

HIRENYC - A GUIDE FOR NYC HUMAN SERVICES CONTRACTORS



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A. INTRODUCTION

This document is a guide for businesses and not for profit organizations that contract with New York City human services agencies and are subject to the HireNYC Public Assistance hiring requirement. As of March 2017, the contracting Agencies which include this requirement in their contracts are: Human Resources Administration (HRA), Department of Homeless Services (DHS), Administration for Children's Services (ACS), Department for the Aging (DFTA), Department of Health and Mental Hygiene (DOHMH), Department of Youth and Community Development (DYCD), and Small Business Services (SBS).

Contracts subject to the requirement will include the Public Assistance Hiring Commitment Rider ("Rider"). See Addendum A.

The basic requirement is that for every \$250,000 in annualized contract value, a contractor shall hire at least one Public Assistance recipient. For example:

- A contract which has a \$1 million total award and a contract duration of one year would have a hiring requirement of four Public Assistance recipients during the course of that year.
- A contract which has a \$1 million total award and a contract duration of two years would have a hiring requirement of two Public Assistance recipients during each of those two years.

The hiring obligation will be based on the total combined annualized value of all contract(s) with the Rider.

HRA's Business Link office both monitors and assists each contractor in meeting its HireNYC requirement. This is true for all contracts with any or all of the contracting Agencies listed above.

Business Link is a no-fee employment service provided by HRA to serve the staffing needs of private businesses and non-profit organizations. The services that Business Link delivers are tailored to meet each employer's unique requirements and recruitment practices. Business Link has a long and successful history of matching qualified and vetted job seekers to the needs of employers across a broad spectrum of industries.

B. GETTING STARTED

Shortly after a contract with the Rider is registered with the Office of the New York City Comptroller, Business Link will assign a Job Developer to the contractor who will inform the contractor of its requirement for the Fiscal Year and the number of Public Assistance recipient hires that it is required to make during that Fiscal Year. Fiscal Years for contracts with the City of New York start July 1st and end on June 30th.

The Job Developer will work with each contractor to understand its business model, recruitment process, and hiring needs. The Job Developer will then begin to recruit job seekers in receipt of Public Assistance who have been vetted to meet the qualifications for job openings that the contractor has shared with Business Link.

Sharing information about job openings with Business Link is a requirement under the Rider. However, contractors are under no obligation to hire Business Link referrals.

Business Link is a division of HRA. Any and all referrals made by HRA are by definition, in receipt of Public Assistance and would qualify to be counted toward a hiring contractor's requirement.

The Public Assistance population possesses a diverse range of skills, experience and education. Business Link's priority is to connect you with the candidates who will be the best fit for your organization. If there are no qualified candidates, the Job Developer will let you know that we cannot fill the vacancy. Your Job Developer will also solicit feedback from you regarding our referrals in order to provide you with the best possible matches.

C. CONTRACTOR RESPONSIBILITIES

A. Within ten (10) calendar days of the commencement date and any subsequent anniversary date of the start date of a contract:

The contractor is required to submit contact information for its primary Human Resources contact and his/her supervisor; an organization chart, job titles, duties and qualifications for the last three years of hires in its organization; and its estimated volume of annual hires.

B. Within thirty (30) calendar days of: (a) the commencement date of a contract; or (b) the date of program start (e.g., shelter opening), whichever date is later:

The contractor is required to submit an Implementation Plan (See Addendum B) detailing how it will meet its hiring requirements.

C. Within ninety (90) calendar days of a contract commencement date:

The contractor is required to institute its Implementation Plan and to notify Business Link of potential job openings and minimum job qualifications. Contractors may inform Business Link of its job openings through the Business Link system.

The Implementation Plan can be printed from the Business Link system. Documents may be forwarded directly to your Job Developer or to the HireNYC mailbox: (HireNYC-HumanServices@hra.nyc.gov).

D. QUALIFIED HIRES

In order for a Public Assistance (PA) hire to qualify toward the requirement:

1. The hire must be in receipt of Public Assistance at the time of hire. Being “in receipt of Public Assistance” is defined as applying for or having an active Public Assistance case with the City of New York Human Resources Administration.

The hire must also be a new hire; that is, someone who was hired during the current Fiscal Year. Contractors may qualify for either a full or partial exemption from its yearly hiring requirement to the extent that it can demonstrate that it hired the required number of Public Assistance recipients during the previous Fiscal Year and that these hires remain employed by the organization as of the one year anniversary date of each hire’s respective job start date.

2. The PA recipient must work at least 20 hours a week for at least one year. In the event the staff member leaves in the course of the year, the contractor must hire another PA recipient in his/her place. The replacement will not count as an additional employee.

3. The contractor shall pay the hired worker at least the legally mandated minimum wage.

A qualifying Public Assistance hire does not have to be employed under the specific program from which the contract was awarded, but may work for any part of the contractor’s organization.

Contractors are also permitted and encouraged to make use of subcontractors to help meet their requirement. If subcontractors are part of the Implementation Plan, the contractor should clarify the method(s) the subcontractor will use to recruit PA hires. They should also provide contact information for the individual responsible for recruitment for the subcontractor to Business Link.

Contractors may inform Business Link of their hires through the Hire Sheet (See Addendum C). The Hire Sheet may be printed from the Business Link home page and may be submitted to either your Job Developer or the HireNYC mailbox (HireNYC-HumanServices@hra.nyc.gov). For each submitted Hire Sheet, Business Link will inform the contractor of the number of hires who meet the eligibility requirement (See Addendum D) or that none of the hires submitted met the requirement (see Addendum E).

E. APPLYING FOR AN EXEMPTION OR REDUCTION IN THE REQUIREMENT

No later than ten (10) calendar days after the contract commencement date and, for subsequent years, no later than the subsequent anniversary date of the commencement date of a contract:

A contractor may apply to Business Link for a Complete Exemption from or Partial Reduction in its PA hiring requirement.

