



Legislation Details (With Text)

**File #:** Int 1635-2017 **Version:** A **Name:** HRA job centers.  
**Type:** Introduction **Status:** Enacted  
**In control:** Committee on General Welfare

**On agenda:** 6/6/2017

**Enactment date:** 12/31/2017 **Enactment #:** 2018/020

**Title:** A Local Law to amend the administrative code of the city of New York, in relation to HRA job centers

**Sponsors:** Corey D. Johnson, Vincent J. Gentile, Ben Kallos, Carlos Menchaca

**Indexes:** Agency Rule-making Required, Oversight, Report Required

**Attachments:** 1. Summary of Int. No. 1635-A, 2. Summary of Int. No. 1635, 3. Int. No. 1635, 4. June 6, 2017 - Stated Meeting Agenda with Links to Files, 5. Committee Report 6/27/17, 6. Hearing Testimony 6/27/17, 7. Hearing Transcript 6/27/17, 8. Proposed Int. No. 1635-A - 11/9/17, 9. Committee Report 11/29/17, 10. Hearing Transcript 11/29/17, 11. November 30, 2017 - Stated Meeting Agenda with Links to Files, 12. Hearing Transcript - Stated Meeting 11-30-17, 13. Minutes of the Stated Meeting - November 30, 2017, 14. Int. No. 1635-A (FINAL), 15. Fiscal Impact Statement, 16. Legislative Documents - Letter to the Mayor, 17. Local Law 20

Date	Ver.	Action By	Action	Result
6/6/2017	*	City Council	Introduced by Council	
6/6/2017	*	City Council	Referred to Comm by Council	
6/27/2017	*	Committee on General Welfare	Hearing Held by Committee	
6/27/2017	*	Committee on General Welfare	Laid Over by Committee	
11/29/2017	*	Committee on General Welfare	Hearing Held by Committee	
11/29/2017	*	Committee on General Welfare	Amendment Proposed by Comm	
11/29/2017	*	Committee on General Welfare	Amended by Committee	
11/29/2017	A	Committee on General Welfare	Approved by Committee	Pass
11/30/2017	A	City Council	Approved by Council	Pass
11/30/2017	A	City Council	Sent to Mayor by Council	
12/18/2017	A	Mayor	Hearing Scheduled by Mayor	
12/31/2017	A	Administration	City Charter Rule Adopted	

Int. No. 1635-A

By Council Members Johnson, Gentile, Kallos and Menchaca

A Local Law to amend the administrative code of the city of New York, in relation to HRA job centers

Be it enacted by the Council as follows:

Section 1. Chapter 1 of title 21 of the administrative code of the city of New York is amended by adding

a new section 21-139 to read as follows:

§ 21-139 Requirements for job centers. a. Definitions. For purposes of this section, the following terms have the following meanings:

Appointment receipt. The term “appointment receipt” means a document given to all checked-in visitors at a job center who complete an appointment and that reflects the date of the visit, the reason for the visit, and the name and telephone number of the center that was visited.

Checked-in. The term “checked-in” means that a visitor has made initial contact with the department at a job center, either through a self-service kiosk or with a staff member responsible for keeping track of visitors, and has made such contact so that the department has a record, either written or electronic, of such visitor’s time of arrival at such job center and the reason for their visit.

Job center. The term “job center” means any location designated by the department as a job center where individuals can complete an application for cash assistance in person.

Visitor. The term “visitor” means any individual who, by prior appointment or walk-in, enters a job center to apply for public assistance, to receive assistance for an open public assistance case, or to receive assistance for a closed public assistance case.

Wait time. The term “wait time” means the amount of time a visitor spends waiting to be called for assistance after such visitor has checked-in to a job center. Wait time begins at the start of the visitor’s checked-in time, and ends when a visitor is called to begin an appointment.

b. The department shall issue an appointment receipt to all visitors who have checked-in at a job center and completed an appointment.

c. The department shall make available, through an online portal, to each person applying for cash assistance or supplemental nutrition assistance program benefits: (i) such person’s scheduled appointments relating to cash assistance and eligibility for supplemental nutrition assistance program benefits; (ii) documents indexed to such person’s case within the past 60 days; and (iii) such person’s application and case status.

d. Not later than January 31, 2018, and within 45 days after the end of every month thereafter, the department shall post on its website a report of the average wait time during the preceding month for a visitor at each job center.

e. The department shall post a sign, in a form and manner as prescribed by the rules of the commissioner, in one or more visible locations inside every job center. Such sign shall include information regarding a visitor's right to make a complaint and instructions on how to make a complaint by phone or online.

f. The department shall provide a tracking number to any visitor who initiates a complaint relating to a visit to a job center. Such tracking number shall track the status of a complaint from initiation to disposition.

§ 2. This local law takes effect immediately.

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