



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-22-OPE

### MEDICAL ASSISTANCE APPLICATION KITS AT MODEL OFFICES

<b>Date:</b> February 15, 2007	<b>Subtopic(s):</b> Medical Assistance
<p> This procedure can now be accessed on the FIAweb.</p>	<p>This policy bulletin is to inform staff at all Model Offices except the Rockaway Model Office that medical assistance (MA) application kits are to be distributed by Front Door Reception (FDR) staff to individuals who are requesting an application for MA benefits only. Staff at the Rockaway Model Office, which has a co-located MA office, should continue the current practice of routing MA-only applicants to the MA office.</p> <p>Staff should maintain the MA application kits in FDR and, upon distribution, advise the individual of the directory of MA offices on the enclosed form, How and Where to Apply For Public Health Insurance Programs (<a href="#">MAP-58d</a>). If the individual has any additional questions, staff should issue a CG ticket to route him/her to the CSIC General queue (see the Front Door Reception [FDR] Operations Manual).</p> <p>Model Office Center Directors should contact the Medical Assistance Program (MAP) stock room at (212) 630-1798 to request an initial supply of application kits (this should be done as soon as possible) or to restock the supply, as necessary.</p> <p>For all other issues not related to the ordering/reordering of MA application kits (e.g., updated/obsolete forms), Center Directors should contact the FIA Liaison to MAP at (212) 331-5594.</p> <p>The MA application kits are comprised of the forms listed in Medical Assistance Application Kits (<b>W-500KK</b>).</p> <p><i>Effective Immediately</i></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*

**Attachment:**

🖨 Please use Print on Demand to obtain copies of forms.

**W-500KK** Medical Assistance Application Kits



## Medical Assistance Application Kits

### Forms Required for Model Office Kits

Item	Form Number	Title	Program
1	<a href="#">DOH-4220*</a>	Access NY Health Care Child Health Plus/Family Health Plus/Medicaid/PCAP/WIC	State
2	<a href="#">DOH-4282*</a>	Application Family Planning Benefit Program	State
3	<a href="#">DOH-4286*</a>	Instructions Family Planning Benefit Program Application	State
4	<a href="#">LDSS-1151</a>	Disability Interview	State
5	<a href="#">LDSS-2921*</a>	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)	State
6	<a href="#">LDSS-4148A*</a>	New York State What You Should Know About Your Rights and Responsibilities (When Applying For or Receiving Benefits)	State
7	<a href="#">LDSS-4148B*</a>	New York State What You Should Know About Social Services Programs Questions and Answers	State
8	<a href="#">LDSS-4148C*</a>	New York State What You Should Know If You Have an Emergency	State
9	<a href="#">LDSS-4807</a>	Health Care Programs for New Yorkers	State
10	<a href="#">PUB-1301*</a>	New York State How to Complete the Temporary Assistance (TA) – Medical Assistance (MA) – Medicare Savings Program (MSP) – Food Stamp Benefits (FS) – Services (S), including Foster Care (FC) – Child Care Assistance (CC) Application	State
11	<a href="#">MAP-58d*</a>	How and Where to Apply For Public Health Insurance Programs	MAP
12	<a href="#">MAP-58f</a>	Facilitated Enrollment Sites	MAP
13	<a href="#">MAP-58h*</a>	Important Information Regarding Your Health Insurance Application and List of Managed Care Plans	MAP
14	<a href="#">MAP-252B*</a>	How to Complete Form LDSS-1151	MAP
15	<a href="#">MAP-255*</a>	Language Questionnaire	MAP
16	<a href="#">MAP-931P*</a>	Important Resource Rules	MAP
17	<a href="#">MAP-931R*</a>	Explanation of the Resource Documentation for Medicaid	MAP
18	<a href="#">MAP-2020B*</a>	Application Kit Cover Letter	MAP
19	<a href="#">W-127K*</a>	The Child/Teen Health Program (C/THP) Fact Sheet	FIA

\* Denotes forms that are available in multiple languages.