

# **FAMILY INDEPENDENCE ADMINISTRATION**

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner Office of Procedures

# POLICY BULLETIN #05-159-OPE

# REVISED RENTAL ASSISTANCE UNIT FORMS W-147BB, W-151A AND W-151B

Deter	
Date: December 30, 2005	Subtopic(s): Housing Court Liaison, Moving Expenses
☐ This procedure can now be accessed on the FIAweb.	This policy bulletin is to inform Job Center and Rental Assistance Unit (RAU) staff that the following forms have been revised:
	Request for Approval of Special Grant Code 22 – Moving Expenses (W-147BB)
	<ul> <li>Housing Court Liaison Referral (W-151A)</li> <li>Daily Report of Housing Court Liaison Activity (W-151B)</li> </ul>
	On each form the logo was revised to conform to Agency standards and minor updates were made to reflect current Agency terminology.
W-147BB	On the <b>W-147BB</b> , the telephone number for contacting RAU regarding moving expenses was changed to (212) 331-5525.
W-151A and W-151B	On the <b>W-151A</b> and <b>W-151B</b> , the following wording was revised to reflect changes in housing court documents and to conform to standard housing court language:
	"Dispossess" was changed to "Notice of Petition" and may refer to either a Nonpayment Notice of Petition or a Holdover Notice of Petition.
	"72-Hour Notice of Eviction" was changed to "Six-Day Notice of Eviction."
	In addition, two housing courts – Harlem and Red Hook – were added to the list of sites at the top of the forms and the sites were alphabetized.
	Samples of the forms are attached.
	Center Directors must ensure that all previous versions of these forms are recycled.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or send an e-mail to FIA Call Center

Distribution: X

## Effective Immediately

### Attachments:

☐ Please use Print on Demand to obtain copies of forms W-147BB Request for Approval of Special Grant Code 22 -

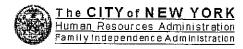
Moving Expenses (Rev. 12/30/05)

W-151A Housing Court Liaison Referral (Rev. 12/30/05)

W-151B Daily Report of Housing Court Liaison Activity (Rev.

12/30/05)

Form W-151A (page 1) Rev. 12/30/05



# **Housing Court Liaison Referral**

Date:	
To: Job Center:	L & T Number:
Address:	Court Date:
From: Housing Court Liaison:	Judge/Part:
☐ Bronx ☐ Brooklyn ☐ Harlem ☐ Manhattan	Queens Red Hook Staten Island
Subject: Referral to Job Center for Action to Prevent Eviction  The following tenant is being referred to your Job Center in order to evaluate forestall an eviction. Please ensure that the tenant is given a priority appoint	nent in:
Date Response Due by Job Center:	Management Establishment Unit Unit
Tenant Identifying Information	PA Case Information (if applicable)
Name:	
Address:	Case Name:
Apt. No.: Zip Code:	Case Type/Number:
Telephone Number:	
Family Composition: Children Adults	Caseload:
Rent Status	Landlord/Attorney Information
Monthly Renk \$	Name:
Court Status	
Court Document:  Notice of Petition Six-day Notice of Eviction Final Judgment Show Cause Order Other (Specify)	Telephone Number:
	Landlord/Attorney Info. Unavailable
Details of Interview Conducted by Hou	sing Court Liaison

# Action Taken by Job Center to Prevent Eviction

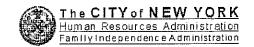
Date:			,			
To: F	lousing Court Liaison:				<del></del>	
		Harlem			Red Hook	Staten Island
From:	Job Center:					
	ct: Report of Action Taken b					
Re:	Case Name			Case Type/Nur	nber	
	Address			·		
	Address					
	Apt. No.		Zip Code	Cas	eload	
	L&T Number					
				,		
			ATTERN		新作者 · · ·	
	Rent Arrears Authoriz	ed				
	Amount of Check:					
	Period Covered:					
	Date:Cfieck Issued: _					
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	Worker's Signature			Date	Tolonbon	a Atumbau
				Duig	relehtion	e Number
Supe	rvisor's Signature		74111	Date	Telephon	e Number
DDE				Date	Telephone	e Number



# Daily Report of Housing Court Liaison Activity

Case Management Unit [ Non-Public Assistance												
Location: Bronx	Brooklyn Harlem	Manhattan 🔲 Que	Queens 🔲 R	Red Hook	쏭	State	Staten Island	рш	Ö	Date:		1
Job Center No.	Name Address	Case Number	L&T Number	-	Court Status 2   3   4	itatus   4	rD	Disp.	ر م س	Due Date	Judge	
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				,								
Court Status 1. Notice of Petition	Disposition 1. Case Management Unit		Totals:						:			1
<ol> <li>Final Judgment</li> <li>Six-day Notice of Eviction</li> <li>Show Cause Order</li> <li>Other</li> </ol>				-	-	_	-					

Form W-147BB (page 1) Rev. 12/30/05



# Request for Approval of Special Grant Code 22 - Moving Expenses

To:	Director, Rental Assistance Unit 180 Water Street, 21st Floor New York, NY 10038 Tel. Number: (212) 331-5525 Fax Number: (212) 331-6284			Date:	440
From:	Center:	Case Num	ber:	Casel	oad:
	Case Name:			Household Si	ze:
	Participant's FORMER Address:				
	Participant's NEW Address:				
	Reason for Move:				
Three	estimates are attached. Items to be mov	ed are listed on t	ne reverse.		
******	Mover's Name and Address	Tele	Mover's ephone Number	D.O.T. License Number	Estimate Amount
1					<b>\$</b>
	r's Name:			ephone:	
	ing Supervisor's Signature:			ephone:	
	t write below this line. For RAU use or Move Approved (specify reason):	nly:			<del></del> -
Pay	cate which mover was approved:  1 2 3 3  ment may not be authorized until receved as well as the participant's signate.  Move Disapproved (specify reason):	eipt of certificati ure certifying th	: on from the move e move is comple	eted and satisfacto	per of items pry.
	wiove disapproved (specify reason).				
lf d	ollar amount exceeds maximum for house	ehold size, pleas	e specify AMOUN	Т\$	
RA	U Signature:		JN. L	Date:	

Number of rooms in apartment:	
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Please detail below furniture and possessions to be moved:

Kitchen/Dining Room	Indicate Number and Description
Tables	
Chairs	
Boxes (dishes, pots, etc.)	
Other (specify)	
Bedrooms	
Beds	
Dressers	
Boxes (clothing, linens, etc.)	
Other (specify)	
Living Room	
Sofas	THE ASSESSMENT AND THE TENENT OF THE SECOND
Chairs F	
Bookcases	
Tables	
Other items (specify)	
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Total Number of Items	