To qualify for a Complete Exemption, one of the conditions below must apply:

- a. The annual contract amount is less than \$250,000 in annual value of personnel costs (excluding fringe and Other than Personal Services (OTPS));
- b. A contractor's workforce within New York City is less than 20 employees;
- c. No vacancies nor anticipated positions can be foreseen within one year of the commencement of the contract;
- d. The contractor is a party to a valid collective bargaining agreement covering all of contractor's entry level positions and such agreement limits the contractor to a hiring pool which does not include PA recipients;
- e. Complying with the hiring requirements will cause extreme hardship.

To qualify for a Partial Exemption, one of the conditions below must apply:

- a. The specified number of PA recipients to be hired exceeds 10% of the contractor's workforce located within New York City. For example, if a contractor would ordinarily be required to hire six PA recipients but has only 30 employees within NYC, the requirement could be reduced from six to three;
- b. A valid collective bargaining agreement covers some but not all entry-level positions and limits the contractor to a hiring pool which does not include PA recipients.

Contractors may apply for a complete Exemption or Partial Reduction via the Exemption Request Form (See Addendum F) The Exemption Request Form may be printed from the Business Link system home page and may be submitted to either your Job Developer or the HireNYC mailbox (HireNYC-HumanServices@hra.nyc.gov). All requests should be accompanied by supporting documentation. The contractor will be notified of either approval of its request (Addendum G) or of a denial (Addendum H).

Any exemption or reduction granted will be effective for one (1) year only. A contractor who believes that it qualifies for an exemption in a subsequent year must reapply.

F. CORRECTIVE ACTION

If a contractor fails to hire the specified number of hires by the later of either:

- a. The timeframe mutually agreed upon between HRA and the contractor, or
- b. Six (6) months from the commencement date of the contract; or
- c. Fails to pay and retain PA recipients in accordance with the requirements specified in the Rider

HRA in consultation with the contracting Agency(ies) will notify the contractor in writing, indicating what deficiencies are to be remedied. Within ten (10) calendar days of its receipt of this notice, the contractor shall respond to the contracting Agency(ies) and HRA in writing, and must include a Corrective Action Plan (CAP) identifying with specificity the steps it intends to take to remedy any deficiencies identified. HRA will investigate the contractor's compliance with its CAP and shall inform contracting Agency(ies) as to the contractor's performance with its CAP.

G. BEST EFFORTS:

If at the end of the Fiscal Year, a contractor has not met its requirement in full, the contractor may apply for a waiver from the unmet number of required hires. In order to qualify for Best Efforts, a contractor would during the Fiscal Year, have had to:

- Contacted Business Link for assistance in identifying potential employees and cooperated with Business Link to identify possible openings within the contractor's organization;
- Made efforts to interview PA recipients for open positions. Documentation of these efforts must include at a minimum:
 - The names, addresses, and telephone numbers for each PA recipient interviewed, and whether they were referred to contractor by HRA;
 - Job descriptions and specifications of the position a PA recipient was interviewed for; and
 - An explanation detailing why any PA recipients interviewed were rejected for that position

The Best Efforts Waiver Request Form (Addendum I) may be printed from the Business Link system home page and may be submitted to either the Job Developer or the HireNYC mailbox (HireNYC-HumanServices@hra.nyc.gov). The contractor will be notified of either approval of its request (Addendum J) or of a denial (Addendum K).

H. THE BUSINESS LINK SYSTEM

The contractor's assigned Job Developer will establish who the primary contact will be. That contact will be sent an email with instructions on how to create an account in the Business Link system (Addendum L)

- Once an account has been established, the contact will be able to access the following forms: (See Addendum M)
 - Exemption Request
 - Hire Sheet
 - Implementation Plan
 - Request For Best Efforts Waiver
- The account holder will also be able to create additional users (See Addendum N)
- Share information with Business Link about its available jobs (See Addendum O)

I. END OF FISCAL YEAR

At the end of the Fiscal Year, Business Link will inform the contractor whether or not it met its hiring requirement (see Addendums P and Q).

J. WE ARE HERE TO HELP

HRA Business Link can help you fulfill your requirement. Not only can we refer quality candidates, those candidates are guaranteed to count toward your organization's requirement. Our services are free and you are never required to hire someone just because we referred them to you. Over the past 20 years, we have successfully matched thousands of job seekers to the staffing needs of hundreds of satisfied employers of every type.

Your organization may find it intrusive to ask a prospective hire if s/he is a PA recipient. Business Link can do this for you. As a unit of HRA, we have access to that information.

Still have questions? See our FAQs (See Addendum R).

