



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-20-ELI

REQUESTS FOR BIRTH OR DEATH VERIFICATION TO AGENCIES OUTSIDE NEW YORK CITY

Date: February 15, 2007	Subtopic(s): Eligibility
<p> This procedure can now be accessed on the FIAweb.</p> <p>The process of verifying eligibility factors for applicants who were born in NYC and are lacking sufficient documentation has not changed.</p> <p>Job Center staff: See Job Center Operations Manual, Section I: Case Establishment</p> <p>NPA FS Office staff: See Food Stamp Center Operational Handbook, Section II: Basic Documentation/ Verification Rules</p>	<p>This policy bulletin is to inform Job Center and Non-Public Assistance (NPA) Food Stamp (FS) Office staff that the Request for Birth or Death Verification from Agencies Outside New York City (W-680) has been revised to accommodate a new process for verifying:</p> <ul style="list-style-type: none">• the identity of an individual applying for or in receipt of Food Stamp (FS) and/or public assistance (PA) benefits who is lacking proof of identity <u>and</u> was born outside of New York City (NYC); and• the death on record with an agency outside of NYC of an individual related to an applicant for PA; and• other eligibility factors such as age, relationship between the payee and the children on a case, and U.S. citizenship, if questionable, when sufficient documentation cannot be obtained for an applicant born outside NYC. <p><u>Assisting the Applicant in Obtaining Verification of Birth/Death</u></p> <p>As a condition of eligibility, a JOS/Worker may need to obtain birth/death verification for an applicant to establish eligibility factors such as identity, age, citizenship and relationship between the payee and the children (see the TA/FS Documentation/Verification Desk Aid [LDSS-3666]) in the case where sufficient documentation cannot be obtained through any other method.</p> <p>Note: Verification of death is <u>not</u> required to establish any eligibility factor for FS benefits.</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*

To assist an applicant who was born outside of NYC obtain a copy of a birth certificate to verify an eligibility factor (or a death certificate on record with an agency outside of NYC for an individual related to the PA applicant), the JOS/Worker must:

- complete the revised **W-680** and ask the applicant to sign the Applicant's Authorization section;

The Applicant's Authorization section has been added to the **W-680** and, when signed by the applicant, authorizes the state agency to release the requested information to the Human Resources Administration (HRA). No other release form, such as the General Release form (**W-515**), is required to be signed;

- scan and index the **W-680** into the electronic case record or include a copy for the Day Forward Imaging process (see [PD #05-06-OPE](#)), as appropriate for the Center/Office;
- for birth verification requests only, photo identification is now required in cooperation with recent efforts by many state agencies to stop the illegal use of birth certificates and to reduce identity theft:

- attach a copy of the applicant's photo identification (such as an Automated Finger Imaging System [AFIS] photo or Electronic Benefits Transfer [EBT] card with photo) to the request.

If birth verification is requested for a minor child on the case, the photo identification of the parent or caretaker relative requesting assistance for the minor child must be attached.

- send the **W-680** and a copy of the photo identification (for birth verification only) via interoffice mail to the Office of Central Processing, 98 Flatbush Ave, 3rd Floor, Brooklyn, NY 11217 for processing.

Request Returned as Incomplete by State Agency

As the requirements for birth/death verification vary for each state agency, in some instances, the state agency may reject the request as incomplete and return it to the Office of Central Processing (OCP), accompanied by the reason(s) for rejection. Some of the reasons a request may be rejected include:

The **W-515** is no longer required to verify births/deaths outside NYC, but will continue to be used for other verification requests.

Attachment of photo identification is not required for death verification requests.

- additional form(s) of identification are required;
- submission of a state agency's own request form is required.

For rejections due to the required submission of a state agency's own request form, if the applicant/participant's signature is not required on the form, OCP will complete the form and resubmit it to the state agency. No further action from the JOS/Worker is necessary.

For all other rejections, OCP will return the request along with the rejection reason(s) to the JOS/Worker via interoffice mail. The JOS/Worker must take the necessary steps to meet all the additional requirements. If necessary, the JOS/Worker must inform the applicant/participant of any additional information/documentation required of him/her and collect the information/documentation via phone, mail, fax or in-person at the next contact with the applicant/participant. Once all additional requirements are met, the JOS/Worker must resubmit the request to OCP via interoffice mail.

Birth/Death Verified by State Agency

All birth/death verification requests verified by the state agency will be returned to OCP. OCP will forward the verified birth/death documentation to the JOS/Worker via interoffice mail. The JOS/Worker must scan and index the documentation into the electronic case record or include a copy for the Day Forward Imaging process, as appropriate for the Center/Office.

Center Directors/Site Managers should ensure that all previous versions of form **W-680** are removed from circulation and recycled.

A sample of the revised form is attached.


Effective Immediately

References:

[18 NYCRR 351.5](#)
[18 NYCRR 387.8 \(b\)\(3\)](#)

Attachment:

W-680 Request for Birth or Death Verification from Agencies Outside New York City (Rev. 2/15/07)

 Please use Print on Demand to obtain copies of forms.



Date: _____
Case Number: _____
Case Name: _____
Job Center or
NPA FS Office: _____
Location Address: _____
Worker's Name: _____
Worker's Telephone: _____

Request for Birth or Death Verification from Agencies Outside New York City
(BLOCK PRINT ALL INFORMATION)

Birth Death

To complete an official study of the person identified we require verification or a photostatic copy of certificate of the vital statistics indicated above. Please return this form with the verification recorded in the space provided (or photostatic copy of certificate, if requested) in the **enclosed business reply envelope**.

Birth Record (BLOCK PRINT ALL INFORMATION)

Name of Person (to be searched)		Last		(Other surnames known by)		First		Middle	
Place of Birth		Street and number, or name of institution				City		County State	
Date of Birth		Month		Day		Year		Sex Race	
Parents' Names					Birthplace			Age of parents	
					State or foreign country			at child's birth	
Father	Last		First						
Mother	Maiden Name		First						

Death Record (BLOCK PRINT ALL INFORMATION)

Name of Deceased		Last		Other surnames known by		First		Middle	
Place of Death		Street and number, or name of institution				City		County State	
Date of Death	Month	Day	Year	Age at death	Sex	Race	Marital Status	Birth-place	State or foreign country

Applicant's Authorization

I, _____, authorize the provision of the requested information to the Human Resources Administration.

Signature: _____

Address: _____

SAMPLE

Report of Searching Agency

Verified Certificate No. _____ Date Issued _____	Not Found <input type="checkbox"/>	Corrections Noted (use reverse side if necessary)	
Signature _____		Title _____	Date _____