



**HireNYC: Human Services  
BEST EFFORTS WAIVER REQUEST**

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SUBMIT COMPLETED FORM TO:** Business Link  
123 William Street, 6<sup>th</sup> Floor, New York, NY 10038  
**OR** email to: [HireNYC-HumanServices@hra.nyc.gov](mailto:HireNYC-HumanServices@hra.nyc.gov)

This form should only be submitted at the **end** of the Fiscal Year if you have failed to meet your annual HireNYC: Human Services hiring requirements, as required by the Public Assistance Hiring Commitment Rider in your contract. The purpose of this form is to seek a modification or waiver of your hiring requirement. In order to qualify, you must demonstrate that your organization has made Best Efforts to meet the hiring requirement.

**DIRECTIONS:**

1. Please select **either** Total Waiver **or** Partial Waiver. (Select Total Waiver if you have not made any qualified hires, and Partial Waiver if you have made some hires but not the full amount.)
2. Please select **all** corresponding reasons.
3. Request must include supporting documentation.

The undersigned hereby requests the following for *Fiscal Year 2018 (July 1, 2017 – June 30, 2018)*:

[ ] **TOTAL WAIVER** from the HireNYC: Human Services hiring requirement

**-OR-**

[ ] **PARTIAL WAIVER** from the HireNYC: Human Services hiring requirement to hire \_\_\_\_\_ workers

**BECAUSE:**

[ ] 1. We contacted Business Link for assistance in identifying potential employees and cooperated with Business Link to identify possible openings.

[ ] 2. We interviewed \_\_\_\_\_ PA Recipients for open positions. Documentation of these efforts must include at a minimum:

- [ ] The names, addresses, and telephone numbers for each PA Recipient interviewed, and whether they were referred to you by Business Link.
- [ ] The job description and specifications of the position each PA Recipient was interviewed for.
- [ ] An explanation detailing why any PA Recipients interviewed were rejected for that position.

[ ] 3. Other (Attach a description of Best Efforts made.)

If you have any questions you may call Business Link at (718) 262-3124.

**ATTACH ALL REQUIRED DOCUMENTS OR YOUR REQUEST WILL NOT BE PROCESSED**