



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-19-ELI

(This Policy Bulletin Replaces PB #04-33-ELI)

### “ONE-SHOT DEAL” APPLICATIONS AND THE BUREAU OF ELIGIBILITY VERIFICATION

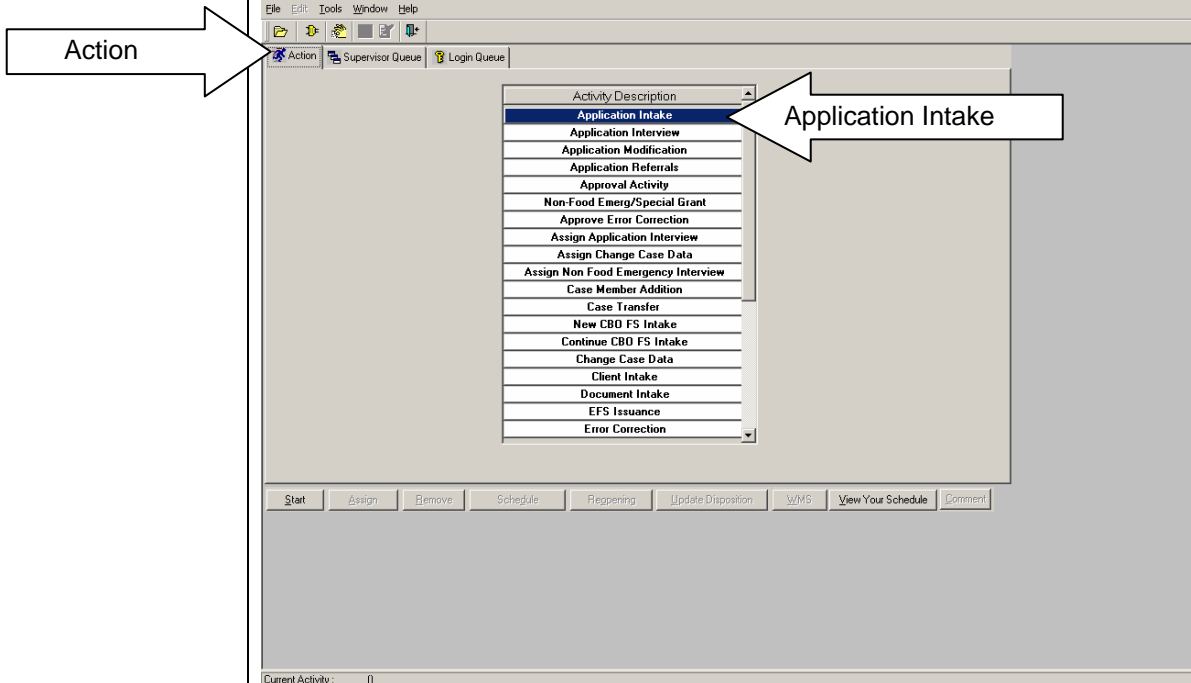
<b>Date:</b> February 8, 2007	<b>Subtopic(s):</b> Emergency Assistance/Food Stamps
<p> This procedure can now be accessed on the FIAweb.</p> <p>See <a href="#">PD #05-42-SYS</a></p>	<p>The purpose of this policy bulletin is to remind staff at the Job Centers that when an individual applies for what is commonly referred to as a “one-shot deal,” this must be clearly indicated in the case file.</p> <p>A “one-shot deal” is a public assistance (PA) application where the applicant is requesting only a nonrecurring PA grant to meet an emergency need and is otherwise not interested in or in need of any further assistance.</p> <p>In January 2005, a checkbox was added for “Emergency Payment Only” (EMRG) on page 1 of the paper version of the New York State Application for Temporary Assistance (TA) - Medical Assistance (MA) - Medicare Savings Program (MSP) - Food Stamp Benefits (FS) - Services (S), including Foster Care (FC) - Child Care Assistance (CC) (<a href="#">LDSS-2921</a>), to indicate that an individual is applying for a one-shot deal.</p> <p>Effective November 29, 2005, a checkbox was added in the <b>Site Determination</b> window in the Paperless Office System (POS) for applicants requesting only one-shot deal (One-Time Emergency Payment Only) applications. See <a href="#">PD #05-42-SYS</a> for further details.</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*

Apply for one-shot deal

In order to complete an application for a one-shot deal in POS, the JOS/Worker must:

- go to the **Action** tab of the **Activities Management** window and click on the **Application Intake** activity; then



- complete the **Site Determination** window and select “One Shot Deal” in the “Programs Applying For” box.

