

Date: _____

Case Number: _____

Case Name: _____

Center: _____

Remote Service Options for Voluntary Training Engagement Information Sheet

Although it is not required, if you would like to register your training for supportive services, we encourage you to take advantage of the remote enrollment services at Education & Youth Services (TAG). Please note, you have the option to not enroll your training and education activity if you do not require supportive services, and no negative action will be taken against your case.

For anyone who is attending a training program and is in need of supportive services, it is in your best interest to submit your training documentation as soon as possible. Carfare is available for those who are not enrolled in 100% remote education and training opportunities.

When we get your training documents, an HRA TAG staff member will call you. If your contact information is not current, you should contact us by email to provide us with a working phone number where you can be contacted.

Returning CUNY EDGE students are already familiar with this process and should continue to work directly with your CUNY EDGE advisor to complete school letters. New students: visit <https://www1.cuny.edu/sites/cunyedge/> to learn more.

You may submit your documents through one of these options. If you have any questions, you may email us or leave a message on the HRA TAG general number found below:



E-MAIL (*preferred*) – tagcustomerservice@hra.nyc.gov



FAX – (212) 896-5734



MAIL – Education and Youth Services - Training Assessment Group (TAG)
109 East 16th Street, 11th Floor
New York, NY 10003



TELEPHONE – (929) 252-5659

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Remote Service Information

A training assessment review will then be conducted. This assessment will help us determine whether your enrollment can be approved. If your program is not on the list of HRA approved programs, an HRA TAG worker can provide you with instructions to register the program to become an approved training provider.

All participants eligible to have their training and education program participation count as an approved CA work activity, are subject to review and approval by HRA TAG. At the end of the assessment, an HRA TAG worker will confirm whether your enrollment was processed.

Documents Required for Training Enrollment:

If you would like HRA TAG to process your training enrollment, you must have the school or training program that you are currently enrolled in complete the HRA School/Training Enrollment Letter (Form **HRA-154**) sent with this letter. You can email, fax, or mail Form **HRA-154** along with the following documents *

- A registrar or bursar's receipt;
 - A class schedule;
 - A letter of acceptance on school letterhead which identifies the student and current semester start and end dates.
 - If you participate in Federal Work Study (FWS) and/or internship, you must include the FWS award letter and the Verification of Student Schedule (**HRA-152e**).
 - If you are currently enrolled in an education program beyond your first semester/term, you will need to provide a transcript confirming your Grade Point Average (GPA).
- * All documents must be dated within 30 days of your training start date. Since this will be a remote service, acceptable methods for submission of documentation include: email (preferred), fax, and mail. Mailed documents should be sent to TAG at 109 East 16th Street, 11th floor, New York, NY 10003. HRA reserves the right to request additional documentation to substantiate enrollment. **Note: Participants should include their full name, phone number, email address, and case number on all submitted documents. If possible, please make copies of all documents you mail to TAG.**

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Documents Required for Training Enrollment *(continued)*:

If any of the following applies to you, you will need to submit additional documentation:

1. If you have recently graduated with a degree or certificate, please provide proof in the form of a copy of the obtained degree or a letter from the school verifying completion of program.
2. If you are reporting employment, you will need to submit proof of employment (Employment letter, Pay stubs).
3. If you have minor children, you may have received child care documents to be completed by you and your child care provider. If so, please send these completed documents along with your enrollment documentation. If you need to contact HRA TAG, please email or call.

Additional Important Information:

- If you have debt from student loans or would like to avoid doing so, HRA TAG offers Debt Advisement and Counseling to assist you with financial planning, debt solutions and saving money advisement. If you are interested in receiving these services or wish to speak to the Debt Counselor, you may request these services when contacted by HRA TAG.
- If you are not in school or are not interested in enrolling, please disregard this notice. However, if you are interested in enrolling into a training program and would like assistance with finding one, please refer to the link listed below to view HRA's List of Available Training/Educational Programs.

<https://a069-atp.nyc.gov/atp/TAPEnginesearch.cfm>

If you have questions or require assistance, you can email or call HRA TAG.

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.