K. APPENDIX

Addendum A: Public Assistance Hiring Commitment Rider

Addendum B: Implementation Plan

Addendum C: Hire Sheet

Addendum D: Sample Notice of Qualifying Hires

Addendum E: Sample Notice of No Qualifying Hires

Addendum F: Exemption Request Form

Addendum G: Sample Notice of Approval of Exemption or Partial Reduction Request

Addendum H: Sample Notice of Denial of Exemption or Partial Reduction Request

Addendum I: Best Efforts Waiver Request Form

Addendum J: Sample Notice of Approval of Best Efforts Request

Addendum K: Sample Notice of Denial of Best Efforts Request

Addendum L: Sample "Welcome To Business Link!" E-Mail

Addendum M: Business Partner Home Page Screen

Addendum N: Business Partner Administrator Screen

Addendum O: Business Partner Job Orders Screen

Addendum P: Sample Notice of Fiscal Year End Compliance

Addendum Q: Sample Notice of Fiscal Year End Non-Compliance

Addendum R: Frequently Asked Questions

ADDENDUM A

Public Assistance Hiring Commitment Rider

- A. The Public Assistance Hiring Commitment is an initiative administered by the Human Resources Administration (“HRA”) through its Business Link program, and seeks to match employers with qualified job-seekers. For the duration of this Contract, and subject to any qualified exceptions listed in **Subsection H** below, Contractor shall hire at least one (1) Public Assistance Recipient (“PA Recipient”) for each two hundred fifty thousand dollars (\$250,000.00) in annual value of this Contract. If Contractor believes it should be exempted from the requirements of this Rider, Contractor may submit a request for an exemption based on the reasons outlined below in **Subsection H**.
- B. Contractor shall hire PA Recipients for employment of at least twenty (20) hours per week for the duration of at least one (1) year.
1. Contractor shall pay hired PA Recipients at least the legally mandated minimum wage.
 2. Contractor may meet the requirements of this Rider through the hiring of PA Recipients by its subcontractors.
 3. Positions of employment may be at any site or within any program operated by the Contractor
 4. In the event a PA Recipient hired by a Contractor is not retained for one (1) full year, the Contractor must hire and retain another PA Recipient for the remainder of the year in order to be credited for making one (1) required hire. When the Contractor replaces a hired PA Recipient before one (1) year has passed, this replacement will not count as an additional employee toward fulfilling Contractor’s hiring requirement.
 5. Contractor shall seek to retain hired PA Recipients beyond the one (1) year requirement of this Rider. In accordance with **Subsection H(3)** below, if Contractor retains a PA Recipient hired pursuant to this Rider beyond one (1) year, Contractor may qualify for a full or partial exemption of its hiring requirements in the subsequent year.
- C. Business Link will consult with Contractor to assess Contractor’s employment needs and minimum job qualifications, as determined by Contractor. Business Link will make referrals appropriate to those needs. Within ten (10) calendar days of the commencement date and any subsequent anniversary date of the start date of this Contract, the Contractor shall submit (i) all Contract information where the counterparty is HRA, DHS, or ACS; and (ii) contact information for the Contractor’s primary human resources contact and his/her supervisor; an organization chart, job titles, duties and qualifications for the last three years of hires in Contractor’s organization; and the estimated volume of annual hires.
- D. Within thirty (30) calendar days of: (i) the commencement date of the Contract; or

(ii) the date of program start (e.g., shelter opening), whichever date is later, and any subsequent anniversary date of the commencement date of this Contract, Contractor shall submit an implementation plan detailing how Contractor will meet the hiring requirements of this Rider. If necessary, Contractor may request the assistance of Business Link in developing its implementation plan; however, Contractor must still submit its implementation plan within thirty (30) calendar days of the Contract commencement date and subsequent anniversary dates. If Contractor is determined by HRA, in consultation with Agency, to be in compliance with this Rider during the previous Contract year, HRA will notify Contractor that it is not required to submit a new implementation plan.

- E. Contractor shall send all documentation to: HRA's Business Link – Contractor Hiring Unit, located at 348 West 34th Street, New York, New York 10001. Documents may also be emailed to the Contractor Hiring Unit of Business Link at businesslink@hra.nyc.gov. Contractor shall submit any additional relevant information within ten (10) calendar days of a request from HRA. In consultation with [Agency], HRA will review Contractor's documentation to determine the required number of PA Recipients Contractor shall hire and the allocated timeframe in which to hire these PA Recipients.
- F. Contractor shall begin instituting the implementation plan within ninety (90) calendar days of the Contract commencement date and shall notify HRA of potential job openings and their minimum job qualifications as determined by Contractor. As other job openings arise, Contractor shall send appropriate listings to HRA for the life of this Contract. Contractor may request the assistance of HRA in identifying potential employees. In such case, HRA will refer PA Recipients who meet Contractor's minimum qualifications as determined by Contractor for employment interviews.
- G. If Contractor fails to hire the specified number of PA Recipients by the later of either (i) the timeframe mutually agreed upon between HRA and Contractor or (ii) six (6) months from the commencement date; or fails to pay and retain PA Recipients in accordance with the requirements specified above, HRA in consultation with Agency will notify Contractor in writing, indicating what deficiencies are to be remedied. Within ten (10) calendar days of its receipt of this notice, Contractor shall respond to [AGENCY] and HRA in writing, and must include a corrective action plan identifying with specificity the steps Contractor intends to take to remedy any deficiencies identified. HRA will investigate Contractor's compliance with its corrective action plan and shall inform Agency as to the Contractor's performance with its CAP. If the identified deficiencies are not addressed to the satisfaction of HRA and Agency, [AGENCY] shall assess the agreed upon liquidated damages based on the calculation in Paragraph G(1) for each day and for each PA Recipient not hired or compensated in accordance with the provisions of this Rider.
1. Daily liquidated damages per PA Recipient will be calculated as the quotient of:

[(current minimum wage as of the commencement date and any subsequent anniversary date) * 20 hours per week * 52 weeks per year]

365 days

2. [AGENCY] retains the option to require Contractor to directly pay to [AGENCY], or to deduct from any payment due or to become due to Contractor, such amount as may be assessed for liquidated damages
- H. No later than ten (10) calendar days after the Contract commencement date and, for subsequent years, no later than the subsequent anniversary date of the commencement date of this Contract, Contractor may apply to HRA, for a complete or partial exemption from the requirements of this Rider. Any exemption granted will be effective for one (1) year only. Any application for an exemption must be in the form specified by HRA, accompanied by supporting documentation.
1. Contractor may qualify for a complete exemption if one (1) of the conditions below is demonstrated:
 - a. The annual Contract amount is less than two hundred fifty thousand dollars (\$250,000.00) in annual value of personnel costs, excluding fringe benefits and other-than-personal-services (OTPS);
 - b. Contractor's workforce within New York City is less than twenty (20) employees;
 - c. Contractor possesses no vacancies and can demonstrate that no positions are reasonably foreseen to be available within one (1) year of the commencement or anniversary date of this Contract;
 - d. Contractor is a party to a valid collective bargaining agreement covering all of Contractor's entry-level positions and such agreement limits Contractor to a hiring pool which does not include PA Recipients; or
 - e. Complying with the hiring requirements of this Rider in any manner will cause extreme hardship.
 2. Contractor may qualify for a partial exemption if one of the conditions below is demonstrated:
 - a. The specified number of PA Recipients to be hired exceeds 10% of Contractor's workforce located within New York City; or
 - b. A valid collective bargaining agreement covers some but not all entry-level positions and limits Contractor to a hiring pool which does not include PA Recipients.

