



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #09-48-EMP

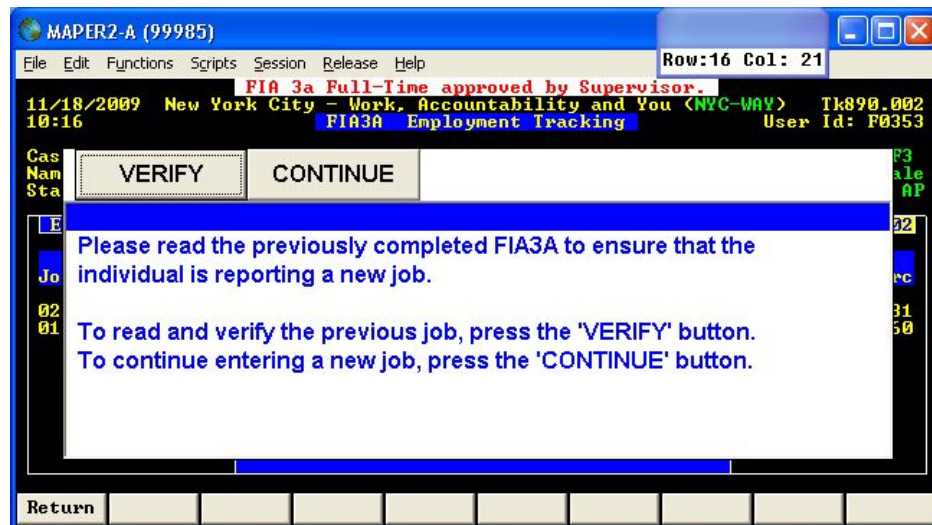
JTP STIMULUS JOBS PROGRAM

Date: December 31, 2009	Subtopic(s): NYCWAY
AUDIENCE	The instructions in this Policy Directive are for Job Center Staff who work in the Parks Job Training Participants Unit (Parks JTP Unit), and Begin Employment Gain Independence Now (BEGIN), Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE), Comprehensive Services Model (CSM), Back To Work (BTW) or Business Link Units and informational for all others.
POLICY	As a condition of eligibility for Cash Assistance (CA) benefits, nonexempt participants must be engaged in approved work activities.
BACKGROUND	Federal stimulus money has been allocated for subsidized jobs, some of which will be in the private sector and some with the government. The stimulus money will be used for transitional jobs, and employment in the healthcare industry, and green energy projects. Transitional jobs will be offered to Temporary Assistance to Needy Families (TANF), or TANF converted participants, Safety Net Assistance (SNA) with children, and non custodial parents (participants do not have to be on CA for private sector jobs). Green jobs and Health jobs will be offered to TANF and Safety Net participants in receipt of CA.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

New York City Work, Accountability and You (NYCWAY) has developed a series of action codes to indicate which participants were selected to receive a bona fide job funded through one of the various Stimulus Jobs Programs. The Parks JTP Unit is responsible for budgeting the government jobs which include the Parks Department, Human Resources Administration (HRA) and the Department of Sanitation (DSNY). Business Link is responsible for entering the appropriate codes and entering the necessary budgeting information into the Stimulus Eligibility and Review Tracking System (SERTS) for private sector jobs found through BTW, BEGIN, WeCARE, and CSM.

If a JOS/Worker attempts to initiate an **FIA3A** on a participant who is working in a stimulus job, a pop-up window will appear in NYCWAY alerting the Worker that the participant is currently working at a stimulus job. The Worker should check the **FIA3A** history to confirm whether or not the newly reported job is the same as the stimulus job.



EXP-76G

Refer to [PB #09-130-OPE](#) for details on use of the form.

Participants involved in the Stimulus program who are placed in government jobs, will receive the Grant Diversion Program Statement of Understanding for Job Training Program Participants form (**EXP-76G**). The form explains that the job is part of the Grant Diversion Program/Job Training Program and outlines the responsibilities of the participant and requires his/her signature.

Participants who are placed in private sector jobs will receive a Wage Subsidy/Grant Diversion Participant Letter of Understanding form (**Attachment A**) which outlines the responsibilities of the participant and requires his/her signature.

