



BREAKING

NEWS

BREAKING NEWS

On June 16th, 2023, SEAMS will replace NYCWAY

Self-Sufficiency Employment and Assessment Management System (SEAMS)

The Self-Sufficiency Employment and Assessment Management System (SEAMS) gathers the following information:

Family circumstances, including the special needs of a child;

01



Child care or other supportive services needed;

02



Educational level, including literacy and English language proficiency;

03



Skills and prior work experience;

04



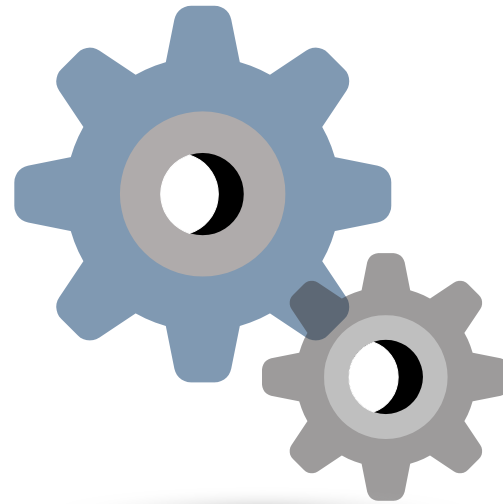
Basic skills and proficiency skills;

05



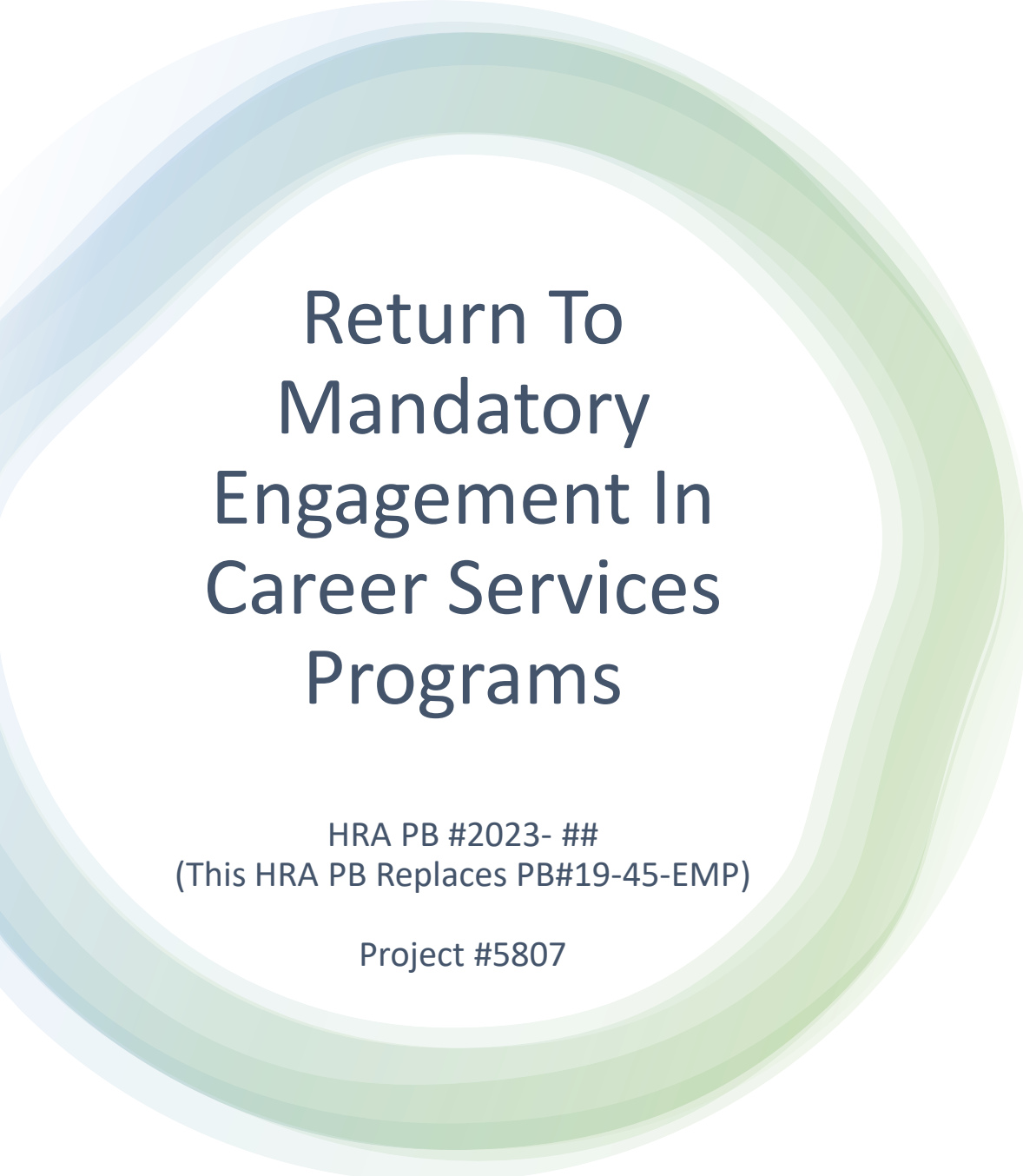
Training and vocational preferences.

