

**LOCAL LAWS
OF
THE CITY OF NEW YORK
FOR THE YEAR 2018**

No. 20

Introduced 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.

THE CITY OF NEW YORK, OFFICE OF THE CITY CLERK, s.s.:

I hereby certify that the foregoing is a true copy of a local law of The City of New York, passed by the Council on November 30, 2017 and returned unsigned by the Mayor on January 5, 2018.

MICHAEL M. McSWEENEY, City Clerk, Clerk of the Council.

CERTIFICATION OF CORPORATION COUNSEL

I hereby certify that the form of the enclosed local law (Local Law No. 20 of 2018, Council Int. No. 1635-A of 2017) to be filed with the Secretary of State contains the correct text of the local law passed by the New York City Council, presented to the Mayor and neither approved nor disapproved within thirty days thereafter.

STEVEN LOUIS, Acting Corporation Counsel.