3. Beginning with Year 2 of the Contract, Contractor may qualify for either a full or partial exemption from its yearly hiring requirements to the extent that Contractor can demonstrate that it hired the required number of PA Recipients during the previous year and that these hires remain employed by Contractor as of the anniversary date. Contractor shall submit all appropriate documentation when seeking an exemption based on a retained PA Recipient, including, but not limited to: payroll reports, pay stubs, and any other documentation HRA may require.
 4. HRA will review Contractor's exemption request and will, in consultation and agreement with Agency, notify Contractor whether its exemption request is approved or denied. If Contractor's request is denied, Contractor shall: (i) within ten (10) calendar days of its receipt of notice from HRA, submit all documentation in accordance with **Section C**; and (ii) within thirty (30) calendar days of its receipt of notice from HRA, submit an implementation plan in accordance with **Section D**.
- I. At the end of each fiscal year, the Contractor Hiring Unit of Business Link will in consultation with Agency, notify Contractor as to whether the hiring requirements were met. Where the Contractor has failed to meet the requirements, Contractor may seek a modification to waive its unmet requirements if Contractor can demonstrate that it has made best efforts to meet the hiring requirements of this Rider. Evidence that Contractor utilized best efforts to meet the hiring requirements of this Rider include, but are not limited to:
1. Contractor contacted Business Link for assistance in identifying potential employees and cooperated with Business Link to identify possible openings within Contractor's organization;
 2. Contractor made efforts to interview PA Recipients for open positions; documentation of these efforts must include at a minimum:
 - a. The names, addresses, and telephone numbers for each PA Recipient interviewed, and whether they were referred to Contractor by HRA;
 - b. Job description and specifications of the position a PA Recipient was interviewed for; and
 - c. An explanation detailing why any PA Recipients interviewed were rejected for that position.

ADDENDUM B



HireNYC: Human Services IMPLEMENTATION PLAN

BACKGROUND

The City has launched and expanded HireNYC, a suite of programs designed to leverage the City's purchase power to encourage the hiring of residents. These initiatives will provide free, high-quality recruitment services to vendors filling open positions. The City has rebranded the Public Assistance Hiring Commitment as HireNYC: Human Services, an initiative that is specifically intended to create employment opportunities for low-income New Yorkers receiving public assistance.

As such, your contract(s) with your contracting City Agency(ies) contains the Public Assistance Hiring Commitment, requiring that your organization hire one Public Assistance (PA) recipient for every \$250,000 of annualized contract value. It also contains a provision that you submit an Implementation Plan within 30 days of contract commencement date or subsequent anniversary date. HRA's Business Link will assist your organization throughout the year in implementing this requirement, and this plan will help Business Link understand your hiring process, and any contract conditions that impact your hiring requirement. This process is designed to help the City provide you with the qualified candidates needed to support your organization's mission.

Below is additional information about Business Link and the specifics of HireNYC: Human Services.

Business Link: Business Link, a division of the NYC Human Resources Administration, is a no-fee employment service provided to assist New Yorkers find meaningful and livable employment while connecting private employers to qualified candidates. For employers, Business Link provides customized recruitment services such as consulting on your hiring practices, providing on-site recruiting facilities, resume collection and screening applicants. For job seekers, Business Link provides one-on-one career counseling, resume and cover letter review, interview coaching, resume referral, as well as various employment workshops.

What is the HireNYC: Human Services hiring requirement?

- You must hire one Public Assistance (PA) recipient for every \$250,000 in annualized contract value.
- In order for a hire to count towards your requirement, s/he must work:
 - At least 20 hours per week
 - At the legally mandated minimum wage
 - For at least one year.
 - If the individual you hire is not retained for the full year, you must hire another PA recipient for the remainder of the year to be credited for making your required hire.
 - If your hire stays in the job for more than one year, you may qualify for a full or partial exemption of your hiring requirement in the next year.

To fulfill the HireNYC: Human Services hiring requirement:

- You may hire for openings anywhere within your organization, not only for openings associated with the specific contract.
- You may employ PA recipients in jobs in New York City and in the surrounding area (for example, Westchester County).
- You may be able to get credit for individuals you hire from other recruitment sources. In order to do that, you will need to share a monthly Hire Sheet (*included in this mailing*) requesting information

03/03/2017

about all new hires, including their Social Security Numbers. This will allow Business Link to verify if the hires were on Public Assistance at the time of hire, allowing you to get credit for your requirement. Business Link will keep all information confidential and secure.

- You are allowed to meet your hiring requirement by having your sub-contractors hire PA recipients, as long as they are not also subject to the PA Hiring Commitment Rider and counting the hires towards their requirement.
- Business Link only recruits for job vacancies and the decision to hire is at the contractor's discretion.

- **Exemptions**

You may qualify for a *complete exemption* from the HireNYC: Human Services hiring requirement if one of the conditions below is demonstrated:

- The annual contract amount is less than \$250,000 in annual value of personnel costs, excluding fringe benefits and other-than-personal-services (OTPS);
- Your organization's workforce within New York City is less than 20 employees;
- You possess no vacancies and can demonstrate that no positions are reasonably foreseen to be available within one year of the commencement or anniversary date of your contract;
- You are party to a valid collective bargaining agreement covering all of your entry-level positions, which limits you to a hiring pool that does not include PA recipients;
- Complying with the hiring requirements will cause extreme hardship.

You may qualify for a *partial exemption* in your hiring requirement if:

- The number of PA recipients you are required to hire exceeds 10% of your NYC workforce;
- You are party to a valid collective bargaining agreement that covers some but not all of your entry-level positions, which limits you to a hiring pool that does not include PA recipients.

If you believe that you are eligible for an exemption, you must submit an Exemption Form (*included in this mailing*), no later than 10 days after your contract commencement date. Business Link will review your request and notify you regarding their decision by within 30 days.

