



Human Resources
Administration
Department of
Social Services

Career Services

CS-4 (E) 07/25/2025 (page 1 of 7) LLF

Date: 11/03/2025

Case Number: 0038569073-01-01

Case Name: SETH FOSS

Center: B13

Caseload: 00000



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Assignment to Pathways for Access to Careers and Employment (PACE)

We are assigning you to a **PACE** provider. **PACE** offers a set of services designed to work closely with you to help you succeed.

PACE FEDCAP will work closely with you to provide services that are in line with your personal background. After learning about what you need, they will show you the education, training, and job opportunities available. The main goal is to start you on a career path that is just for you. **PACE** is the first step!

You must go to your **PACE** provider beginning on the date, time and at the location below. **This is a full day assignment.**

Appointment Date: 12/22/2025 Time: 09:00 AM Telephone: (212) 727-4220

Provider Name: PACE FEDCAP MANHATTAN

Address: 42 BROADWAY 11th Floor

City: MANHATTAN State: NY Zip Code: 10004

Travel Directions: Please call the MTA at 718-330-1234 or visit <http://www.mta.info>.

Is this appointment mandatory?

Yes, you must keep this appointment for Cash Assistance (CA). If you do not, or you miss other program requirements, we may reduce your CA benefits or close your CA case. We will not reduce your Supplemental Nutrition Assistance Program (SNAP) benefits or close your SNAP case for not complying. Your Medicaid eligibility also will not change.

What if you cannot make this appointment?

Call us before the appointment at the number above. We can discuss appointment options when you call.

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What can you expect in this assignment?

When you go to PACE FEDCAP, they will introduce their services to you at an orientation. You will learn about the opportunities and services offered. You will also learn about the rules and requirements of the program.

Next, you will meet one-on-one to talk about your **skills and interests**. They will also talk to you about what you need to be ready for a career.

Using these discussions, you and your **PACE** provider will create a **service plan**. This plan will describe how you can get the tools needed for your own career path and the things you need to do based on your own employment or education goals.

PACE FEDCAP will also make sure that you are in the right programs and will help set up everything for you. They will also follow up with you on a regular schedule to **support your progress**.

State law says that you must participate in continuous job search and other work-related activities in order to get and keep getting Cash Assistance.

Your participation in this program is mandatory unless you receive another assignment, you find a job, or we find that you have become unable to work or excused for another reason such as:

- You have reached 60 years of age.
- You are in the last 30 days of pregnancy.
- You are a single parent caring for a child less than thirteen (13) weeks of age.
- You are needed at home to take care of a member of your household who is ill or has a disability.

In order to keep your benefits, you must work the assigned number of hours at your services site, unless you have good cause or a good reason not to work. If you do not work the assigned hours and do not have good cause, your benefits may be lowered or stopped.

This notice tells you what to do if you believe that you should not work or should receive a different assignment because of a medical condition, or you cannot come to work for another reason.

What if you believe that you should not be required to work because of a medical condition?

If you do not agree with the finding that you are able to work, you may ask for a conference or a Fair Hearing, or both. Please see the Conference and Fair Hearing Information section of this notice for more information.

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What to do if you think that you should be given a different work assignment because of a medical condition:

If you have already been found as work limited by an HRA-authorized medical practitioner, you have told your site supervisor about your limitations, and the agency has, to the best of its ability, made changes to your assignment to meet your medical needs, you may still challenge the assignment as a medical hardship. The proper way to challenge an assignment is as follows:

1. Report to your assigned agency and find out about your assignment. You may discuss any issues you have about whether the assignment is right for you with the person who gives you the assignment, your supervisor at the assignment, or the organization's coordinator.
2. If your issue could not be worked out at your site, you can make an appointment for a conference at HRA's Participants' Service Unit at **109 East 16th Street, 11th Floor, New York, NY**. You may also call (929) 273-0574 to make an appointment.
3. If your issue could not be worked out at the Participants' Service Unit conference, you may request a Fair Hearing. (Please see the Conference and Fair Hearing Information section of this notice for more information.)

What if your medical condition changes in a way that affects your ability to work?

Tell your site supervisor about any issue related to your medical condition. You must give us a letter on your doctor's stationery that includes the doctor's name, the date, your medical condition, and when you are expected to recover. The letter must also say what work activities you are unable to do and why. The letter must be an original, not a photocopy, and it must be current.

We may change your assignment to another based on the medical condition described in the letter you give us. We may refer you for a medical assessment.

You may refuse to work at an assignment because it affects your medical condition. However, if it is found at a Fair Hearing that there is no reason for your claim that you are unable to engage in the assigned activities and that you were not honest about your medical condition, your benefits may be lowered or stopped.

Follow the instructions in the **What if you receive a Notice of Intent to discontinue benefits?** section below if you receive a Notice of Intent as a result of a change in your medical condition of which we are unaware.

When can you be absent from your assignment?

You do not have to report to your assignment on holidays observed by your assigned agency, on your days of religious observance (must have proof), or when you have "good cause."

What is "good cause" for missing a day or days of work?

"Good cause" includes things beyond your control like illness, family emergency, jury duty, appointments at an HRA office, school closings, child care issues, or lack of transportation. "Good cause" also includes employment interviews and temporary or part-time employment.

What to do if you cannot come to work or you are going to be late:

You must tell your supervisor by telephone as soon as you know that you are going to be absent or late. Tell them before your scheduled starting time. If you do not do so, your benefits may be lowered or stopped. When you return to your site, you must bring any proof that you can get to show why you were absent or late.

What happens when you are absent or late without good cause, do not tell your supervisor that you will be absent or late, or do not provide proof?

If you are absent or late without good cause, you will receive a notice for not following the rules of your assignment. You may also receive a notice for not informing your supervisor or for not providing proof. You will have the right to request conciliation, conference and/or Fair Hearing within the time limit stated in the notice.

What if you receive a Notice of Intent to discontinue benefits?

If you receive a Notice of Intent to discontinue benefits because you did not follow the rules of your assignment, you have a right to a Fair Hearing. Your benefits will continue, pending the Fair Hearing decision, as long as you make a request for a Fair Hearing within the time frame stated in the Notice of Intent.

Do you have a disability or health condition that makes 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? Call us at 718-557-1399 and we can help you. 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.

**YOU HAVE THE RIGHT TO APPEAL THIS DECISION.
BE SURE TO READ THE CONFERENCE AND FAIR HEARING INFORMATION
SECTION OF THIS NOTICE FOR HOW TO APPEAL THIS DECISION.**