Version 11.1.1 - Paperless Office System - [Site Determination] 1:55:06 PM Thursday, February 01, 2007

File Edit Tools Window Help

Residential Address  
 House No: 181 Street Dir/Name/Type: [None] Water Street Apt: 20A  
 City: New York State: NY Zip Code: 100380000 Phone: (212) 999-8855  
 Undomiciled?  Get Ticket

Is there a Special Situation / Hardship? [Site Determination Override-Out of Territory]

Casehead  
 Last Name First Name Middle Name Sex D.O.B. SSN  
 Green Flower Plant F 10/10/1950 050-36-9874 Verify Address

Initial Clearance Is there anyone currently living in the household who was not listed on the case(s) displayed on WMS inquiry screen?  Yes...  No

Programs Applying For  
 PA  MA  English  
 One Shot Deal  Can you read English?  Yes  No  
 One Time Emergency Payment Only  Can you write English?  Yes  No  
 Child Care in Lieu of PA  Do you need an interpreter?  Yes  No

Alternate Phone: ( ) -  
 Contact Person:  
 Pager/Cell Number: ( ) -

Hurricane Katrina Evacuee:  FA case closed less than 30 days?  Yes  No

Problems: Fuel or Utility Shutoff No fuel for heating

Next Refer for Intake Referral

Current Activity: Application Intake (070201161151)

“One Shot Deal” box

PA

Once “One Shot Deal” is selected, a check mark will automatically appear in the “PA” checkbox.

**Note:** A new **Site Determination** window will be included in the next POS release and will include the question “Would you also like to apply for Food Stamps?”

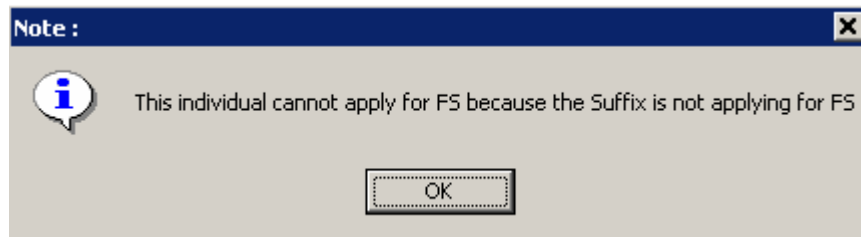
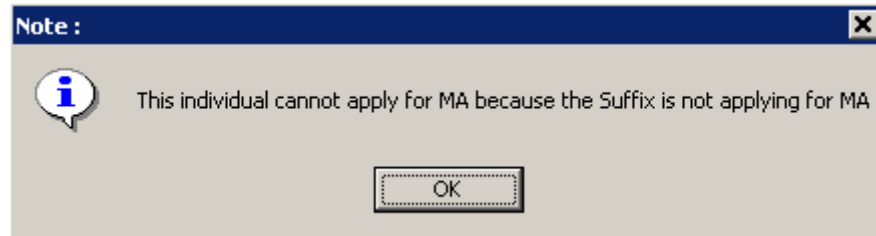
- Press **Next** to go to the next screen.

See POS Release Notes: Version 11.1, scheduled for release February 20, 2007.

On the **Adults in Household** window, select “PA” in the “Applying For” box.

The screenshot shows the 'Adults' form in the Paperless Office System. The form includes fields for Last Name (Green), First Name (Flower), Middle Name (Plant), Relationship (Casehead), and Sex (F). The 'Applying For' section has 'PA' selected, with 'MA' and 'FS' unselected. A callout box labeled 'Applying For' points to this section. Other fields include SSN (050-36-9874), Birth Certificate No (125114854), County of Birth (Bronx), D.O.B (10/10/1950), and Marital Status (Single/Never Married). There are also sections for Multi Ethnic Fields and List Parents' Names.

Once “PA” is selected, the JOS/Worker will not be able to select MA or FS since the applicant is only applying for a one-shot deal.



**Reminder:** Only pure SSI H/Hs applying for a one-shot deal (EAA) are exempt from a BEV referral and finger imaging. All other one-shot deal applicants (EAF and ESNA) must be referred to BEV and be finger-imaged.

JOS/Workers are reminded that if all members of a household (H/H), regardless of age, are approved for or are in receipt of Supplemental Security Income (SSI) and are applying for a one-shot deal (i.e., will receive Emergency Assistance to Adults [EAA]), they are exempt from referral to the Bureau of Eligibility Verification (BEV) and finger imaging.

All one-shot deal applicants for Emergency Assistance to Families (EAF) and Emergency Safety Net Assistance (ESNA) must be referred to BEV and be finger-imaged.

Applying for EAA

- Complete all windows following the **Adults in Household** screen until the **Case Login** window is reached.
- Select “EAA” from the category drop-down list.

In this example, the case will be categorized at this point as an EAA application. Continue to complete all screens in the Application Intake process.

Currently, there is an edit in POS which prevents a BEV appointment from being made for EAA applications. If, however, at the point of the BEV referral the category is EAF or ESNA and subsequently is changed to EAA after the referral is made, there is no way to prevent an inappropriate BEV referral.

For cases where an applicant categorized as EAA is sent to BEV in error, a new BEV code has been created in MAPPER, code **225** (Inappropriate EAA Referral – Refer Back to Job Center). This code is input by BEV staff to identify EAA cases that are inappropriately referred to BEV for an appointment. BEV will not make any recommendations for these cases.

In instances where the applicant's request for a one-shot deal requires an evaluation by a program other than BEV (the Rental Assistance Unit [RAU], for example), JOS/Workers must ensure that all required referrals are appropriately made.

*Effective Immediately*

**Related Item:**

[PD #05-42-SYS](#)