06



HRA is Transitioning to Mandatory Engagement

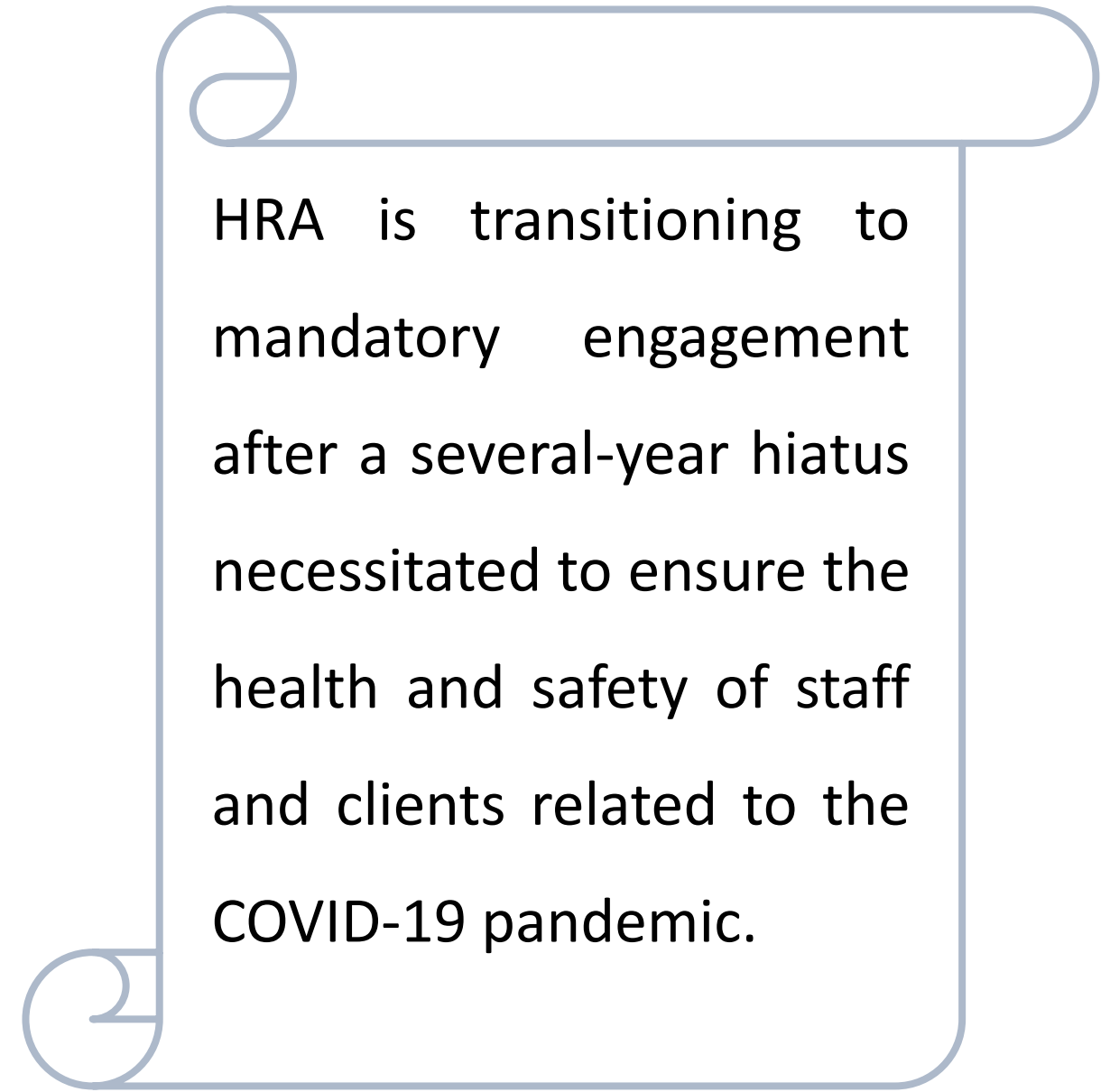
- As a condition of eligibility for Cash Assistance (CA), NYS regulations require all unemployed or underemployed nonexempt individuals in receipt of Cash Assistance to engage in job search for unsubsidized employment that will reduce or eliminate the need for CA.
- Federal and State mandates require nonexempt participants must participate in approved work activities. NYC rules require participants to be engaged 35 hours weekly (a simulated work week) as a condition of eligibility for CA.
- The Family Independence Administration (FIA) promotes finding and sustaining gainful employment as the foundation of self-sufficiency. At the time of application, individuals are notified that they must agree to engage in job search and work-related activities, with the goal of becoming self-sufficient.
- During the COVID-19 pandemic, engagement opportunities were offered on a voluntary basis, and were provided primarily through virtual or remote options.