Note: Participants in subsidized jobs must keep their CA cases open at all times, and appear for all mandatory appointments with FIA.

**REQUIRED
ACTION**

When a participant is given a stimulus job the following actions by the various units mentioned must be followed:

Employment Contract Services Staff

Employment Contract Services staff will take the following actions:

- Refer to the **HRJTP** Worklist to identify Action Code **15RE** (Call-in for HRA JTP/Wage Subsidy). This will identify the participants who will attend processing for the Stimulus Jobs Program within HRA.
- Forward a list of participants hired in stimulus jobs to MIS to post action code **15RM** (Employed at HRA JTP) once the Orientation process has been completed.

Once the participants are considered actively employed, Employment Contract Services staff will take the following actions:

- For HRA JTPs, initiate an Informational Only **FIA3A** (Informational Only) action code **16FI** will post in NYCWAY for HRA JTP cases.
- For DSNY jobs, post Action Code **15GM** in NYCWAY and the case will appear on the **DSJTP** Worklist
- Monitor and coordinate the distribution of all Stimulus Program money among Parks/HRA JTP/DSNY.
- Monitor Park's JTP Unit's actions regarding participants in the Stimulus Program.
- Inform Parks JTP Unit of any required actions regarding Stimulus Program participants.

Note: When a participant is placed in a stimulus job, MIS will change his/her caseload to **444** (Grant Diversion) or **246** (TEAP) depending on the type of job. All caseload **444** cases are transferred the third week of the month to the appropriate Job Center. In addition, Business Link will also caseload cases to **246**.

Parks JTP Units are located in Centers **13** (Waverly), **37** (Riverview), **67** (Linden) and **99** (Richmond).

Parks JTP Unit (JOS/Workers)

Parks JTP Unit staff will take the following actions on cases in the HRA JTP Program:

- Refer to the **HRJTP** Worklist .
- Rebudget the case if Action Code **15RM** (Employed at HRA JTP) was entered in NYCWAY and appears on the **HRJTP** Worklist, as per **Attachment B**.
- Continue to monitor case as per current procedure for a change in circumstances or recertification for CA.

HRA JTP

Parks JTP Unit staff will take the following actions on DSNY JTP cases:

DSNYJTP

- Refer to the **DSJTP** Worklist that includes the action code listed under Sanitation JTP on **Attachment B**.
- Initiate an Informational Only **FIA3A (16FI)**.
- Rebudget the case if Action Code **15GM** (Sanitation JTP) is entered in NYCWAY as per **Attachment C**.
- Continue to monitor cases as per current procedure for a change in circumstances or recertification for CA.

Parks JTP Unit staff will take the following actions for Parks JTP cases:

Parks JTP

- Refer to the **WEPUP** Worklist that includes all the action codes listed under Parks JTP on **Attachment B** provided by the Parks Department to identify participants receiving Parks stimulus jobs.
- Initiate an Informational Only **FIA3A (16FI)** based on a list provided by Employment Contract Services.
- Rebudget the case if Action Code **15DM** (POP Stimulus Weatherization) or **15MM** (POP Stimulus Green/Million Trees) is entered in NYCWAY as per **Attachment C**.

BEGIN/WeCARE/CSM/BTW Staff

When a participant in any of these programs is given a stimulus job, the staff must:

The case will appear on a Worklist based on the action code entered as per **Attachment B**

- Enter an **FIA3A** which posts as Action Code **167I** (FIA 3A In Process)
- Enter Action Code **16FS** (Stimulus **FIA3A**) in NYCWAY and,
 - WeCARE staff should enter Action Code **16JT** in NYCWAY and the case will appear on the **WCSTP** Worklist.
 - CSM staff should enter Action Code **24JT** in NYCWAY and the case will appear on the **STLUS** Worklist.
 - BEGIN staff should enter Action Code **124T** in NYCWAY and the case will appear on the **BMPSJ** Worklist.

- BTW staff should enter Action Code **153T** in NYCWAY and the case will appear on the **BTWSJ** Worklist.