Best Efforts

- At the end of each fiscal year, Business Link will, in consultation with your Contracting Agency, notify you as to whether the hiring requirements were met. If you have failed to meet the requirements, you may seek a modification to waive your unmet requirements if you can demonstrate that that you have made Best Efforts to meet the hiring requirements. Remember, Business Link is here to provide you with qualified candidates, and will never require you to hire an individual who is not qualified for your openings.
- Evidence that you have demonstrated Best Efforts to meet the HireNYC: Human Services hiring requirements include, but are not limited to the following:
- You contacted Business Link for assistance in identifying potential employees and cooperated with Business Link to identify possible openings within your organization;
- You interviewed PA recipients for open positions; documentation of these efforts must include at a minimum:
 - The names, addresses, and telephone numbers for each PA recipient interviewed, and whether they were referred to you by Business Link;
 - Job description and specification of the position a A recipient was interviewed for; and
 - An explanation detailing why any PA recipients interviewed were rejected for that positions.

If you believe that you can demonstrate Best Efforts, you must submit a Best Efforts Waiver (*included in this mailing*) at the end of the Fiscal Year.



HireNYC: Human Services IMPLEMENTATION PLAN

Within thirty (30) calendar days of: (i) the commencement date of the Contract; or (ii) the date of program start (e.g., shelter opening), whichever date is later, and any subsequent anniversary date of the commencement date of this Contract, Contractor shall submit an Implementation Plan detailing how the Contractor will meet the hiring requirements of HireNYC: Human Services.

Name of Contractor: _____

Address: _____

Contact Person: _____

Title: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Please check all agencies that you currently have contracts with: HRA ACS DHS
 DFTA DOHMH DYCD
 SBS

SUBMIT COMPLETED FORM TO: Business Link
HireNYC: Human Services
123 William Street, 6th Floor, New York, NY 10038
OR email to HireNYCHumanServices@hra.nyc.gov

STAFFING

This section is designed to help you think about the types of positions you will be hiring for over the coming year.

1. What is the nature of your services? (For Example: Home Health, Child Care, Transitional Housing, Homeless Shelter, Case Management)

2. How many of your staff currently work in New York City or the surrounding region? (Include your entire workforce, not just those positions funded by City contracts.)

3. How many of these positions are entry level positions?

4. Please complete the following table with information about the types of positions you may be hiring for:

Position	Current Number of Employees In That Position	Projected Number of Openings Through 06/30/17	Is Hiring Continuous, Seasonal or As Needed	Actual, Range or Estimated Number of Hours Worked Per Week	Minimum Degree or Certification Required	Expected Month(s) of Hire

Please see Appendix if you need additional space.

RECRUITMENT:

This information will help Business Link understand how you typically recruit for openings, and how you would like to work with Business Link to fill your openings.

1. How do typically you recruit for your open positions? Please check all that apply.

- Internet Ad Posting
- Employment Agency
- Social Networking
- Other _____

2. If you plan to use multiple recruitment resources in addition to Business Link, how will you track which job candidates were referred to you by Business Link? *This is important because Business Link will ask you to demonstrate Best Efforts by reporting back on the candidates we refer to you.*

3. Is your hiring done centrally?

- Yes
- No

4. In the event that hiring is done through multiple or satellite offices, how will you ensure that each office is made aware of Business Link referrals?

5. What is your preferred recruitment method? Please check all that apply.

This will help Business Link prepare to develop a recruitment process that aligns with your regular hiring process.

- We collect resumes
- We collect cover letters
- We conduct interviews
- We will need Business Link to pre-screen candidates based on specific background checks

CONTACT INFORMATION:

1. Who is the contact person at your organization who will notify Business Link with information regarding your new hires and/or job vacancies during the Fiscal Year? If this will be different people, please list all:

Name	Position	Telephone Number	Email

2. If your hiring is done through multiple or satellite offices, please fill in the appropriate contact information for each site below.

Organization Branch	Name	Position	Telephone Number	Email

SUBCONTRACTORS:

1. Do you have contractual agreements with 3rd party organizations? *You are allowed to meet your hiring requirement by having your Subcontractors hire PA recipients, as long as they are not counting those hires towards the HireNYC: Human Services commitment that they may have.*

Name of Subcontractor	Services Contracted For	Duration of Contract	Contract Amount

COLLECTIVE BARGAINING:

Does a current collective bargaining agreement exist which covers all or some of your entry level positions and limits your organization to a hiring pool which does not include Public Assistance recipients? *This may impact your hiring requirement.*

- Yes No

If so, please list the positions impacted, and the type of agreement that exists.

Position:

Type of Agreement:

Please attach documentation.

ADDITIONAL CHALLENGES

Please let Business Link know what challenges you might face in meeting your HireNYC: Human Services hiring goal, so we can prepare to support you.

APPENDIX

Continuation of Staffing Section, Question 4.

Position	Current Number of Employees In That Position	Projected Number of Openings Through 06/30/17	Is Hiring Continuous, Seasonal or As Needed	Actual, Range or Estimated Number of Hours Worked Per Week	Minimum Degree or Certification Required	Expected Month(s) of Hire

ADDENDUM C



HireNYC: Human Services - HIRE SHEET

Date: _____ Company Name: _____

Address: _____

Contact Person: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

In accordance with the Public Assistance Hiring Commitment Rider with HRA and/or ACS and/or DHS and/or DFTA and/or DOHMH and/or DYCD and/or DFTA, the undersigned has hired:

Name	Social Security #	Job Title	Hire Date	Hourly Wage	Weekly Hours Worked	First Paycheck (Actual or Estimate)	
						Amount	Date
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
			/ /			\$	/ /
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			/ /			\$	/ /
			/ /			\$	/ /

This position will be available to this employee for a period of at least 12 months from the start date, subject to satisfactory performance and our continued ability to fund the position.

The undersigned will notify Business Link if the employee's weekly hours fall below 20 hours per week, below the legally mandated minimum wage or if the employee is terminated.

