



## Full-Time Work

# Frequently Asked Questions

### 1. How can I earn a Reward Payment for Full-Time Work?

You can earn a Reward Payment if you have worked at least 30 hours per week for six out of the eight weeks of the activity period. As long as you submit the Full-Time Work Coupon and provide proof of your work activities, you will earn a \$300 Reward Payment. This means you can earn up to \$1800 each year.

### 2. What happens if I attend a Work Rewards Orientation but then do not submit activity coupons?

Nothing, you just won't earn Reward Payments. You can only earn rewards when you complete activities and submit activity coupons with the required documentation. If you decide not to submit activity coupons you are not penalized. But we encourage you to get the most out of Work Rewards! If you have questions about the program just ask a staff person at the place where you received orientation or call the helpline.

### 3. I get a pay stub for my job but it does not list the hours I have worked, only the dates. Can I still turn this in as proof of employment?

If you receive a pay stub but it does not list the hours you have worked, you must also attach a letter from your employer that includes:

- Your employer's name, official title, and signature on company letterhead (if applicable) with the number of hours and dates you worked during the two-month period
- Your employer's tax or employer identification number
- Complete address and telephone where employer can be contacted

Since you will need this letter each time you submit a Full-Time Work Activity Coupon, it is recommended that you notify your employer in advance that you will need this letter every two months.

### 4. I work but I do not get a pay stub; am I eligible for Work Rewards?

So long as you are working "on-the-books" and paying taxes on your wages (either your taxes are being withheld from your pay or you pay quarterly estimated taxes) you can earn Reward Payments. If you are self-employed, work as an independent contractor (e.g. babysitter, tutor) or work in a household, the organization where you attended your Work Rewards Orientation can provide you with additional forms and instructions for documenting your work activities.

## 5. Can two part-time jobs count toward the Full-Time Work Activity?

Yes, as long as you are working a total of 30-hours a week for 6 out of the 8 weeks of the activity period and can provide proof of all of your employment activities, then you can earn a Reward Payment for Full-Time Work.

## 6. What if I have multiple employers and do not get a paycheck for my work?

In order to qualify for a Reward Payment, each of your employers must submit a letter verifying your employment. Each letter must contain:

- Your employer's name, official title, and signature on company letterhead (if applicable)
- The number of hours and dates you worked during the two-month period
- Your employer's tax or employer identification number
- Complete address and telephone number where your employer can be reached

## 7. Can I earn Rewards Payments if I am employed by an individual or household?

Yes, you can still earn Reward Payments as long as you are working "on the books" (either your taxes are being withheld from your pay or your employer is paying quarterly estimated taxes). Your employer must submit a letter verifying your employment. This employer letter must contain:

- the number of hours and dates you worked during the two-month period
- Your employer's name and official title
- Your employer's tax or employer identification number
- Complete address and telephone number where your employer can be reached

## 8. I work as a childcare provider—can I submit my ACS voucher as proof of work?

Yes, if you have a full-time ACS voucher you may submit this as proof of work along with your activity coupon. If your voucher does not show full-time work but the combination of childcare you provide through ACS is equivalent to full-time work, then you must attach all of the relevant ACS vouchers and a letter from each parent. This letter must contain:

- Number of hours and dates you worked during the two-month period
- Parent's full name and signature
- The address and telephone number where the parent can be reached

## 9. What if I work full-time and successfully complete a training during the activity period: Can I receive both types of Reward Payments?

Yes, if you have worked at least 30 hours a week, for at least six of the eight weeks of the activity period, and you have successfully completed a training (minimum of 35 hours during the same activity period) you can submit both activity coupons to earn more than one Reward Payment. You must attach proof of your activities to both coupons: Full-Time Work and Work and Education/Training Coupon. Remember, you must have completed both activities within the activity period you are submitting for.

**10. If I am absent from work because I was sick or take a vacation, can I still earn the Reward Payment for working full-time?**

As long as your pay stub or employer letter shows that you have worked a minimum of 30 hours a week for six out of the eight weeks of the activity period you can earn a Reward Payment.

**11. What if I am absent from my job because I am on Short-term or Long-term Disability?**

As long as you have worked a minimum of 30 hours per week for six or more weeks during the two-month activity period, you can earn a Reward Payment. You will NOT be eligible to receive the Reward Payment if you are only receiving Short-term or Long-term Disability during this activity period.

**12. If I am in a Work Experience Program (WEP) assignment, am I eligible for the Full-Time Work Rewards Payment?**

No, in order to be eligible for the Full-Time Work Reward Payment you must be receiving taxable wages. Volunteer work, unpaid internships, or WEP assignments do not count as Full-Time Work in the Work Rewards Program, although they can be important first steps to a paid job.

**13. Can I earn a Reward Payment for my work as an unpaid intern or volunteer?**

No, in order for you to be eligible for the Full-Time Work Reward Payment you have to be receiving regular taxable wages from your employer. Volunteer work, unpaid internships or Work Experience Program (WEP) assignments are not eligible for a Reward Payment, although they can be important first steps toward a paid job.

**14. Is Federal Work Study considered a legitimate work activity? If so, what kind of documentation do I need to submit?**

Yes, Federal Work Study is counted as a work activity if you receive a paycheck from your job and pay taxes on the money you earn. You can document this work with the pay stubs you receive. This job cannot be part of a scholarship where you are working and the money you earn goes directly to paying tuition or room and board.

**15. I just enrolled in Work Rewards, however I was working during an activity period that has already passed. Can I submit my coupons now and earn Reward Payments?**

No, to receive Reward payments for an activity period that has already passed, you must have already been enrolled in the Work Rewards Program prior to or within the activity period you are submitting for. In other words, if you enrolled in the program in June 2008 you cannot submit a coupon from the activity period April 1, 2008-May 31, 2008.

## 16. Will Reward Payments affect my benefits?

Reward Payments WILL NOT affect your taxes or your eligibility for the Earned Income Tax Credit (EITC), for cash assistance (TANF or Safety Net Assistance), food stamps, or public health insurance administered by HRA. However, if you are a Supplemental Security Income (SSI) beneficiary, participation in Work Rewards **could** affect your benefit payment:

- If your Rewards Payments are considered unearned income by the Social Security Administration, your SSI benefits would be reduced by the amount of the Reward Payment dollar-for-dollar, except for the first \$20 of Reward Payment. There may be ways to shelter the Reward Payments from being considered unearned income by working with a Work Incentive Planning and Assistance (WIPA) office, whose purpose is to give SSI beneficiaries accurate information on how work activity will affect their benefits and help them take advantage of work incentives. Staff can let you know how to contact your local WIPA office.
- The rules concerning your rent payments and housing established by the New York City Housing Authority (NYCHA) or the Housing Preservation Department (HPD) will not change.