



## **HireNYC: Human Services**

### **What is HireNYC: Human Services?**

- HireNYC: Human Services is part of the Mayor’s larger HireNYC program, announced in *One New York: The Plan for a Strong and Just City* and *Career Pathways: One City Working Together*. It is a partnership between the City, employers and jobseekers, to leverage the City’s purchasing power to connect low-income and underserved New Yorkers to employment opportunities.
- HireNYC: Human Services requires contractors to hire one Public Assistance (“PA”) recipient for every \$250,000 of annualized contract value during the year of the contract, as outlined in the Public Assistance Hiring Commitment Rider (“PA Rider”), included in human services contracts.
- HireNYC: Human Services provides free, high quality recruitment services to employers and high-quality employment services to jobseekers to help vendors fulfill their requirements.

### **What contracts qualify under HireNYC: Human Services?**

- The PA Hiring Commitment applies to human service contracts valued above \$250,000 from the following agencies:
  - NYC Administration of Children’s Services (ACS), NYC Department for the Aging (DFTA), NYC Department of Health and Mental Hygiene (DOHMH), NYC Department of Youth and Community Development (DYCD), NYC Department of Homeless Services (DHS), NYC Human Resources Administration (HRA), or NYC Department of Small Business Services (SBS).

### **How does HireNYC: Human Services work?**

- HireNYC: Human Services requires contractors to hire one PA recipient for every \$250,000 in annualized contract value, for openings anywhere within the contractor’s organization.
- Individuals that are hired must work at least 20 hours per week, at the legally mandated minimum wage, for at least one year.
- Contractors may be able to receive credit for hiring individuals through other recruitment sources, as long as they share information with Business Link to verify that hires were on Public Assistance at the time of hire.
- Business Link will work with employers to develop a hiring and recruitment process that aligns with specific hiring needs and processes.
- Contractors may be eligible for exemptions in their hiring requirement if they meet specific criteria, as enumerated in their contract.

### **What are the reporting requirements for HireNYC: Human Services?**

- Contractors must submit the following information within 10 days of contract commencement date to Business Link:
  - All contract information where the counterparty is HRA, DHS, ACS, DYCD, DFTA, DOHMH or SBS; and
  - 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.

- Contractors must submit an [Implementation Plan](#) within 30 calendar days of: (i) the commencement date of the Contract; or (ii) the date of program start, whichever date is later, and any subsequent anniversary date of the commencement date of the contract. Contractors may request the assistance of Business Link in developing its implementation plan, if necessary.
- Contractors must share information about job openings within 90 days of the contract commencement date.

**What if a contractor is unable to meet the requirements of HireNYC: Human Services?**

- Contractors may apply to Business Link for a [complete or partial exemption](#) from the requirements of the PA Rider within 10 calendar days after the contract commencement date and, for subsequent years, no later than the subsequent anniversary date of the commencement date of the contract.
- Contractors may apply to Business Link for a [Best Efforts waiver](#) at the end of the fiscal year but no later than August 31<sup>st</sup> of the following fiscal year.
- Contractors must submit a Corrective Action Plan to Business Link within 10 days of being notified of its failure to hire the specified number of PA recipients within the appropriate timeframe, or failure to pay or retain PA recipients at the legally mandated minimum wage.

**What are the penalties for non-compliance with HireNYC: Human Services?**

- While the decision to hire an individual is at the contractor's discretion, contractors are required to comply with the HireNYC: Human Services process and demonstrate Best Efforts to hire the qualified candidates referred by the City.
- Liquidated damages may be assessed for not submitting an Implementation Plan; failing to meet the hiring requirement, failing to request an exemption, and/or not demonstrating Best Efforts to meet the hiring requirement.
- Daily liquidated damages per PA recipient will be calculated as per the quotient contained in the PA Rider.

**Where can I go for more information?**

- To determine whether your contract is subject to the Hire NYC requirements, make sure to review your contract carefully. If you have additional questions about your contract, ask the contract agency officer you regularly consult with.
- For general questions on HireNYC, contact [HireNYCQuestions@cityhall.nyc.gov](mailto:HireNYCQuestions@cityhall.nyc.gov)
- For additional information on Business Link, contact [HireNYC-HumanServices@hra.nyc.gov](mailto:HireNYC-HumanServices@hra.nyc.gov)