Business Link Unit

Business Link staff will take the following actions:

- Access the **WCSTP**, **STLUS**, **BMPSJ** and **BTWSJ** Worklists to determine which cases have a stimulus jobs action code posted in NYCWAY.
- Enter the corresponding action code as per **Attachment B**.
- Evaluate the case to determine whether the case should be classified as Grant Diversion or regular stimulus.
- Evaluate the case to determine if the stimulus job is unsubsidized, and if so, enter Action Code **180R** (Stimulus Job to Unsubsidized Employment) in NYCWAY.
 - Complete a regular budget for the unsubsidized jobs and a Grant Diversion budget for the subsidized job.
 - Enter the necessary codes and budgeting information into SERTS.

JOS/Workers at Job Center

If the participant comes into the Job Center to report that he/she is working, the participant should be referred to the appropriate staff person.

- In Model Centers, the Front Door Receptionist will check the Caseload. If the Caseload is:
 - **444**, refer the participant to the Parks JTP Unit.
 - **246**, refer the participant to the TEAP Liaison.
 - Not **444** or **246**, refer the participant to his/her assigned Worker.
- The staff person must check NYCWAY to determine if the job is a stimulus job. If the job is not identified as a stimulus job, initiate a new **FIA3A** per current procedure.

Note: If a participant is working in a stimulus job, the message “In Stimulus Job” appears in the upper right hand corner of the **Activity Inquiry** screen in NYCWAY

TEAP Liaison

The TEAP Liaison must check NYCWAY for an **FIA3A** to determine if employment has been reported, and.

- If the participant’s employment has not been reported, the Liaison must initiate a new Informational Only **FIA3A**, budget the new income and scan and index the documents.
- If the participant’s employer is the same but his/her wages are changed, the liaison should budget the new income and scan and index the documents.
- If the participant’s employer and income is different, the liaison should initiate an Informational Only **FIA3A**, budget the income of the new employer and scan and index the documents.

PROGRAM IMPLICATIONS

Model Center Implications

Model Center implications are covered in the procedure.

Paperless Office System (POS) Implications

To budget the Grant Diversion participant’s earned income, the TEAP Liaison/Parks JTP Unit staff will ensure that the following actions are taken:

- Select the **TEAP** option in the **Income Type** field in the **Has Other Income** window in POS.

Note:Code **E500** is entered after the calculation indicates there is a \$0 budget deficit.

- Enter code **E500** in the **Routing Number** field in the **Shelter Expense** window in POS.

- Review the Turn-Around Document (TAD) and **Current Active Budget** window in POS.
- Calculate a new budget using the POS Budgets window as follows:
 - On the **Household Needs** screen, POS will prefill the **Routing Code** field with code **E500** (TEAP).
 - On the **Individual Income Needs** screen:
 - Enter **T** (Training) in the **Employment Training Indicator** (ETI) field;
 - Enter amount of hours worked;
 - Enter earnings (POS will translate weekly, semimonthly, etc. amounts into a monthly figure);
 - Income Source code **37** (Income from TEAP) will be prefilled by POS from the case data; and
 - POS will prefill the **Program Indicator** field with:
 - a value of **P** (PA ONLY) for TFSB **eligible** categories or
 - a value of **B** (Both PA and FS) for TFSB **ineligible** categories.
- Print a current Budget Summary report (**WINRO027**).

Income Source Code **37** used in conjunction with Program Indicator **P** ensures that an eligible household receives TFSB.

If there is a budget deficit, go back to the **Shelter Expense** window, remove the **E500**, and calculate a new budget using the POS budget window as previously described.

Important Note

Remember, even if there is no budget deficit the case will remain active for administrative purposes.

- Annotate the POS TAD as follows:
 - Enter the new budget number in the **WMS Budget No** field;
 - Enter Caseload **00246** or **00444** in the **Unit Worker** field; and
 - Change the employability status code to **27** (Employed Full-time/Non-Exempt).

WMS automatically sets the five-month TFSB period end date.

