

.02 NEW Referrals

REVISION 26
(10/01/13 - 12/31/13)

A CA budgetary unit that meets both of the following must be referred to Tribal **NEW**:

- Resides in a [NEW service delivery area](#).
- Contains at least one participant who is an enrolled tribal member of a federally recognized Native American Indian tribe.

When completing the Native Employment Works (NEW) Referral Notice (FA-161), include the name of every participant in the budgetary unit.

WARNING

Refer participants to Tribal **NEW**, even when the participant is working 40 or more hours per week. Each NEW program is responsible for determining the participation status of its participants. (See [NEW Participation Status](#))

When a budgetary unit, residing in a NEW service delivery area, does not include at least one participant who is an enrolled tribal member, refer mandatory work participants to Jobs or Jobs **TPEP**.

When a budgetary unit moves into a NEW service delivery area, determine where to refer each participant according to the NEW Referral Process.

At the interview, complete the following:

- Ask the **PI** to read, fill out, and sign the FA-161. Only one FA-161 is required per budgetary unit. Leave the benefit amount space blank, pending the eligibility decision. Give the original of the FA-161 to the PI. Place the remaining copies in the [case file\(g\)](#).
- Advise the PI of the budgetary unit's work participation requirements.
- Inform the PI that each **NEW** participant may volunteer for NEW services prior to the CA determination. (See [NEW Service Delivery](#))

- Inform the PI that participants who do not go to NEW voluntarily for participation purposes are contacted following CA approval.
- Key RT in the PAR/EXEM field for each participant.
- Key RM in the PAR/EXEM field, when the budgetary unit does not include an enrolled tribal member of a federally recognized Native American Indian tribe.
- At approval, document the monthly CA benefit amount in the benefit amount space on the remaining copies of the FA-161. NEW uses the information on this form in its participant selection process.

NOTE The Tribal NEW referral process is not automated. Keying RT does not initiate the referral process. The Tribal NEW office does not initiate work program compliance until the EI sends the completed copy of the FA-161 to NEW.

When a change is reported, see [NEW maintenance](#).