Return To Mandatory Engagement In Career Services Programs

HRA PB #2023- ##
(This HRA PB Replaces PB#19-45-EMP)


Project #5807



HRA is transitioning to mandatory engagement after a several-year hiatus necessitated to ensure the health and safety of staff and clients related to the COVID-19 pandemic.




EMPLOYABILITY ASSESSMENT (EA) / EMPLOYMENT PLAN (EP)



Applicants/Participants in receipt of CA must have the EA/EP completed and participate in approved work activities, if not otherwise exempt, as a condition of eligibility for CA.

The EA/EP is used by HRA to gather relevant information about a CA applicant's/participant's strengths, barriers to obtaining employment, and to help the family become economically secure.

The EA/EP assesses the CA applicant's/participant's progress towards the goal of finding and sustaining employment as the foundation towards self-sufficiency.



The JOS/Worker must initiate an EA/EP for all CA household members 18 years of age and older, including emancipated minors 16-17 years old, as well as dependent minors who are 16-17 years old but who are not attending secondary school (high school) or its equivalent, and for participants, if an EA/EP was not previously initiated.

Staff will interview applicants/participants either in-person at the site or over the telephone to complete the EA/EP.



A CA applicant/participant may be exempt from work activities when an EA/EP is completed, and the following barriers are selected: :

1

Special Assessment

2

Needed at Home

3

Over 60 years of age

4

Caretaker of child under 3 months of age

5

Pregnant – 8 months or more

6

Refugee exemption

7

In receipt of Supplemental Security Income (SSI).

Self-Sufficiency Employment and Assessment Management System (SEAMS)

Reminder



| June 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

SEAMS will be used to complete the actions currently entered in NYCWAY.

Self-Sufficiency Employment and Assessment Management System (SEAMS)



SEAMS interfaces with New York City Work Accountability and You (NYCWAY), Imaging, Timekeeping and other systems and provides support to HRA/FIA programs.

SEAMS eliminates the need for the user to log into separate databases. SEAMS also allows the user to conduct general searches based on a wide range of criteria.

Users can search for applicants/participants by case numbers, social security number, or name. SEAMS also allows the user to conduct general searches based on a wide range of criteria.

SEAMS ACCESS

“DSS Intranet” home page
click on “Web Apps”.

Staff can access SEAMS by clicking on
“Web Apps” on the DSS Intranet Home
Page, and then selecting “HRA Web
Apps”.

Staff Center Resources Training **Web Apps**

CityTime CityShare nyc.gov/HRA

NYCAPS DHS CARES nyc.gov/DHS

Career Tools

- ▶ Exams for Jobs
- ▶ DSS/HRA Jobs
- ▶ DHS Jobs
- ▶ Citywide Jobs

E-DOCS Search E-Docs

Select Program Area

Forms How Do I Hotline & Help Desk

- ▶ HRA Forms
- ▶ Employee Online Requests
- ▶ Intern Request Form
- ▶ Internship Program Survey
- ▶ Workers' Compensations
- ▶ Sick Leave Application
- ▶ Direct Deposit
- ▶ Dual Employment Form

SEAMS Sign-In

Sign In



Human Resources Administration
Department of Homeless Services

Serving New Yorkers with Care and Compassion

Molly Wasow Park
Commissioner



Human Resources Solutions

Facilities & Moves

EEO

Site Map

Commissioner's Page

- ▶ DSS Email Generator
- ▶ DSS WorkAlert
- ▶ DTS - Daily Timekeeping System
- ▶ DVPHA/DOPIS: DWELL System
- ▶ DVPHA/DOPIS Provider - Resident Tracking System (APS)
- E**
- ▶ e-Card - Send a Colleague an Excellence Card
- ▶ EATS
- ▶ EBT EPPIC AT
- ▶ EEPS - Electronic Evidence Packet System
- ▶ EEO Supervisory Discussion
- ▶ EDITSPlus (Chrome required)
- ▶ Electronic Sub Imprest Fund & Non Sub Imprest Fund System (ESIFS & NSIFS)
- ▶ Employee Expense System
- ▶ Employee Online Requests
- ▶ Employee Transfer System
- ▶ Energy Assistance On Line
- ▶ ePACTS - Electronic Procurement and Contract Tracking System
- ▶ ePACTS - Training
- ▶ ePar
- ▶ ePrep
- ▶ eSCAPE
- F**
- ▶ Procurement and Sourcing Solutions Portal (PSSP)
- ▶ PROPEL
- ▶ Public Health Insurance Prescreening System
- R**
- ▶ RAP - Rental Assistance Program
- ▶ RAR (Reasonable Accommodation Request) Viewer
- ▶ Records Storage and Retrieval System - RSRS
- ▶ Recruitment Flyers
- ▶ Referral to Bureau of Fraud Investigation
- ▶ RPMS - Real Property Management System
- S**
- ▶ Self-Sufficiency Employment Assessment Management system (SEAMS)
- T**
- ▶ SITARS - Security Incident Tracking and Reporting System
- ▶ SNAP CLAIM Processing System
- ▶ SORTS WEB - Shelter Occupancy Referral Tracking System
- ▶ STARS
- T**
- ▶ Telecommunications Services
- ▶ **TESTING ONLY** - Training for OTTS - Online Tracking Training System
- ▶ TPTS - Training Provider Tracking System
- ▶ Tracking Outstanding Projects System - TOP