For TFSB eligible households, the date entered in the **Budget Effective Date** on the **Budget Menu Screen** will be the TFSB period start month. WMS will automatically set the five-month TFSB period end date and calculate the benefit amount.

Food Stamp Implications

The Food Stamp (FS) cases of participants in the Stimulus Jobs Program will be rebudgeted based on the amount of earnings, and whether the job is subsidized or unsubsidized. Participants who are nonexempt from both Cash 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 Cash Assistance and Food Stamp cases.

FA and SNA cases with children that receive a stimulus job will continue to receive FS for five months. The FS benefit amount will remain unchanged. If the participant fails to comply with work requirements without good cause and is terminated from the stimulus job, a FS sanction will be imposed on him/her. Reevaluate the remaining household members for continued eligibility for FS.

Medicaid 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 Cash Assistance work rules, a separate determination for Medical Assistance is required.

LIMITED ENGLISH SPEAKING ABILITY (LESA) AND HEARING-IMPAIRED IMPLICATIONS

For Limited English-Speaking Ability (LESA) and hearing-impaired applicants/participants, make sure to obtain appropriate interpreter services in accordance with [PD #09-14-OPE](#) and [PD #08-20-OPE](#).

FAIR HEARING IMPLICATIONS

Avoidance/ Resolution

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that participants must receive either adequate or timely and adequate notification of all actions taken on their case.

Conferences

A participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. If a participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Offices, the Receptionist at Main Reception will issue an FH&C ticket to the participant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff. The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS/Supervisor I will explain the reason for the Agency's action(s) to the participant.

If the determination is that the participant has presented good cause for the infraction or that the outstanding Notice of Intent (NOI) needs to be withdrawn for other reasons, the FH&C AJOS/Supervisor I will Settle in Conference (SIC), post Action Code **820** (Good Cause Granted), refer the participant back to the JOS/Worker by posting Action Code **10FH**, and enter detailed case notes in New York City Work, Accountability and You (NYCWAY). The AJOS/Supervisor I will forward all verifying documentation submitted by the participant to the appropriate JOS/Worker for corrective action to be taken.

In addition, if the adverse case action still shows on the "Pending" (**08**) screen in WMS, the AJOS/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry Form ([LDSS-3722](#)), change the **02** to **01** if the case has been granted Aid to Continue (ATC), or prepare and submit a CA Recoupment Data Entry Form – WMS ([LDSS-3573](#)) to delete a recoupment. The AJOS/Supervisor I must complete a Conference Report ([M-186a](#)).

If the participant fails to show good cause for the infraction or if it is determined that the Agency's action(s) should stand, the AJOS/Supervisor I will explain to the participant why he/she cannot SIC. The AJOS/Supervisor I must complete an **M-186a** form.


Should the participant elect to continue his/her appeal by requesting a Fair Hearing or proceeding to a hearing already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets All Evidence Packets must contain a detailed history (e.g., copies of POS “Case Comments” and/or NYCWAY “Case Notes,” copies of relevant WMS screen printouts, notices sent, and other documentation relevant to the action taken).

REFERENCES American Recovery and Reinvestment Act (ARRA)

RELATED ITEMS [PD #04-22-EMP](#)
[PB #09-130-OPE](#)

ATTACHMENTS

 Please use Print on Demand to obtain copies of forms.

- Attachment A** Business Link Wage Subsidy/Grant Diversion Participant Letter of Understanding
- Attachment B** Stimulus Jobs Action Codes and Worklists
- Attachment C** Parks JTP Unit Deskguide
- EXP 76G** Grant Diversion Program Statement of Understanding for Job Training Program Participants (Rev. 12/8/09)



HUMAN RESOURCES ADMINISTRATION
FAMILY INDEPENDENCE ADMINISTRATION
EMPLOYMENT SERVICES
BUSINESS LINK – WAGE SUBSIDY

WAGE SUBSIDY/GRANT DIVERSION
PARTICIPANT LETTER OF UNDERSTANDING

Participant's Name: _____ Social Security #: _____
First Name M.I. Last Name

Participant's Address: _____
Address Line 1
Address Line 2
City State Zip Code

I understand that I have been selected to participate in the Wage Subsidy / Grant Diversion Program, which provides subsidized employment (which can include but is not limited to pay on-the-job training) for a maximum of six months. I will receive written confirmation of my participation. In connection with my participation in this program, I have been advised that:

- 1. For purposes relating to work requirements, I shall be considered employed.
2. I will be paid wages by the employer comparable to other new employees in the same occupation, and in no case less than the minimum wage set by law.
3. During my enrollment in the Wage Subsidy / Grant Diversion Program, the employer will receive from social services, an amount equal to or less than my Cash Assistance grant as a wage subsidy.
4. I understand I am still required to attend all mandatory HRA meetings (example: Face-to-Face appointments).
5. I understand that my semi monthly-earned income will be budgeted toward both my Cash Assistance grant and Food Stamp benefits. My Cash Assistance grant and Food Stamp benefit may change. Any changes in my earned income must be reported to Business Link / Grant Diversion within ten (10) days.
a. If I miss work because of a documented illness or other emergency beyond my control, and my pay is reduced below the amount of my household needs, I may be eligible to receive a supplemental grant from HRA. I must request a supplement at my assigned Job Center within ten (10) days after the month of receipt of the reduced paycheck. I understand that in most cases, my semi monthly wages earned from my employment exceed my Cash Assistance grant. Food Stamps do not recognize temporary changes in income. Therefore, no supplemental grants for Food Stamps will be issued for absences.
b. I also understand that if I am eligible, the amount of the supplemental grant will only be in the amount necessary to meet my household's needs, and not the amount of the reduction of my paycheck.
6. If for any reason the subsidized employment/training ends, I must notify Business Link / Grant Diversion within ten (10) days of termination.
7. In the event that I request a Fair Hearing and continuing aid because I disagree with the budgeting of my Cash Assistance grant, my participation in the Wage Subsidy / Grant Diversion Program may be terminated and, along with it, my salary, unless I withdraw my request for continuing aid.
8. I may be subject to termination or reduction of my Cash Assistance and Food Stamp benefits if without good cause, I:
a. Refuse an offer of employment; or
b. Voluntarily terminate employment; or
c. Bring about my own termination from employment.

If I refuse, or do not comply with a job without good cause, I will be subject to sanction in accordance with 18 NYCRR § 385.12.

Participant's Signature _____ Date _____

Attachment B – Stimulus Jobs Action Codes and Worklists

Parks JTP

All candidates for Park's stimulus positions with Action Code **155M** (Parks/Grant Diversion - Client Working) posted on their cases will be chosen by the Parks Department to receive a Stimulus Job.

Worklist **WEPUP**

15DM	POP Stimulus Weatherization
15FM	POP Stimulus Green/ED
15KM	POP Connect
15MM	POP Stimulus Green/Million Trees
15TM	POP Stimulus 2010
15VM	POP Spark

HRA JTP

The pool of participants for these jobs are currently enrolled in the Work Experience Program (WEP).

Worklist **HRJTP**

15RC	Completed HRA JTP
15RE	Call-in for HRA JTP/Wage Subsidy
15RM	Employed at HRA JTP
15RR	Resigned from HRA JTP
15RT	Terminated from HRA JTP
15RV	Unsubsidized Employment at HRA
15RW	Completed HRA – Hired Outside HRA
15RX	Cancel JTP referral

- **15RC** is posted by MIS for the nine month Future Action Date (FAD)
- **15RM** is posted by MIS or Employment Contract Services
- **15RR** indicates a Supervisor will advise on the resignation
- **15RT** indicates a Supervisor will advise on the termination
- **15RV** used to indicate that the job is unsubsidized
- **15RW** indicates an individual hired outside of HRA
- **15RX** is posted by Employment Contract Services and the participant is referred back to the Job Center with Action Code **105E**

Sanitation JTP

The pool of these participants are currently enrolled in WEP at the Department of Sanitation.