Contractor Signature: _____ Print Name: _____

MAIL COMPLETED FORM TO BUSINESS LINK 123 WILLIAM STREET, 6TH FLOOR, NEW YORK, NY 10038
OR EMAIL TO HireNYC-HumanServices@hra.nyc.gov
OR FAX TO (212) 791-5830



ADDENDUM D

Family Independence
Administration
Employment Services

Steven Banks
Commissioner

December 27, 2016

Lisa Fitzpatrick
Chief Program Officer

Gary P. Jenkins
Executive Deputy Commissioner

[REDACTED]
JASA
247 West 37th Street, 9th Fl
New York, NY 10018

Lisa G. Van Brackle
Deputy Commissioner

150 Greenwich Street
New York, NY 10007

929 221 6741

Dear [REDACTED],

I am pleased to advise you that we have validated 2 Public Assistance recipients for fiscal year 2017 based on the Hiring List dated 12/21/16 submitted by your organization for July 2016 to December 2016.

We appreciate your consideration in sending us a hire list each month so that we may credit your organization with the hire of any new Public Assistance recipients. Your hiring of these individuals represents a new start for them on their path to self-sufficiency.

If you have any questions, please call me at (212) 262-3124. Thank you for your cooperation.

Sincerely,

James Flaum

James Flaum
HireNYC: Human Services



ADDENDUM E

Family Independence
Administration
Employment Services

Steven Banks
Commissioner

December 23, 2016

Lisa Fitzpatrick
Chief Program Officer

Gary P. Jenkins
Executive Deputy Commissioner

██████████,
VNS of New York / Home Care,
1250 Broadway 6th Floor
New York, NY 10001

Lisa G. Van Brackle
Deputy Commissioner

150 Greenwich Street
New York, NY 10007

929 221 6741

Dear ██████████:

Thank you for your submission of Hire Sheets dated 12/22/2016 for December 2016, fiscal year **2017**. Unfortunately, none of the individuals cited on the Hire Sheets is a qualifying hire. Please continue to submit a Hire Sheet of your hires on a monthly basis and inform us of any job openings that you may have via the attached Job Specification Form. I also encourage you to work with your assigned Business Link Job Developer, Vanessa Gilmore to identify and recruit qualified job seekers. She may be reached at 718-262-3171 or gilmorev@hra.nyc.gov

If you have any questions, please call me at (718) 262- 3124.

Sincerely,

James Flaum

James Flaum
HireNYC: Human Services

ADDENDUM F



**HireNYC: Human Services
EXEMPTION REQUEST**

Name of Contractor: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

SUBMIT COMPLETED FORM TO: Business Link
123 William Street, 6th Floor, New York, NY 10038
OR email to HireNYC-HumanServices@hra.nyc.gov

You may qualify for a complete or partial exemption from your HireNYC: Human Services hiring requirements, as required by the Public Assistance Hiring Commitment Rider in your contract. Business Link will process this request and notify you of its decision within 30 days.

DIRECTIONS:

1. Please select only **one** boxed section below and **all** corresponding reasons.
2. All requests must include supporting documentation.

The undersigned hereby requests the following for *Fiscal Year 2017 (July 1, 2016 – June 30, 2017)*:

<input type="checkbox"/> I. TOTAL EXEMPTION from the HireNYC: Human Services hiring requirement because: <ul style="list-style-type: none"> <input type="checkbox"/> a) Our contract amount is less than two hundred fifty thousand dollars (\$250,000.00) in annual personnel costs, excluding fringe benefits and other-than-personal-services. <input type="checkbox"/> b) Our New York City workforce is less than 20 employees. (Attach a list of your NYC staff by title.) <input type="checkbox"/> c) We possess no vacancies and can demonstrate that no positions are reasonably foreseen to be available within 1 year of the commencement or anniversary date of this contract. (Attach a description of the lack of openings.) <input type="checkbox"/> d) A valid collective bargaining agreement covers all of our entry-level positions and limits us to a hiring pool which does not include PA Recipients. (Attach a copy of the applicable provisions.) <input type="checkbox"/> e) Complying with the hiring requirement would cause extreme hardship. (Attach a description of the hardship.)

<input type="checkbox"/> II. PARTIAL EXEMPTION from the HireNYC: Human Services hiring requirement to hire _____ workers because: <ul style="list-style-type: none"> <input type="checkbox"/> a) Our New York City workforce totals _____. The current hiring requirement exceeds 10% of our workforce. (Attach a list of your NYC staff by title.) <input type="checkbox"/> b) A valid collective bargaining agreement covers _____ of our entry-level positions and limits us to a hiring pool which does not include PA Recipients. (Attach a list indicating the entry-level positions covered and a copy of the applicable provisions.)

If you have any questions you may call Business Link at (718) 262-3183.

**ATTACH ALL REQUIRED DOCUMENTS
OR YOUR REQUEST WILL NOT BE PROCESSED**



ADDENDUM G

Family Independence
Administration
Employment Services

Steven Banks
Commissioner

December 9, 2016

Lisa Fitzpatrick
Chief Program Officer

Gary P. Jenkins
Executive Deputy Commissioner

Lisa G. Van Brackle
Deputy Commissioner

150 Greenwich Street
New York, NY 10007

929 221 6741

[REDACTED]
Beth Jacobs Day Care Center
1363 46th Street
Brooklyn, NY 11219

Dear [REDACTED]:

On 9/7/2016 you submitted a request for a complete exemption for Fiscal Year 2016 from the requirement that you hire 2 Public Assistance recipients for available jobs in your organization. After a careful review of your request, HRA has agreed to your request. For any future assistance, please contact your Business Partner, Ivette Morales at 718-262-3194 or moralesiv@hra.nyc.gov.

Sincerely,

James Flaum

James Flaum
HireNYC: Human Services



ADDENDUM H

Family Independence
Administration
Employment Services

Steven Banks
Commissioner

December 19, 2016

Lisa Fitzpatrick
Chief Program Officer

Gary P. Jenkins
Executive Deputy Commissioner

Lisa G. Van Brackle
Deputy Commissioner

150 Greenwich Street
New York, NY 10007

929 221 6741

[REDACTED]

Committee for Early Childhood Development DCC, Inc.

