



# 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 #06-31-ELI

### BATTERED IMMIGRANTS AND IMMIGRANTS WHO ARE PERMANENTLY RESIDING IN THE UNITED STATES UNDER COLOR OF LAW (PRUCOL)

<b>Date:</b> February 28, 2006	<b>Subtopic(s):</b> Immigrant Eligibility
<p> This procedure can now be accessed on the FIAweb.</p> <p>The Immigrant Liaison will consult with the Office of Refugee and Immigration Assistance (ORIA) when in need of guidance in processing these cases.</p>	<p>The purpose of this bulletin is to provide Job Center staff with information regarding a new initiative to better service immigrant applicants applying for Public Assistance (PA), Medicaid (MA) and/or Food Stamps (FS).</p> <p>To ensure that an application from a noncitizen who is the spouse or child of an American citizen or Lawful Permanent Resident (LPR) as well as from a noncitizen who may be eligible for PRUCOL is not erroneously denied, the Human Resources Administration (HRA) Family Independence Administration (FIA) has designated an Immigrant Liaison and a back-up staff member for each Job Center. The Immigrant Liaison and his/her back-up will be trained as subject matter experts to assist with cases for applicants who do <b>not</b> have a qualified alien status but who may be battered noncitizens or eligible under PRUCOL.</p> <p>Until further notice, the Immigrant Liaison will be responsible for interviewing battered noncitizen applicants, reviewing documentation from them, referring them to the Domestic Violence Liaison (DVL), when necessary, issuing any benefits to which the household may be entitled, and processing the case. Therefore, effective April 1, 2006, any individual applying for PA, MA and/or FS (whether a new applicant or applying as part of an existing case) who self-identifies as a battered noncitizen must be referred to the Immigrant Liaison, or his/her back-up, if the battered noncitizen is not one of the following:</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*

Distribution: X

- LPR
- Refugee
- Asylee
- Amerasian
- Certain Hmong or Highland Laotian Immigrants
- Person granted withholding of deportation or removal
- Person granted parole by the United States Citizenship and Immigration Services (USCIS) for a period of at least one year
- Cuban/Haitian entrant

In instances where an individual does not initially self-identify as a battered noncitizen without legal immigration status and whose case is being processed using normal procedures, at the point it is determined the individual is a battered noncitizen without legal immigration status, the JOS/Worker must suspend the case and alert his/her Supervisor. The Supervisor must notify the Immigrant Liaison and move the case from the Worker's queue in the Paperless Office System (POS) to the Immigrant Liaison's queue by using the "Assign" button and selecting the case name.

**Please Note:**

Alien Registration  
Numbers for derivative  
children of applicants  
with ACI B

Staff are advised that, effective April 1, 2006, the New York State Office of Temporary and Disability Assistance will remove from the Welfare Management System (WMS) the requirement for entering an Alien Registration Number in Element **381** of the Turn-Around Document (TAD) for children of applicants/participants with Alien/Citizenship Indicator (ACI) **B** (Battered) in Element **382**. Until that time, staff must assign a dummy Alien Registration Number (A999999999) in Element **381** of the TAD to any derived child of an immigrant applicant to whom USCIS has not issued an Alien Registration Number and who is coded with an ACI of **B**. If there is more than one child, the assigned dummy numbers must be assigned sequentially for the additional children.

**Example:** Three children who are the derivative children of a battered mother applying for assistance do not have Alien Registration Numbers assigned by USCIS. The TAD entries in Element **381** would be: A999999999 on the first child's line, A999999991 on the second child's line and A999999992 on the third child's line.

*Effective April 1, 2006*