presentó o no cumplió, y platicar sobre cualquier problema que él o ella pueda tener con los requisitos de actividad de trabajo.

Si no es posible llegar a un acuerdo sobre la participación de la persona en una actividad de trabajo, determinaremos si él o ella tuvo motivo justificado para no presentarse o cooperar. La siguiente cita ha sido programada para que el/ella se presente para una entrevista con la Sección de Conferencias y Conciliación en la dirección indicada más arriba.

Fecha de la Cita: \_\_\_\_\_ Día: \_\_\_\_\_ Hora: \_\_\_\_\_  AM  PM

Si él o ella no puede acudir a esta cita, él o ella puede presentarse cualquier día antes de la fecha de vencimiento de arriba.

Si él o ella acude a la cita, tendrá la oportunidad de explicar a un Trabajador de Conciliación la razón por la cual él o ella no se presentó o no cooperó. El Trabajador de Conciliación servirá de mediador y procurará solucionar cualquier problema. Es la responsabilidad de \_\_\_\_\_ proveer la(s) razón(es) por la(s) cuál(es) él o ella no se presentó o no cooperó, y presentar cualquier evidencia que ayude a documentar lo sucedido. El Trabajador de Conciliación revisará la explicación conjuntamente con cualquier otra documentación pertinente, y tomará una determinación final. Se le notificará por escrito a \_\_\_\_\_ sobre los resultados de la conferencia.  
Nombre del No Beneficiario

Si \_\_\_\_\_ no se presenta, revisaremos la evidencia que tenemos y decidiremos si él/ella tuvo motivo justificado al no presentarse o no cooperar con los requisitos de actividad de trabajo. Si determinamos que \_\_\_\_\_ no tuvo motivo justificado para el incumplimiento o para rehusarse a cumplir con los requisitos de actividades de trabajo, usted recibirá un Aviso de Intención en el que será informado que \_\_\_\_\_ no es elegible para recibir asistencia por un período de tiempo determinado y que sus beneficios de asistencia pública serán reducidos.  
Nombre del No Beneficiario

El Aviso de Intención le dará la oportunidad a usted de que \_\_\_\_\_ solicite una conferencia de la Agencia antes que sus beneficios sean reducidos.  
Nombre del No Beneficiario

Una Conferencia le provee a usted la oportunidad de solucionar asuntos de incumplimiento. Luego de recibir este aviso, usted tiene el derecho de solicitar una Audiencia Imparcial si no está de acuerdo con nuestra decisión.

**El no acudir a esta cita o no participar como debido puede resultar en la reducción o terminación de sus beneficios de asistencia pública y/o Cupones de Alimentos. No existen requisitos de trabajo para Medicaid.**