



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-19-OPE

FAIR HEARING CONFERENCE REFERRAL FOR ELIGIBILITY REVIEW PROCESS

Date: March 2, 2010	Subtopic(s): Fair Hearing
<p> This procedure can now be accessed on the FIAweb.</p> <p>FH&C Worker</p> <p>In Non-Model Centers, the first box is checked, and in Model Centers, the second box is checked.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Fair Hearing and Conference (FH&C) staff of a change to Action Code 11FH (Referral from FH&C for Eligibility Assessment) referral to the JOS/Worker for eligibility review when FH&C settles/grants good cause during a conference. Also the FH&C Referral for Eligibility Review form (W-180R) has been updated to accommodate its use in the Model and Non-Model Centers.</p> <p>When a participant's adverse action is resolved in a conference with FH&C, the FH&C staff will:</p> <ul style="list-style-type: none"> • Review NYCWAY to find the infraction and post an 820/ series action code to settle it. • Post Action Code 11FH (Referral from FH&C for Eligibility Assessment) in NYCWAY. • Select the original eligibility infraction from the Drop-down menu attached to the 11FH in NYCWAY. • Post Action Code 700A (Case Note Entry), if necessary, to alert the JOS/Worker as to what needs to be discussed at the participant's interview. • Provide the participant with the W-180R form. The FH&C Worker must check the appropriate box, annotate the form with the outstanding eligibility issue(s), sign and date the form, provide his/her telephone number, and scan and index the form into the electronic case record. <ul style="list-style-type: none"> ▪ In Model Centers, the FH&C Worker will also issue a ticket, referring the participant on the same day to a JOS/Worker or Specialist Worker in the Case Management Unit (CMU).

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

When a participant reports to the JOS/Worker for an eligibility review, the JOS/Worker will:

Job Center JOS/Worker

- Post Action Code **11FK** (Referral from FH&C for Eligibility Assessment Kept) in NYCWAY if the participant keeps the referral appointment. The JOS\Worker reviews the comments on the form, reviews the Casenote in NYCWAY, and processes the case accordingly.

NOI Clerk

If the participant does not report to the JOS/Worker for the **11FH** referral, NYCWAY Action Code **452F** (FTR to 11FH Call In) will autopost four days from the date the **11FH** was posted, and place the case on the **CLSD** Worklist. The NOI Clerk will:

- Review the **CLSD** Worklist to identify those cases with an open **452F**.
- Close the case using closing code **N17** (Failure to Complete Eligibility Process), when the participant is the legally responsible adult, or remove the non-legally responsible adult from the case, using closing code **Y99** (Other – Manual Notice Required).
- Follow current manual NOI procedures to process the case beginning by posting Action Code **412U** (NOI Sent – Eligibility).

Refer to [PD #08-23-OPE](#)

A sample of the revised form is attached.


Effective Immediately

Related Items:

- [PD #09-12-OPE](#)
- [PD #08-23-OPE](#)
- [PB #09-62-SYS](#)

Attachments:

- W-180R** Fair Hearing and Conference (FH&C) Unit Referral for Eligibility Review (Rev. 3/2/10)
- W-180R (S)** Fair Hearing and Conference (FH&C) Unit Referral for Eligibility Review (Spanish) (Rev. 3/2/10)

 Please use Print on Demand to obtain copies of forms.

Date: _____
Case Name: _____
Case Number: _____
Center: _____

**Fair Hearing and Conference (FH&C) Unit
Referral for Eligibility Review**

Today you were seen by the FH&C Unit to discuss an eligibility-related issue. As a result of the conference, we are referring you to a Job Opportunity Specialist (JOS) today to complete this process.

- Please bring this form to the Receptionist in this Non-Model Center so that you may be seen by a Job Opportunity Specialist (JOS) to address the following eligibility issues(s)

- Please bring this form with you and present it to the Job Opportunity Specialist (JOS) at the Model Center to address the following eligibility issues(s)

_____ FH&C Worker Signature _____ Date _____ Telephone Number _____

**YOUR FAILURE TO KEEP THIS APPOINTMENT MAY RESULT IN
YOUR BENEFITS BEING REDUCED OR DISCONTINUED**

Fecha: _____
Nombre del Caso: _____
Número del Caso: _____
Centro: _____

**Unidad de Audiencias Imparciales y Conferencias
(Fair Hearing and Conference FH&C Unit)
Envío para Revisión de Elegibilidad**

Usted fue atendido(a) hoy por la Unidad de Audiencias Imparciales y Conferencias (Fair Hearings and Conference FH&C Unit) para tratar un asunto relacionado con la elegibilidad. A raíz de esta conferencia, le estamos enviando a un Especialista de Oportunidades Laborales (Job Opportunity Specialist – JOS) hoy día para poder completar este trámite.

- Por favor traiga este formulario a la Recepcionista en este Centro No Modelo, para que le pueda atender un Especialista de Oportunidades Laborales con los siguientes asunto(s) de elegibilidad.

SAMPLE

- Por favor traiga este formulario y muéstrselo al Especialista de Oportunidades Laborales en el Centro Modelo para tratar los siguientes asunto(s) de elegibilidad.

Firma del Trabajador de FH&C Fecha Número de Teléfono

**EL INCUMPLIMIENTO DE ESTA CITA PODRÍA RESULTAR EN
LA REDUCCIÓN O DISCONTINUACIÓN DE SUS BENEFICIOS**