



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #06-94-OPE

### REINSTATEMENT OF AND REVISIONS TO W-119C

<b>Date:</b> July 19, 2006	<b>Subtopic(s):</b> Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Non-Public Assistance (NPA) Food Stamp (FS) Office Staff that the Control Unit's Report of Application Activity (<b>W-119C</b>), which was made obsolete in 2001, has been revised and reinstated. The <b>W-119C</b> will be utilized by NPA FS staff until the Paperless Office System (POS) is fully operational in NPA offices. This policy bulletin is informational for all other staff.</p> <p>The <b>W-119C</b> report shows the number of applications filed, the number of cases accepted/rejected and cases outstanding. Cases that are pending three weeks or more are listed on the second page of the form.</p> <p>The Control Supervisor or designee on the first workday of the week will prepare the <b>W-119C</b>. Information to complete this report is taken directly from the Food Stamp Application Control Card (<a href="#">W-119A</a>) file.</p> <p>Revisions to the <b>W-119C</b>:</p> <ul style="list-style-type: none"><li>• The division's title in the upper right hand corner of the form was changed from "Department of Income Maintenance" to "Family Independence Administration."</li><li>• The title of the form was changed from "Control Unit's Report of Application Activity" to "Control Unit Supervisor Report of Application Activity."</li><li>• The Deputy Director title in the "To:" section has been changed to Assistance Site Manager</li><li>• The acronym "NPA" was inserted in front of "Food Stamp Program" and "Food Stamp Site."</li></ul>

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*

- The “Date of Application” column was moved from the right side of the form and placed in front of the “Case Name” column.


A sample of the form is attached.

Office Site Managers must ensure that all previous versions of this form are removed from circulation and recycled.

*Effective Immediately*

**Attachments:**

**W-119C**      Control Unit Supervisor Report of Application Activity  
(Reinstated 7/19/06)

 Please use Print on Demand to obtain copies of forms.



## CONTROL UNIT SUPERVISOR REPORT OF APPLICATION ACTIVITY

Week Ending: \_\_\_\_\_

**TO:** Assistant Site Manager  
NPA Food Stamp Program

**FROM:** NPA Food Stamp Site: \_\_\_\_\_

**PART I**

Applications Outstanding at Beginning of Week		////////////////////
Applications Filed This Week		////////////////////
<b>TOTAL</b>	////////////////////	
Cases Accepted This Week		////////////////////
Cases Rejected This Week		////////////////////
<b>TOTAL</b>	////////////////////	
Applications Outstanding at End of Week		

**PART II – PENDING UNRESOLVED**

**Note:** Pending "less than one week" are applications filed last week; pending "one week less than two" are applications filed the week before last week; etc.

Applications Outstanding at End of Week (From Part I)		
Less Than One Week		////////////////////
One Week Less Than Two		////////////////////
Two Weeks Less Than Three		////////////////////
* Three Weeks or More		////////////////////

*\* Enter the cases on page 2 of this form.*

Prepared by: \_\_\_\_\_

Control Unit Supervisor

\_\_\_\_\_

Date

