



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #10-125-OPE (This Policy Bulletin Obsoletes PD #00-64R)

### RACE/ETHNIC AFFILIATION AND HOUSEHOLD EXPENSE REPORTING

<b>Date:</b> December 30, 2010	<b>Subtopic(s):</b> Forms
<p>  This procedure can now be accessed on the FIAweb.           </p> <p> <a href="#">See PD #03-63-SYS</a> and <a href="#">Fax Flash 05/56R</a>.           </p>	<p>             The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that <b>PD #00-64R</b> (Revised Common Application [<b>LDSS-2921 NYC*</b>] and the Recertification Form [<b>LDSS-3174 NYC*</b>]) is now obsolete.           </p> <p> <b>PD #00-64R</b> is now obsolete because the Race/Ethnic Code Data Entry Form (<b>LDSS-4718</b>) and the Application/Job Profile (<b>W-680B</b>) discussed in the policy directive are obsolete. Form <b>LDSS-4718</b> was used solely to collect race/ethnic affiliation information. Particular sections of Form <b>W-680B</b> collected race/ethnic affiliation information and informed the applicants/participants of their expense reporting/verification requirement.           </p> <p>             The Federally mandated requirement of the Human Resources Administration (HRA) to report the race/ethnic affiliation of Cash Assistance (CA)/FS applicants/participants and to advise participants of their responsibility to report/verify all housing expenses still exists. To comply with this mandate, race/ethnic affiliation information can be entered by completing the appropriate sections on the Paperless Office System (POS) or directly entered on the Turn-Around Document (TAD).           </p> <p>             Current versions of the Application for TA, MA, MSP, and FS Form (<a href="#">LDSS-2921</a>) and Recertification for TA, MA, MSP, and FS Form (<a href="#">LDSS-3174</a>) include language that advise applicants/participants of their responsibility to report/verify all housing expenses.           </p> <p> <i>Effective Immediately</i> </p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
 Call 718-557-1313 then press 3 at the prompt followed by 1 or  
 send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

**Reference:**

[00-INF-7](#)

**Related Items:**

[Fax Flash 05/56R](#)

[PD #03-63-SYS](#)