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
☐ This procedure can now be accessed on the FIAweb.	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:
The process of verifying eligibility factors for applicants who were born in NYC and are lacking sufficient documentation has not changed.	 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 and 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.
Job Center staff: See Job Center Operations Manual, Section I: Case Establishment NPA FS Office staff: See Food Stamp Center Operational Handbook, Section II: Basic Documentation/ Verification Rules	Assisting the Applicant in Obtaining Verification of Birth/Death 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. Note: Verification of death is not required to establish any eligibility factor for FS benefits.

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 <u>applicant's photo identification</u> (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:

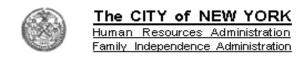
18 NYCRR 351.5 18 NYCRR 387.8 (b)(3)

Attachment:

 □ Please use Print on Demand to obtain copies of forms. W-680

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

Form W-680 (page 1) Rev. 2/15/07



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

Re	equest f	or Birth	or Deati	h Ve rific LOCK PRI	ation fro	m Agei	ncies Ou	tsid <u>e l</u>	New Yo	rk City
of certifica space pro	te of the vided (or p	vilal statis hotostatic	of the p tics indica copy of c	Birth	itified we Please r Vequeste	Death require	verification	the veri	ification re	otostatic copy ecorded in the nvelope.
Name of Pers	son	La			r surnames k	nown by)	Firs	t		Middle
Place of Birth	1	Stree	et and numbe	r, or name of i	institution		City		County	State
Date of Birth		Month		Day	Ye	ear	S	ex		Race
Parents' Names									Age of parents at child's birth	
Father		Last			First					
Mother		Maiden N	ame		First					
Death Re	cord (BLC	OCK PRIN	T ALL INF	ORMATIO	N)					
Name of Deceased		Last Other surnames known by				First Middle			Middle	
Place of Death		Stree	et and numbe	r, or name of i	institution		City	,	County	State
Date of Death	Month	Day	Year	Age at death	Sex	Race	Marital Status	Birth- place	State or f	oreign country

Form W-680 (page 2) Rev. 2/15/07



Report of Searching Agency

Verified	Not Found	Corrections Noted (use reverse side if necessary)			
Certificate No					
Date Issued					
Signature		Title	Date		