



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #06-20-OPE

INTEGRATED HUMAN SERVICES SYSTEM (IHSS) PROJECT

<p>Date: February 13, 2006</p>	<p>Subtopic(s): Web-Based Screening Tool</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to provide Family Independence Administration (FIA) staff with information regarding a pilot initiative at the Melrose Food Stamp Office and the Melrose New York City Housing Authority (NYCHA) Community Center, beginning April 3, 2006.</p> <p>The Integrated Human Services System (IHSS) NYC Easy Screening tool is a Web-based system designed to serve New York City (NYC) residents seeking social services. This system will allow residents to anonymously provide information over the Internet pertaining to their income, resources, expenses, and other household members and their relationship to them. Based on the information provided, NYC Easy Screening will then supply a list of programs for which the household/individual is <i>potentially</i> eligible and a list of those programs for which eligibility cannot be determined. <u>This screening tool does not determine eligibility;</u> instead it provides valuable information to users, including instructions on how to file an application for assistance and Office locations.</p> <p>For the initial phase of the system, the shortened Food Stamp Benefits Application/Recertification Form (LDSS-4826) will be available on the system in English, Spanish and Mandarin. At a later date, additional languages and other applications, such as the Statewide Common Application Form for PA, FS and MA (LDSS-2921), may be available.</p>

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*.

How will this system be delivered to the public?

The IHSS project is currently structured with delivery in three phases:

- Phase I will deliver the NYC Easy Screening tool for public assistance (PA), food stamps (FS) and medical assistance (MA) health insurance programs.
- Phase II is targeted to add six additional programs to the screening tool: Section 8 housing, child care, Head Start, Earned Income Tax Credit (EITC), Senior Citizen Rent Increase Exemption (SCRIE) and Disability Rent Increase Exemption (DRIE). Phase II is scheduled to be released during the summer of 2006.
- Phase III planning is underway.

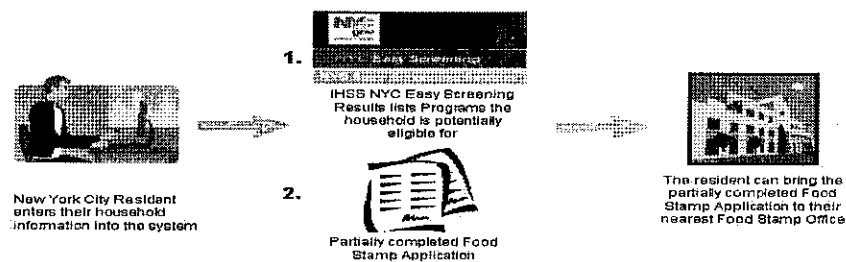
Where will the IHSS pilot occur?

An IHSS team will conduct a pilot of the system in two locations before the tool is made available online to the general public as an Internet-based system. During the pilot, the system will be tested in two pilot locations:

1. New York City Housing Authority (NYCHA)
Melrose Community Center
286 East 156th Street
Bronx, NY 10451
2. Melrose Food Stamp Office (40)
260 East 161st Street, 4th Floor
Bronx, NY 10451

How will the process work for a user?

During the pilot stage for Phase I, the IHSS NYC Easy Screening tool will only be available to system users at the two locations listed above. Users may screen for PA, FS and six MA programs (Medicaid, Child Health Plus A, Child Health Plus B, Family Health Plus, Prenatal Care Assistance Program and Medicaid Excess Income), but only a FS application may be printed during this initial phase (see the following screenshot, which outlines the user workflow).



How does this impact
NPA Food Stamp
Offices?

During the initial phase, a computer-generated Food Stamp application can be generated using NYC Easy Screening. Individuals may arrive at a Non-Public Assistance (NPA) Food Stamp Office with an IHSS-generated Food Stamp application, either during or after the pilot. Workers must accept the computer-generated application as a valid application for food stamps if it contains, at minimum, the applicant's name, address (if s/he has one) and signature. If there is missing information on the application, assistance may be provided, per standard procedures, to help the individual complete the application. All applications for food stamps, whether generated through NYC Easy Screening or through any other process (mail, fax or in person) must be prescreened for expedited Food Stamp service after they are filed.

Once the pilot has ended and NYC Easy Screening is available to the general public on <http://nyc.gov>, users will be able to print a Food Stamp application from any personal computer with Internet access. When an individual brings the application in, it will look identical to the current Food Stamp application, but some fields will be filled in with information s/he entered while using NYC Easy Screening. Staff must remember to accept this application and process it in accordance with standard procedures.

Effective Monday April 3, 2006