



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #11-112-OPE

(This Policy Bulletin Obsoletes PB #10-120-OPE, CD #93-63, CD #93-91, CD #96-118)

SCHEDULES FOR JANUARY – JUNE 2012

<p>Date: November 30, 2011</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that eight (8) forms for the recurring semiannual schedules have been revised to reflect the dates from January 2012 through June 2012.</p> <p>The new schedules are to be used in conjunction with the 2011 schedules, which will remain available until further notice. The titles of the 2012 schedules are the same as the 2011 schedules.</p> <p>The semiannual 2012 schedules are:</p> <ul style="list-style-type: none"> • EBT Pick-up Schedule January – June 2012 (EBT-52A) • Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (W-140XX) • Recurring Roll Deadline Schedule January – June 2012 (W-203A) • Check Replacement Schedule January – June 2012 (W-203BB) • NCA Food Stamp Toe Digit Deadline Schedule January – June 2012 (W-203EE) • Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2012 (W-204TT) • Safety Net Assistance Application Timeliness Schedule January – June 2012 (W-205RR) • Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide (W-205W) <p>Samples of the schedules are attached.</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

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

Attachments:

EBT-52A	EBT Pick-up Schedule January – June 2012 (Rev. 11/30/11)
W-140XX	Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 11/30/11)
W-203A	Recurring Roll Deadline Schedule January – June 2012 (Rev. 11/30/11)
W-203BB	Check Replacement Schedule January – June 2012 (Rev. 11/30/11)
W-203EE	NCA Food Stamp Toe Digit Deadline Schedule January – June 2012 (Rev. 11/30/11)
W-204TT	Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2012 (Rev. 11/30/11)
W-205RR	Safety Net Assistance Application Timeliness Schedule January – June 2012 (Rev. 11/30/11)
W-205W	Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide (Rev. 11/30/11)

EBT Pick-up Schedule January – June 2012

Toe Digit	January PA & FS		February PA & FS		March PA & FS		April PA & FS		May PA & FS		June PA & FS	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/3	1/17	2/1	2/16	3/1	3/16	4/2	4/16	5/1	5/16	6/1	6/16
1	1/4	1/18	2/2	2/17	3/2	3/19	4/3	4/17	5/2	5/17	6/2	6/18
2	1/5	1/19	2/3	2/18	3/5	3/20	4/4	4/18	5/3	5/18	6/4	6/19
3	1/6	1/20	2/4	2/21	3/6	3/21	4/5	4/19	5/4	5/21	6/5	6/20
4	1/7	1/21	2/6	2/22	3/7	3/22	4/6	4/20	5/7	5/22	6/6	6/21
5	1/9	1/23	2/7	2/23	3/8	3/23	4/9	4/21	5/8	5/23	6/7	6/22
6	1/10	1/24	2/8	2/24	3/9	3/26	4/10	4/23	5/9	5/24	6/11	6/23
7	1/11	1/25	2/9	2/27	3/12	3/27	4/11	4/24	5/10	5/25	6/12	6/25
8	1/12	1/26	2/10	2/28	3/13	3/28	4/12	4/25	5/11	5/29	6/13	6/26
9	1/14	1/28	2/11	2/29	3/14	3/29	4/13	4/26	5/14	5/30	6/14	6/29

Note: For more information on the availability of your cash benefit, please call the EBT Hotline at: **(888) 328-6399** from any phone except a payphone.