Worklist **DSJTP**

15GM	Sanitation JTP
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Attachment B – Stimulus Jobs Action Codes and Worklists

BEGIN/WeCARE/CSM/BTW Codes

The pool of participants for these jobs are currently enrolled in the Begin Employment Gain Independence (BEGIN), Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE), Comprehensive Service Model (CSM) or Back to Work (BTW) programs.

16FS Stimulus **FIA3A**
16JT WECARE Stimulus Jobs
18SX Stimulus Participation Cancelled
24JT Stimulus SA CM Job Placement
124T Client in BEGIN Stimulus JTP
153T Client In BTW Stimulus JTP
16FS Stimulus **FIA3A**

Stimulus Jobs Worklists

Once the action code is entered for a BEGIN/WeCARE/CSM/BTW stimulus job, the case will appear on one the following worklists.

Worklist	Action Code	Description
BMPSJ	124T	BEGIN Stimulus JTP
BTWSJ	153T	BTW Stimulus JTP
FEDST	18GE	Federal Stimulus Grant Diversion
FEDST	18GG	Federal Stimulus Non Grant Diversion
FEDST	18HE	Federal Stimulus Grant Diversion
FEDST	18HH	Federal Stimulus Non Grant Diversion
FEDST	18TE	Federal Stimulus Grant Diversion
FEDST	18TT	Federal Stimulus Non Grant Diversion
FSBL	16FS	Federal Stimulus Business
HIRED	180R	JOP/GD Company Hired
STLUS	24JT	SA CM Stimulus Job Placement
UNENG	180M	Company Job/Grant Diversion
WCSTP	16JT	WeCARE Stimulus Job Placement

Business Link Codes

Based on codes entered by BTW, WeCARE, and the CSM, Business Link staff will post one of the following codes:

- 18GE** Stimulus Green TEAP
- 18GG FIA3A** Completed Green TEAP
- 18HE** Stimulus Health TEAP
- 18HH FIA3A** Completed Health Care TEAP
- 18TE** Stimulus Transitional TEAP
- 18TT FIA3A** Completed Transit TEAP
- 180M** Stimulus Job Completed
- 180R** Stimulus Jobs to Unsubsidized Employment

Attachment C – Parks JTP Unit Deskguide

Parks/HRA Action Codes	Description	Work Title	Who's Eligible	Job Information	Rebudget Required
15DM	POP Stimulus Weatherization	CSA	FA, Single with Children (SNA), Non-custodial parent (NCP)	<ul style="list-style-type: none"> • 10 Months • 40 hr week • \$11.11 per hour • 4 days work, 1 day job search 	Yes, new budget required for new grant diverted income
15FM	POP Stimulus Green/Ed	JTP	FA, Single with Children, Non-custodial parent	<ul style="list-style-type: none"> • 10 Months • 40 hr. week • \$9.21 per hour • 4 day work, 1 day job search 	No, additional budgeting if already budgeted for POP JTP income
15KM	POP Connect	JTP	FA, Single with Children, Non-custodial parent	<ul style="list-style-type: none"> • 12 Months • 40 hr. week • \$9.21 per hour • 3 days work, 2 days education 	No, additional budgeting if already budgeted for POP JTP income
15MM	POP Stimulus Green/Million Trees	CSA	FA, Single, Single with Children,	<ul style="list-style-type: none"> • 6 Months • 40 hr. week • \$11.11 per hour • 4 days work, 1 day education 	Yes, new budget required for new grant diverted income
15RM	Employed at HRA JTP	JTP	FA, Non-custodial	<ul style="list-style-type: none"> • 9 Months • 40 Hr. week • \$9.21 per hour • 4 days work, 1 day BTW 	Yes, new budget required for new grant diverted income
15TM	POP Stimulus 2010	JTP	FA, Single with Children, Non-custodial parent	<ul style="list-style-type: none"> • 6 Months • 40 hr. week • \$9.21 per hour • 4 day work, 1 day job search 	No, additional budgeting if already budgeted for POP JTP income