193-04 Jamaica Avenue

Hollis, N.Y. 11423

Dear [REDACTED],

The purpose of this letter is to inform **Committee for Early Childhood Development DCC, Inc.** that its Exemption Request for Fiscal Year 2017 (07/01/16 – 06/30/17) has been denied. The experience, education and background clearance requirements of **Committee for Early Childhood Development DCC, Inc.'s** job vacancies is not a valid reason for granting an Exemption request based on Hardship. **Committee for Early Childhood Development DCC, Inc.** should comply with the following requirements:

- Submit an Implementation Plan
- Notify HireNYC of potential job openings and their minimum job qualifications

At the end of Fiscal Year 2017, should you not meet your Public Assistance Hiring Requirement in full, you may apply for a Best Efforts Waiver. As long as you meet all of the points listed below, a Best Efforts Waiver Request, should one be necessary, would be approved:

Document efforts to interview PA recipients for open positions of these efforts must include at a minimum:

- a. The names, addresses, and telephone numbers for each PA recipient interviewed, and whether they were referred to Contractor by HRA;
- b. Job description and specifications of the position a PA recipient was

03/03/2017

interviewed for; and

c. An explanation detailing why any PA recipients interviewed were rejected for that position.

If you have any questions, please call Dawn Hunt at (718) 262-3183.

Sincerely,

James Flaum

James Flaum

HireNYC: Human Services

ADDENDUM I



**HireNYC: Human Services
BEST EFFORTS WAIVER REQUEST**

Name of Contractor: _____

Address: _____

Contact Person _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

SUBMIT COMPLETED FORM TO: Business Link
123 William Street, 6th Floor, New York, NY 10038
OR email to: HireNYC-HumanServices@hra.nyc.gov

This form should only be submitted at the **end** of the Fiscal Year if you have failed to meet your annual HireNYC: Human Services hiring requirements, as required by the Public Assistance Hiring Commitment Rider in your contract. The purpose of this form is to seek a modification or waiver of your hiring requirement. In order to qualify, you must demonstrate that your organization has made Best Efforts to meet the hiring requirement.

DIRECTIONS:

1. Please select **either** Total Waiver **or** Partial Waiver. (Select Total Waiver if you have not made any qualified hires, and Partial Waiver if you have made some hires but not the full amount.)
2. Please select **all** corresponding reasons.
3. Request must include supporting documentation.

The undersigned hereby requests the following for **Fiscal Year 2017 (July 1, 2016 – June 30, 2017):**

<p><input type="checkbox"/> TOTAL WAIVER from the HireNYC: Human Services hiring requirement</p> <p>-OR-</p> <p><input type="checkbox"/> PARTIAL WAIVER from the HireNYC: Human Services hiring requirement to hire _____ workers</p> <p>BECAUSE:</p> <p><input type="checkbox"/> 1. We contacted Business Link for assistance in identifying potential employees and cooperated with Business Link to identify possible openings.</p> <p><input type="checkbox"/> 2. We interviewed _____ PA Recipients for open positions. Documentation of these efforts must include at a minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The names, addresses, and telephone numbers for each PA Recipient interviewed, and whether they were referred to you by Business Link. <input type="checkbox"/> The job description and specifications of the position each PA Recipient was interviewed for. <input type="checkbox"/> An explanation detailing why any PA Recipients interviewed were rejected for that position. <p><input type="checkbox"/> 3. Other (Attach a description of Best Efforts made.)</p>
--

If you have any questions you may call Business Link at (718) 262-3183.

ATTACH ALL REQUIRED DOCUMENTS OR YOUR REQUEST WILL NOT BE PROCESSED



ADDENDUM J

Family Independence
Administration
Employment Services

November 18, 2016

Steven Banks
Commissioner

Lisa Fitzpatrick
Chief Program Officer

Gary P. Jenkins
Executive Deputy Commissioner

Lisa G. Van Brackle
Deputy Commissioner

150 Greenwich Street
New York, NY 10007

929 221 6741

[REDACTED]
Mental Health Association of New York City
25 Chapel Street, suite 904
Brooklyn, NY 11201

Dear [REDACTED],

The purpose of this letter is to inform **Mental Health Association of New York City** that its Best Efforts Waiver Request for Fiscal year 2016 (07/01/2015-06/30/2016) was approved. This decision was based on **Mental Health Association of New York City's** demonstrated efforts with Business Link during Fiscal year 2016 to meet the Public Assistance Hiring Requirement.

Sincerely,

James Flaum

James Flaum
HireNYC: Human Services



ADDENDUM K

Family Independence
Administration
Employment Services

Steven Banks
Commissioner

November 18, 2016

Lisa Fitzpatrick
Chief Program Officer

Gary P. Jenkins
Executive Deputy Commissioner

[REDACTED]
Center for Human Development and Family Services
307 West 38th Street, Suite 817
New York, NY 10018

Lisa G. Van Brackle
Deputy Commissioner

150 Greenwich Street
New York, NY 10007

Dear [REDACTED]:

929 221 6741

The purpose of this letter is to inform **CHDFS, INC** that its Best Efforts Waiver Request for Fiscal Year 2016 (07/01/15 – 06/30/16) was not approved. **CHDFS, INC** failed to take one or more of the following measures in an attempt to meet its Public Assistance Hiring requirement:

Document efforts to interview PA recipients for open positions of these efforts must include at a minimum:

1. The names, addresses, and telephone numbers for each PA recipient interviewed, and whether they were referred to Contractor by HRA;
2. Job description and specifications of the position a PA recipient was interviewed for; and
3. An explanation detailing why any PA recipients interviewed were rejected for that position.

If you are subject to the Public Assistance Hiring requirement for Fiscal Year 2017, you should

- Submit an Implementation Plan
- Notify HireNYC of potential job openings and their minimum job qualifications

At the end of Fiscal Year 2017, should you not meet your Public Assistance Hiring Requirement in full, you may apply for a Best Efforts Waiver. As long as you meet

03/03/2017

all of the points listed above, a Best Efforts Waiver Request, should one be necessary, would be approved. Unfortunately, not all of these items were completed during Fiscal Year 2016.