On the “**Web-based Applications**” page, select “**Self-Sufficiency Employment Assessment Management System (SEAMS)**”.

Contact Us

Follow Us:

SEAMS Sign-In

← ↻ 🏠 <https://seams.hra.nycnet/seams/#/security> ☆ ⚙️ 🔒 Sign in PE

NYC Human Resources Administration
Department of Social Services

SEAMS

Username:

Password:

LOGIN **RESET**

These computerized systems are legally confidential and proprietary to the State of New York, its offices of Temporary and Disability Assistance, and related agencies and may be accessed only by lawfully authorized entities. Federal, state, and local laws and regulations protect the confidentiality of the Human Resources Administration's clients. All clients' documents accessed by HRA staff and sponsoring programs are to be used solely for the purposes of providing services. Unauthorized access to or release of system data may entail both civil liability and criminal prosecution.

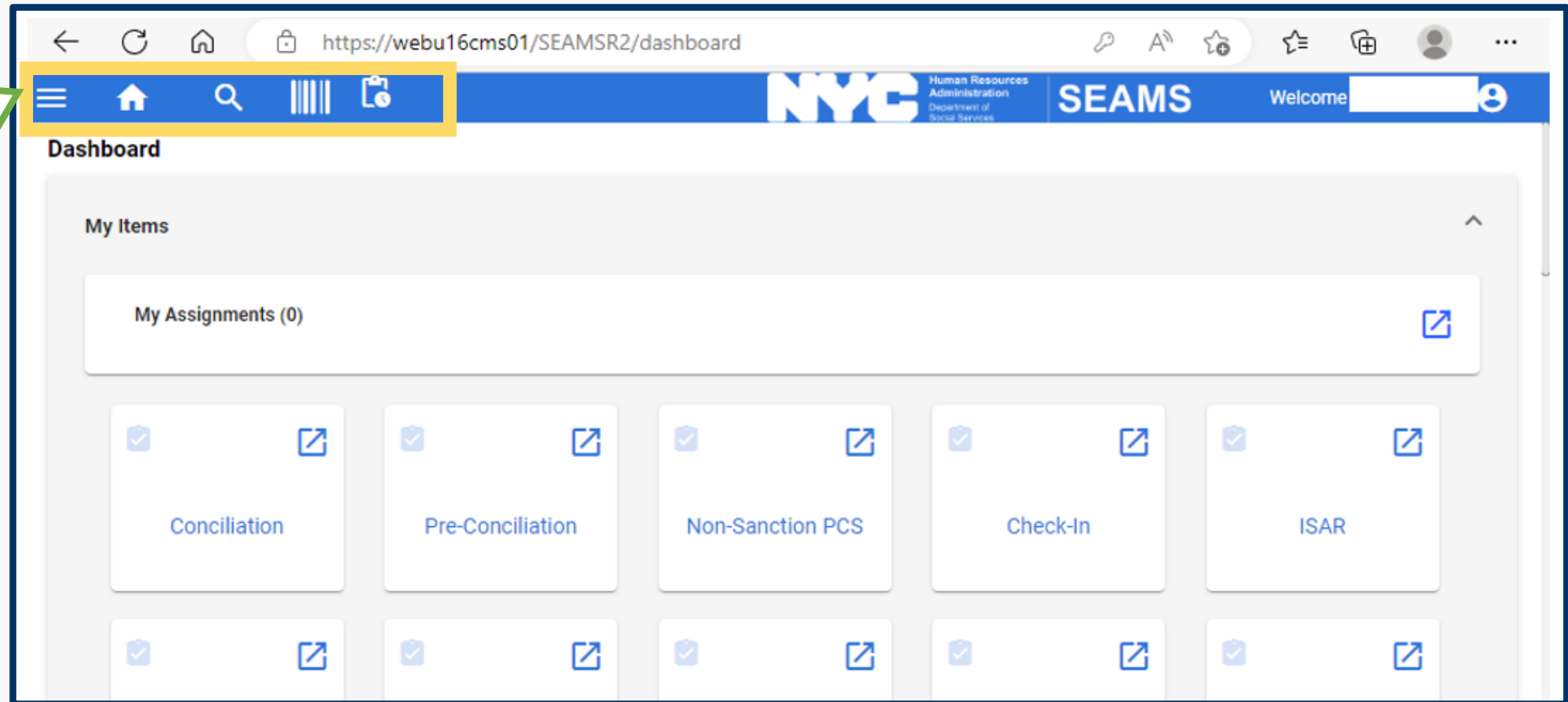
On the sign in screen, the user will enter their username and password and click on Login.