Attachment C – Parks JTP Unit Deskguide

15VM	POP Spark	JTP	FA, Single with Children	<ul style="list-style-type: none"> • 1 Year • 40 hr. week • \$9.21 per hour • 3 days work, 2 days education 	No, additional budgeting if already budgeted for POP JTP income
15GM	Sanitation JTP	JTP	FA, Single with Children, Non-custodial parent	<ul style="list-style-type: none"> • 6 Months • 40hr. week • \$9.21 per hour • 4 days work, 1 day job search 	Yes, new budget required for new grant diverted income

Date: _____
Case Number: _____
Case Name: _____
Parks Unit Center: _____

Grant Diversion Program Statement of Understanding

Participant's Information

Print Name: _____
Name M.I. Last Name

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

I understand that I am being enrolled in the Grant Diversion Program (GDP) / _____ for _____ months. The GDP provides subsidized earned income and on-the-job training. My participation in the GDP means that my Cash Assistance (CA) grant will be diverted to the employer in exchange for on-the-job training and a semimonthly salary.

I will be employed with the _____.

In connection with my participation in the GDP, I have been advised and agree that:

1. I am being referred for a job that will/will not require some physical activity and I believe that I will be able to successfully complete my assigned tasks.
2. For purposes relating to work requirements, I shall be considered **employed full time**.
3. I am required to work a total of **40 hours** per week and I will be paid \$_____ per hour. If I am unable to work the full 40 hours per week, my salary will be reduced to reflect only the hours I have worked.
4. Any income that is earned will be budgeted toward both my CA and Food Stamp (FS) benefits. I am responsible for paying my own rent, utilities, and transportation expenses. Any permanent changes in my earned income must be reported to my Job Center within ten (10) business days from the end of the month to request a supplement.
 - If I miss work because of a documented illness or other emergency beyond my control and my pay is reduced below the amount of my household needs, I may be eligible to receive a supplemental grant from the Family Independence Administration (FIA). I must request a supplement at my assigned JTP Job Center Unit within ten (10) business days after the month of receipt of the reduced paycheck. I understand that in most cases, my earned semimonthly wages will exceed my CA grant. I also understand the FS program does not recognize temporary changes in income and, therefore, no supplemental FS will be issued for my absences.
 - I understand that if I am eligible, the amount of the supplemental grant will only be in the amount necessary to meet my household's needs and not the amount of the reduction of my paycheck.

5. I am required to attend _____ full day(s) or _____ hours of paid job search per week.
6. I am still required to keep all mandatory CA appointments (example: Face-to-Face appointments). If I do not attend all mandatory appointments, my CA case may be affected. If I become ineligible for CA or my grant is reduced because I failed to keep any mandatory appointments, or for another reason, I may become ineligible to participate in the GDP.
7. If as an eligibility requirement for CA I am mandated to attend a treatment program, I understand it will be my responsibility to attend the program during hours that will not affect my participation in the GDP.
8. My eligibility for medical assistance will not be affected during the period in which I am participating in the GDP.
9. In the event that I request a Fair Hearing and continuing aid because I disagree with the budgeting of my CA grant, my participation in the GDP will be terminated and, along with it, my salary, unless I withdraw my request for continuing aid.
10. Participation in a housing subsidy program, other than Section 8 or New York City Housing Authority (NYCHA), will disqualify me from participation in the GDP.
11. If for any reason my subsidized employment with the GDP ends, I must notify my assigned GDP _____ Job Center Unit within ten (10) business days of the termination.
12. I may be subject to reduction or termination of my CA and FS if without good cause, I:
 - Refuse an offer of permanent employment;
 - Voluntarily terminate employment; or
 - Bring about my own termination from employment.

If I willfully and without good cause refuse or fail to comply with a CA work activity, I will be subject to a reduction or termination of my CA in accordance with 18 NYCRR § 385.12.

I have read the Statement of Understanding for Job Training Program Participants. I understand and agree to comply with all of the requirements. I further understand that if I provide any false information or documentation related to my participation in the Job Training Program, I will be subject to penalties.

Participant's Signature

Date

If there are any problems with your case, such as a child care emergency or other emergency, or if you have any question regarding your CA budget, please call the GDP _____ Job Center Unit at _____.