



HIRENYC: HUMAN SERVICES HIRING REQUIREMENT FREQUENTLY ASKED QUESTIONS

1. What is the purpose of this program?

The purpose of the hiring requirement is to provide work opportunities to individuals who are presently receiving Public Assistance (PA) and are motivated to obtain a job and become self-sufficient.

2. Is this a new requirement?

The requirement was already part of your contract(s). We are now working to provide support and clarity to help agencies achieve compliance.

3. How many people are we required to hire under the HireNYC: Social Services program?

Contractors are required to hire one PA Recipient for every \$250,000 of combined annualized value during each year of the contract(s). For example, if your contract(s) have \$1 million in annual value, you are required to make 4 hires each year. **Note:** if a new hire does not remain with your company for a full year, refilling the position does not count as a second hire, and the company is required to hire another PA Recipient.

4. If I meet my requirement this year and all hires remain employed, do I need to hire new people next year?

If you were in compliance with the contractor hiring requirement during the previous year and provide proof that hires from Business Link referrals are still working with your company as of one year from the original job start date, your contractor hiring requirement for the following year will be reduced by the number of retained hires.

5. How will I know how many people my agency is required to hire each year?

HRA Business Link (BL) will send a letter at the beginning of the fiscal year indicating the contract value reported by your contracted agency and the number of hires required based upon that amount.

6. Must the person we hire work within the program funded by the contract?

No, you may receive credit for hiring a NYC PA recipient who works in *any part of your organization*.

7. If I have no vacancies, should I fire previous hires and replace them in order to meet the requirement?

Absolutely not! Companies cannot fire previous hires and hire other PA Recipients to meet the requirements. If you had no vacancies, then you can apply for an exemption at the end of the contract year. However, in our experience, most contractors have vacancies through attrition at the program site or other locations throughout the company.

8. Why do we need to provide contact names at our organization? Can't Business Link review our websites and have candidates apply online?

We find that having a point of contact greatly improves outcomes because we are able to learn what qualifications the hiring manager desires, beyond those stated in the standard job descriptions.

9. Who is going to pay for these jobs?

Since you will not be required to create any new jobs to meet the hiring requirement, there won't be any new jobs to pay for, other than the regular positions already funded in your budget.

10. What if we don't think the pre-screened candidates Business Link sends us are qualified?

Tell your Business Link Account Manager what additional skills and qualifications you need from future applicants and Business Link will work to find candidates who better fit your agency's needs.

11. How do we know what kinds of jobs Public Assistance recipients can do?

You don't! Business Link has successfully partnered with contractors to fill a variety of vacancies including case managers and program directors. It is best if you notify Business Link of all vacancies and we will let you know if we are able to provide candidates.

12. Other than saying that we are working with Business Link, what more can a service provider say in their Implementation Plan?

If you employ case managers in your facilities, you can direct them to refer qualified candidates to vacancies at other locations. If your agency partners with Back to Work vendors, you can also have them refer qualified candidates. If you submit a list of hires to Business Link, we will screen them for eligibility.

13. What information does HRA require about new hires who don't come from Business Link in order to determine if they qualified?

The Hire Sheet provided by Business Link calls for basic info: name, SSN, job title, hourly wage, work hours per week, start date, and date and amount of the first paycheck. After Business Link reviews this information, you will be informed as to whether the individual meets the criteria. If they do, you will receive credit toward your Contractor Hiring requirement.

14. Do we have to treat people hired under this program differently from our regular employees?

No. These employees must comply with all of your regular personnel practices and meet the same standards that you set for others.

15. What are the requirements to prove that we made "Best Efforts" to meet the requirement?

To meet the Best Efforts standard you must:

- Provide HR contact information to Business Link
- Notify Business Link of vacancies within your agency
- Interview qualified candidates forwarded by Business Link
- Provide feedback on our referrals so that we can improve future referrals

In addition, you can:

- Submit a list of agency hires once per month so that HRA can check eligibility and give you credit even if the referrals did not come from Business Link.

16. If my agency works with Business Link and we make some hires, but do not meet our full Contractor Hiring requirement, will we be assessed for liquidated damages?

Contractors who do not meet their full requirement can apply to Business Link for a reduction or complete exemption from the hiring requirement at the end of the fiscal year. As long as you meet the best efforts standards, your reduction or exemption request will be approved and your commitment will be either reduced to zero or to the number of hires actually achieved.

17. How will the liquidated damages provision of the rider be applied?

If you are not in compliance with the hiring requirement by your assigned date, you will receive notice from Business Link that liquidated damages may be invoked. You will have an opportunity to remedy any deficiencies through a corrective action plan. The liquidated damages will only be put into effect by HRA and your contracting agency after due consideration of the record. Business Link is always willing to work with contractors to help them in the hiring process. The imposition of liquidated damages is a last resort we seek to avoid.