If nothing happens, the user should click on Reset and re-enter their username and password.

SEAMS Dashboard (Home) Screen

After signing into SEAMS, the Dashboard is the first screen that users will see.

The title bar at the top of the page is accessible on every screen in the system.



The title bar icons found throughout the application are:



The SEAMS “Hamburger” icon – Contains a menu of worklists and reports.



The Home icon – Returns user to the Dashboard.



The Search icon – Performs client and general searches.



The Action/View Ellipsis icon – Opens to a list of available action/view functions.

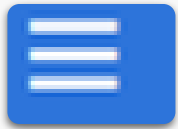


The Expand View icon – Opens the folder on which it's located. Allows access to log out, perform administrative functions, and switch user roles.

Dashboard Menu

The Dashboard Menu consists of three main items:

- **My Items** - contains worklists specific to user.
- **Announcements** - number of announcements currently available.
- **Notification** - number of notifications currently available.



Dashboard

My Items



Announcements



Notifications

0

REFRESH



Clicking on these down arrows on the right will display information for each module.

Dashboard Menu

Selecting **My Items** will display:

- **My Assignments** - indicates the number of cases assigned to the user.
- **Worklist** - a series of squares with specific worklists the user can open by clicking on the upper right-hand corner of each square.

My Items

My Assignments (0)

Conciliation

Pre-Conciliation

Search Function

Click on the Search icon to search for client by case number, first and last name, social security number (SSN), Client Identification Number (CIN), and date of birth (DOB).

The screenshot shows a web browser window with the URL <https://webu16cms01/SEAMSR2/search/ca>. The page header includes the NYC logo, 'Human Resources Administration Department of Social Services', 'SEAMS', and a 'Welcome' message. A 'SEARCH' tab is active. Below the header, there are two tabs: 'Client Search' (selected) and 'General Search'. The search form contains the following fields:

| | | |
|-------------|---------------|-----|
| Case Number | Last Name | SSN |
| | First Name | CIN |
| | Date of Birth | |

At the bottom left, there is a note: "At least one entry is required to enable search. A Case Number is required to search with Suffix # or a Line #. For Search, select two parameters from Last Name, First Name, Case Number and Date of Birth. For STEP clients, please search by ASSETS Case ID". At the bottom right, there are 'Reset' and 'Search' buttons.

The Search icon on lower right corner will light up when sufficient data is entered.

Search Function

After entering a case number, the Title Bar Ellipsis icon allows the following actions to be performed:

- Manage Appointments
- Case Summary
- Manage Documentation

The screenshot shows a web browser window with the URL <https://webu16cms01/SEAMSR2/search/ca>. The page header includes the NYC logo, 'Human Resources Administration Department of Social Services', 'SEAMS', and a 'Welcome' message. Below the header is a search bar and a 'SEARCH RES...' tab. The main content area is titled 'Search Results' and contains a table with the following columns: WMS Case #, Last Name, Middle Name, First Name, DOB, and SSN. The first row of the table has a vertical ellipsis icon in the 'WMS Case #' column, which has opened a dropdown menu with the following options: Action, Manage Appointments, Case Summary, and Manage Documentation. The table also includes 'REFRESH' and 'EXPORT' buttons, and a 'Page Size' dropdown set to 10.

EA/EP Assessments

Click on **Case Summary** and scroll down to **Assessments** on the right side. Click on **EA/EP** for the client.

The screenshot shows the SEAMS user interface. At the top, there is a navigation bar with the NYC logo, 'Human Resources Administration Department of Social Services', and 'SEAMS'. A 'CASE SUMM...' tab is highlighted in yellow. Below the navigation bar is a header with fields for 'Name(LN, FN)', 'WMS Case #', 'Preferred Pronoun', 'SSN', 'Age', 'CIN', 'Primary Program Status', and 'Secondary Program Status'. The main content area is divided into two columns. The left column contains a 'Case Timeline' section with a table and a 'Columns' menu. The right column contains three cards: 'Assignments' (with sub-cards for 'ISP' and 'VENDOR ACTIVITIES'), 'Employment Declaration' (with sub-card for 'FIA3A'), and 'Assessments' (with sub-card for 'EA/EP'). The 'Assessments' card is highlighted with a blue box.

Selecting **EA/EP** will display all the client's assessments, including the status, last updated, and the staff member that updated it.