Sincerely,

James Flaum

James Flaum
HireNYC: Human Services

03/03/2017

ADDENDUM L

From: blink@hra.nyc.gov
Sent: Tuesday, January 03, 2017 2:25 PM
To: Flaum, James
Subject: Welcome to Business Link!

Dear Business Partner,

Congratulations on working with the City of New York and thank you for choosing Business Link to serve your staffing needs.

In order to meet your HireNYC: Human Services requirement, you must first enroll in our system.

To complete the enrollment follow these simple steps:

1. Obtain your initial password by calling HRA Data Security Help Desk at 718-510-0550 between 8AM - 5PM Mon-Fri. You will need your user name (xxxxxxx)
2. Click on the link: <https://a069-ra1.nyc.gov/blinknycprod> and use credentials below to login
3. Enter your username (xxxxxxxx) and initial password
4. You will be prompted to reset your initial password (follow below minimum password requirements).

Minimum Password Requirements:

At least 8 characters in length and must contain at least one of each of the following:

- English uppercase letter (A through Z)
- English lowercase letter (a through z)
- Number (0 through 9)

Sincerely,
Business Link

ADDENDUM M



[LOG OUT](#)

[Home](#) [Job](#) [Admin](#)

Today: 03/03/2017 User: [REDACTED] Role: HireNYC Supervisor Business Unit: HireNYC Partner

Welcome, **[REDACTED]**
Employer: FORDHAM BEDFORD HOUSING CORPORATION

Your Contracts

Agency	Contract	Contract Number	Amount	Start Date	End Date
ACS	HireNYC: Human Services - B10000CH80	06820131416310	\$9,484,129.00	10/01/2012	09/30/2016

Documents

- Exemption Request
- Hire Sheet
- Implementation Plan

Your Position Requirements By Fiscal Year

	Fiscal Year	
<input type="checkbox"/>	2013	
<input type="checkbox"/>	2014	
<input type="checkbox"/>	2015	
<input type="checkbox"/>	2016	
<input type="checkbox"/>	2017	

ADDENDUM N



[LOG OUT](#)

Home **Job** **Admin**

Today: 01/19/2017 [Manage Users](#) Role: Business Partner Supervisor Business Unit: Business Partner

[My User Account](#) **Welcome, Yakov Kun** Employer: Test EIP

[Add User](#)

Your Job Orders

Job ID	Position	Location	Wages	Positions	Dates	Availability	Job Status	Created By	Created On	Job Developer
199	Test	Ny	200.00 per week	3	04/04/2016 - 09/07/2018	Available	Approved	ckun2846	09/15/2016	Lev Kropsky

Documents

- Exemption Request
- Hire Sheet
- Implementation Plan

ADDENDUM O

Add/Edit Job Order

Employer: Test EIP

Job ID:

[Add Job Order](#)

Your session expires after 20 minutes of inactivity, please make sure to save your work.

*Duration: Full Time Part Time

*Recurring: Yes No

Employment Type: Permanent Temp Seasonal Contract-to-hire
 Contract

Job Order Contact Information

*Contact First: yakov

*Contact Last: kun

Address: 15 metrotech

*Phone: (212)231-2564

*City, State, zip: NY New York 11223

Fax:

*Email: kuny@hra.nyc.gov

Job Description

*Position:

*Number of Jobs:

*Job Order Available From: To:

*Sector: --Select NAICS Industry--

Benefits

Medical Vision Paid Vacation
 Dental 401K Paid sick days

*Wages: \$ *Pay Per: --Select--

*Hours Per Week: *Pay Frequency: --Select--

*Pay Period Lag: none

Type of Work

Indoor Technical



**Human Resources
Administration**

Department of
Social Services

ADDENDUM P

**Family Independence
Administration
Employment Services**

Steven Banks
Commissioner

October 21, 2016

Lisa Fitzpatrick
Chief Program Officer

Gary P. Jenkins
Executive Deputy Commissioner

[REDACTED]

Lisa G. Van Brackle
Deputy Commissioner

Cayuga Home for Children Inc

150 Greenwich Street
New York, NY 10007

101 Hamilton Ave.

Auburn, NY 13021

929 221 6741

[REDACTED]

Congratulations! Cayuga Home for Children, Inc. has met its HireNYC Public Assistance Hiring Requirement in full for **Fiscal Year 2016** (07/01/2015-06/30/2016). Thank you for your cooperation. Your hiring of these individual(s) represents a new start for these individuals and their transition from Public Assistance into self-sufficiency.

Sincerely,

James Flaum

Sincerely,

James Flaum

HireNYC: Human Services

03/03/2017



ADDENDUM Q

Family Independence
Administration
Employment Services

Steven Banks
Commissioner

November 21, 2016

Lisa Fitzpatrick
Chief Program Officer

Gary P. Jenkins
Executive Deputy Commissioner

[REDACTED]
New York Legal Assistance Group

Lisa G. Van Brackle
Deputy Commissioner

7 Hanover Square, 17thFl.

New York, NY 10004

150 Greenwich Street
New York, NY 10007

929 221 6741

[REDACTED]

The purpose of this correspondence is to inform New York Legal Assistance Group that it did not meet its Public Assistance Hiring Requirement for Fiscal Year 2016. If your organization is subject to the Public Assistance Hiring Requirement in full for Fiscal Year 2017 but does not meet the requirement in full at the end of Fiscal Year 2017, it does have the option of applying for a Best Efforts Waiver. The following conditions would apply:

Document efforts to interview PA recipients for open positions of these efforts must include at a minimum:

- 1) The names, addresses, and telephone numbers for each PA recipient interviewed, and whether they were referred to Contractor by HRA;
- 2) Job description and specifications of the position a PA recipient was interviewed for; and
- 3) An explanation detailing why any PA recipients interviewed were rejected for that position.

Sincerely,

James Flaum

James Flaum

HireNYC: Human Services

03/03/2017

ADDENDUM R



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.

ADDITIONAL QUESTIONS? Please send your questions to HireNYHumanServices@hra.nyc.gov