EA/EP Assessments

Selecting **EA/EP** will display all the client's assessments, including the status, last updated, and the staff member that updated it.
Staff can edit, view, or cancel an EA/EP by selecting the action from the Action/View menu.

The screenshot displays the SEAMS interface for a client's EA/EP assessments. The client's profile information is visible at the top, including Name (N, FN), WMS Case #, Preferred Program, SSN, Age, CIN, Primary Program Status (EXEMPT), Secondary Program Status (TEMPORARILY EXEMPT), and Applying status.

The 'EA/EP Assessments' table includes the following data:

| Plan Date | Status | Last Updated | Updated By |
|------------|-------------------|--------------|------------|
| 02/11/2023 | Tier II Initiated | 02/11/2023 | |
| | EP Final | 01/01/0001 | Job, Batch |
| | EP Final | 01/01/0001 | Job, Batch |

An 'Actions' menu is open over the first row, listing the following options: Edit EP, View EP, and Cancel EP.

Car Fare

All applicants/participants with an active assignment will get weekly unlimited car fare on their Electronic Benefit Transfer (EBT) card.
Staff can select “Car Fare” in SEAMS .

The screenshot displays the SEAMS web application interface. At the top, the browser address bar shows the URL: <https://webu16cms01/SEAMSR2/case-summary/9873464>. The application header includes the NYC logo, the text "Human Resources Administration Department of Social Services", the "SEAMS" title, and a "Welcome" message. Below the header, there are several tabs: "SEARCH", "CASE SUMM...", "FIA3A HISTO...", "ITA REQUEST", and "TRAINING HI...". A table with columns for "Name(LN, FN)", "WMS Case #", "Preferred Pronoun", "SSN", "Age", "CIN", "Primary Program Status", and "Secondary Program Status" is visible. Below the table, there is a pagination control showing "1 to 5 of 60" and "Page 1 of 12". On the left side, there is an "Appointments" section with a table containing columns for "Appointment...", "Appointment...", "Appointment...", and "Checkin Dat". The table has one row with the text "TAG APPOIN...", "04/01/2019", and "10:00 am". On the right side, there is an "Actions" menu with several options: "TRAINING HISTORY", "STEP Enrollment", "SPECIAL REFERRALS", "FAIR HEARING", "INTERACTION HISTORY", "CAR FARE", "CLIENT SERVICES SCREEN", "ORDER MATCHING", "CALENDAR", "EVALUATION FORM", "ITA", "AGENCY BLOCK", and "SET SPECIAL EXEMPTION". A blue arrow points from the text in the box above to the "CAR FARE" option in the Actions menu.

Child Care

The screenshot displays the SEAMS (System for Enterprise Access and Management) interface. At the top, there is a navigation bar with the NYC logo, 'Human Resources Administration Department of Social Services', and 'SEAMS'. The user is logged in as 'Welcome'. Below the navigation bar, there are several tabs: 'CHECK-IN', 'CASE SUMMARY - YOLSON, WI...', 'ASSESSMENTS - YOLSONWILA...', and 'EA/EP - YOLSON, WILANDA'. The 'EA/EP - YOLSON, WILANDA' tab is active. The main content area is titled 'Child Care - Details' and includes a progress indicator 'Assessment Completed 36%' and 'EP FINAL'. There are buttons for 'CASE NOTES', 'ACCIS', 'ACS', 'HRA', 'OCFS', and 'APPOINTMENT HISTORY'. A table with columns for 'WMS Case #', 'Case Name (LN, FN)', 'Date of Birth', 'ACCIS Case Number', 'ACCIS Case Name', 'ACCIS Case Status', and 'Submitting Agency' is visible. A 'Window Snip' button is located at the bottom of the table area. The left sidebar contains various menu items: 'Tier II', 'Initial', 'Education and Goals', 'Child Care' (selected), 'Current Employment', 'Tier III', 'Employment', and 'Education'.

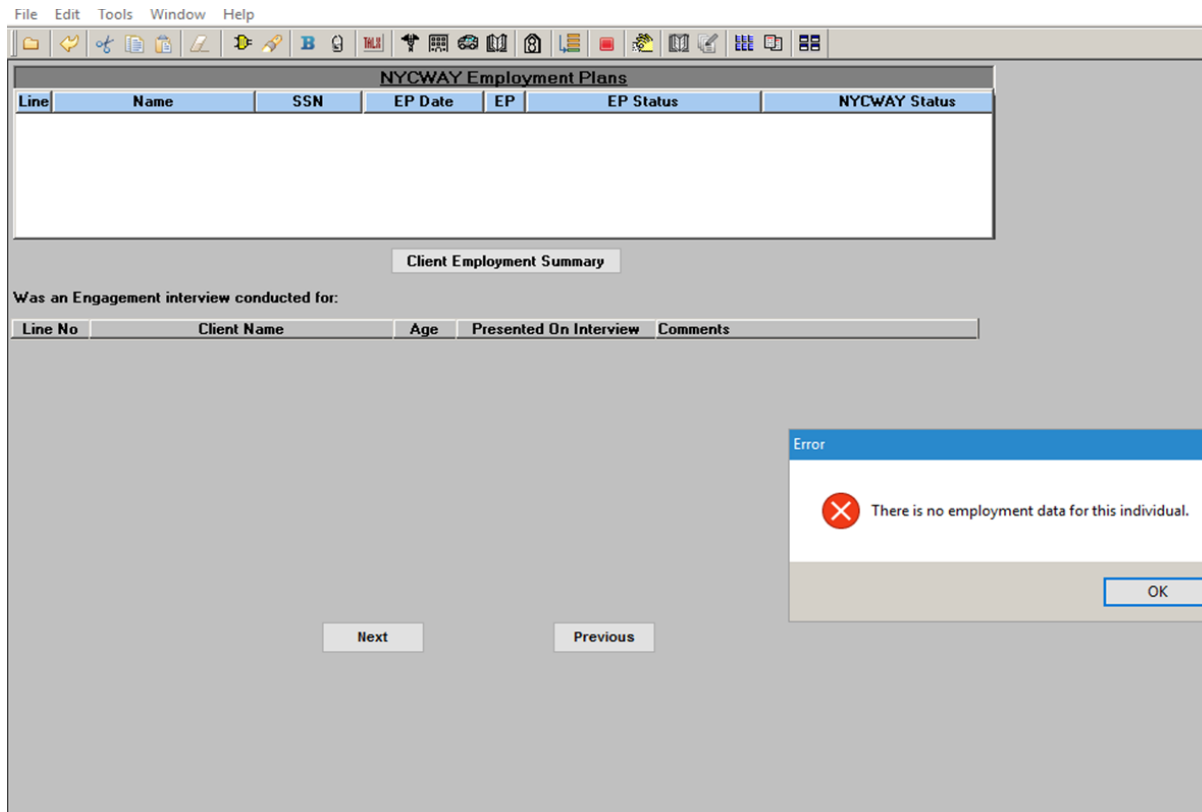
To submit a Child Care request, **select “Yes”** in response to the question: “Does the client indicate they need Child Care to complete or participate in Wellness?”.

If the case does not have any children listed, you can still proceed with a Child Care Request.

Provide details regarding the child care request in the Justification box.
Click on the History button to review the child care history.

POS Employment Plan Reminders

POS provides messaging as a reminder to complete an EP



The screenshot shows the 'NYCWAY Employment Plans' application interface. At the top, there is a menu bar (File, Edit, Tools, Window, Help) and a toolbar. Below this is a table with columns: Line, Name, SSN, EP Date, EP, EP Status, and NYCWAY Status. The table is currently empty. Below the table is a 'Client Employment Summary' section with the text 'Was an Engagement interview conducted for:'. Underneath is another table with columns: Line No, Client Name, Age, Presented On Interview, and Comments. This table is also empty. At the bottom of the screen are 'Next' and 'Previous' buttons. An error dialog box is open in the foreground, displaying a red 'X' icon and the message: 'There is no employment data for this individual.' with an 'OK' button.



The screenshot shows the 'EXEMPTION STATUS' and 'JOS DISPOSITION' sections of the application. The 'EXEMPTION STATUS' section includes a 'Case Head' area with 'Applicant: TESTING NYIL' and 'Date of Birth: 01/01/2000'. To the right is the 'Case Level Exemption Status' with several checkboxes: 'HASA Case, Employment Assessment is Not required', 'Payee Case', 'Homebound Casehead', 'One-Shot Deal', 'Case is a Child Care In Lieu of Public Assistance (PA) .Spec Emp Assess is Required', and 'Case Is Not Exempt. Employment Assessment is Required' (which is checked). Below this is the 'JOS DISPOSITION' section. It has two columns: 'Wishes to Withdraw Case From:' with checkboxes for 'PA Public Assistance', 'FS Food Stamp Benefits', and 'MA Medical Assistance'; and 'Reason:' with checkboxes for 'Sufficient Income', 'Family Resources', 'Financial Resources', 'Community Resources', 'Third Party Support', and 'Other (Specify Below)'. There is an 'Other Reason:' text input field. Below the 'Reason:' section is the 'Continue with Application:' section with a checked checkbox. To the right is the 'Other programs to withdraw from' section with checkboxes for 'One-Time / Emergency Payment Only (One-Shot Deal)' and 'Child Care In Lieu of PA', followed by the question 'Would you Like to Continue with an Application for ongoing PA?' with 'YES' and 'NO' radio buttons. At the bottom is the 'WITHDRAWAL' section with the heading 'I WITHDRAW MY APPLICATION/JOB PROFILE FOR :' and checkboxes for 'PA Public Assistance', 'FS Food Stamp Benefits', 'MA Medical Assistance', 'One-Time / Emergency Payment Only (One-Shot Deal)', and 'Child Care In Lieu of PA'. At the very bottom are 'Next' and 'Previous' buttons.



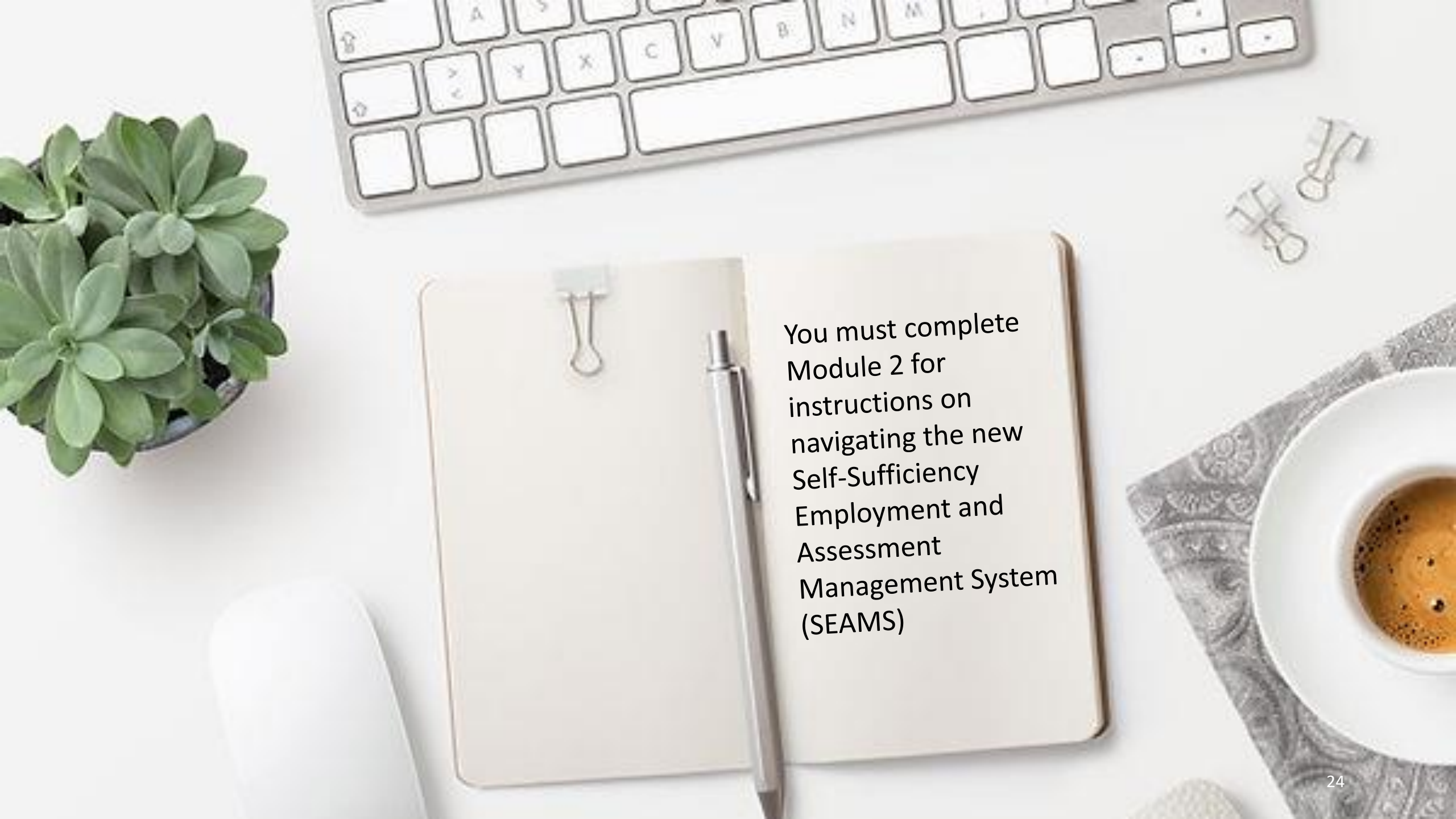
Mandatory Engagement

HRA will be updating its means of providing services to applicants/participants to encourage self sufficiency.

Going forward, the agency, including Career Services (CS) and FIA will integrate a hybrid approach for providing services.

Stay Tuned for Mandatory Engagement Updates



A top-down view of a desk with various items: a white keyboard at the top, a small green succulent in a pot on the left, a white mouse at the bottom left, a silver pen resting on a light-colored notebook, a white coffee cup on a saucer with a patterned placemat on the right, and several silver paper clips scattered on the surface.

You must complete
Module 2 for
instructions on
navigating the new
Self-Sufficiency
Employment and
Assessment
Management System
(SEAMS)



*Thank
You*



YOU'RE THE BEST!