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2012

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
Holiday	-----	Holiday	-----	Holiday	-----	Holiday	-----	Holiday	-----	Holiday	-----
1/3/2012	2/16/2012	2/21/2012	4/5/2012	1/3/2012	3/2/2012	2/21/2012	4/20/2012	1/3/2012	2/1/2012	2/21/2012	3/21/2012
1/4/2012	2/17/2012	2/22/2012	4/6/2012	1/4/2012	3/5/2012*	2/22/2012	4/23/2012*	1/4/2012	2/2/2012	2/22/2012	3/22/2012
1/5/2012	2/21/2012*	2/23/2012	4/9/2012*	1/5/2012	3/5/2012*	2/23/2012	4/23/2012*	1/5/2012	2/3/2012	2/23/2012	3/23/2012
1/6/2012	2/21/2012*	2/24/2012	4/9/2012*	1/6/2012	3/5/2012	2/24/2012	4/23/2012	1/6/2012	2/6/2012*	2/24/2012	3/26/2012*
1/9/2012	2/22/2012	2/27/2012	4/11/2012	1/9/2012	3/8/2012	2/27/2012	4/26/2012	1/9/2012	2/7/2012	2/27/2012	3/27/2012
1/10/2012	2/23/2012	2/28/2012	4/12/2012	1/10/2012	3/9/2012	2/28/2012	4/27/2012	1/10/2012	2/8/2012	2/28/2012	3/28/2012
1/11/2012	2/24/2012	2/29/2012	4/13/2012	1/11/2012	3/12/2012*	2/29/2012	4/30/2012*	1/11/2012	2/9/2012	2/29/2012	3/29/2012
1/12/2012	2/27/2012*	3/1/2012	4/16/2012*	1/12/2012	3/12/2012*	3/1/2012	4/30/2012*	1/12/2012	2/10/2012	3/1/2012	3/30/2012
1/13/2012	2/27/2012*	3/2/2012	4/16/2012*	1/13/2012	3/12/2012	3/2/2012	4/30/2012	1/13/2012	2/13/2012*	3/2/2012	4/2/2012*
Holiday	-----	3/5/2012	4/18/2012	Holiday	-----	3/5/2012	5/3/2012	Holiday	-----	3/5/2012	4/3/2012
1/17/2012	3/1/2012	3/6/2012	4/19/2012	1/17/2012	3/16/2012	3/6/2012	5/4/2012	1/17/2012	2/15/2012	3/6/2012	4/4/2012
1/18/2012	3/2/2012	3/7/2012	4/20/2012	1/18/2012	3/19/2012*	3/7/2012	5/7/2012*	1/18/2012	2/16/2012	3/7/2012	4/5/2012
1/19/2012	3/5/2012*	3/8/2012	4/23/2012*	1/19/2012	3/19/2012*	3/8/2012	5/7/2012*	1/19/2012	2/17/2012	3/8/2012	4/6/2012
1/20/2012	3/5/2012*	3/9/2012	4/23/2012*	1/20/2012	3/19/2012	3/9/2012	5/7/2012	1/20/2012	2/21/2012*	3/9/2012	4/9/2012
1/23/2012	3/7/2012	3/12/2012	4/25/2012	1/23/2012	3/22/2012	3/12/2012	5/10/2012	1/23/2012	2/21/2012	3/12/2012	4/10/2012
1/24/2012	3/8/2012	3/13/2012	4/26/2012	1/24/2012	3/23/2012	3/13/2012	5/11/2012	1/24/2012	2/22/2012	3/13/2012	4/11/2012
1/25/2012	3/9/2012	3/14/2012	4/27/2012	1/25/2012	3/26/2012*	3/14/2012	5/14/2012*	1/25/2012	2/23/2012	3/14/2012	4/12/2012
1/26/2012	3/12/2012*	3/15/2012	4/30/2012*	1/26/2012	3/26/2012*	3/15/2012	5/14/2012*	1/26/2012	2/24/2012	3/15/2012	4/13/2012
1/27/2012	3/12/2012*	3/16/2012	4/30/2012*	1/27/2012	3/26/2012	3/16/2012	5/14/2012	1/27/2012	2/27/2012*	3/16/2012	4/16/2012*
1/30/2012	3/14/2012	3/19/2012	5/2/2012	1/30/2012	3/29/2012	3/19/2012	5/17/2012	1/30/2012	2/28/2012	3/19/2012	4/17/2012
1/31/2012	3/15/2012	3/20/2012	5/3/2012	1/31/2012	3/30/2012	3/20/2012	5/18/2012	1/31/2012	2/29/2012	3/20/2012	4/18/2012
2/1/2012	3/16/2012	3/21/2012	5/4/2012	2/1/2012	4/2/2012*	3/21/2012	5/21/2012*	2/1/2012	3/1/2012	3/21/2012	4/19/2012
2/2/2012	3/19/2012*	3/22/2012	5/7/2012*	2/2/2012	4/2/2012*	3/22/2012	5/21/2012*	2/2/2012	3/2/2012	3/22/2012	4/20/2012
2/3/2012	3/19/2012*	3/23/2012	5/7/2012*	2/3/2012	4/2/2012	3/23/2012	5/21/2012	2/3/2012	3/5/2012*	3/23/2012	4/23/2012*
2/6/2012	3/21/2012	3/26/2012	5/9/2012	2/6/2012	4/5/2012	3/26/2012	5/24/2012	2/6/2012	3/6/2012	3/26/2012	4/24/2012
2/7/2012	3/22/2012	3/27/2012	5/10/2012	2/7/2012	4/6/2012	3/27/2012	5/25/2012	2/7/2012	3/7/2012	3/27/2012	4/25/2012
2/8/2012	3/23/2012	3/28/2012	5/11/2012	2/8/2012	4/9/2012*	3/28/2012	5/29/2012*	2/8/2012	3/8/2012	3/28/2012	4/26/2012
2/9/2012	3/26/2012*	3/29/2012	5/14/2012*	2/9/2012	4/9/2012*	3/29/2012	5/29/2012*	2/9/2012	3/9/2012	3/29/2012	4/27/2012
2/10/2012	3/26/2012*	3/30/2012	5/14/2012*	2/10/2012	4/9/2012	3/30/2012	5/29/2012*	2/10/2012	3/12/2012*	3/30/2012	4/30/2012*
2/13/2012	3/28/2012	4/2/2012	5/16/2012	2/13/2012	4/12/2012	4/2/2012	5/31/2012	2/13/2012	3/13/2012	4/2/2012	5/1/2012
2/14/2012	3/29/2012	4/3/2012	5/17/2012	2/14/2012	4/13/2012	4/3/2012	6/1/2012	2/14/2012	3/14/2012	4/3/2012	5/2/2012
2/15/2012	3/30/2012	4/4/2012	5/18/2012	2/15/2012	4/16/2012*	4/4/2012	6/4/2012*	2/15/2012	3/15/2012	4/4/2012	5/3/2012
2/16/2012	4/2/2012*	4/5/2012	5/21/2012*	2/16/2012	4/16/2012*	4/5/2012	6/4/2012*	2/16/2012	3/16/2012	4/5/2012	5/4/2012
2/17/2012	4/2/2012*	4/6/2012	5/21/2012*	2/17/2012	4/16/2012	4/6/2012	6/4/2012	2/17/2012	3/19/2012*	4/6/2012	5/7/2012*

* Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2012

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
4/9/2012	5/23/2012	Holiday	-----	4/9/2012	6/7/2012	Holiday	-----	4/9/2012	5/8/2012	Holiday	-----
4/10/2012	5/24/2012	5/29/2012	7/12/2012	4/10/2012	6/8/2012	5/29/2012	7/27/2012	4/10/2012	5/9/2012	5/29/2012	6/27/2012
4/11/2012	5/25/2012	5/30/2012	7/13/2012	4/11/2012	6/11/2012*	5/30/2012	7/30/2012*	4/11/2012	5/10/2012	5/30/2012	6/28/2012
4/12/2012	5/29/2012	5/31/2012	7/16/2012*	4/12/2012	6/11/2012*	5/31/2012	7/30/2012*	4/12/2012	5/11/2012	5/31/2012	6/29/2012
4/13/2012	5/29/2012*	6/1/2012	7/16/2012*	4/13/2012	6/11/2012	6/1/2012	7/30/2012	4/13/2012	5/14/2012*	6/1/2012	7/2/2012*
4/16/2012	5/30/2012	6/4/2012	7/18/2012	4/16/2012	6/14/2012	6/4/2012	8/2/2012	4/16/2012	5/15/2012	6/4/2012	7/3/2012
4/17/2012	5/31/2012	6/5/2012	7/19/2012	4/17/2012	6/15/2012	6/5/2012	8/3/2012	4/17/2012	5/16/2012	6/5/2012	7/5/2012*
4/18/2012	6/1/2012	6/6/2012	7/20/2012	4/18/2012	6/18/2012*	6/6/2012	8/6/2012*	4/18/2012	5/17/2012	6/6/2012	7/5/2012
4/19/2012	6/4/2012*	6/7/2012	7/23/2012*	4/19/2012	6/18/2012*	6/7/2012	8/6/2012*	4/19/2012	5/18/2012	6/7/2012	7/6/2012
4/20/2012	6/4/2012*	6/8/2012	7/23/2012*	4/20/2012	6/18/2012	6/8/2012	8/6/2012	4/20/2012	5/21/2012*	6/8/2012	7/9/2012*
4/23/2012	6/6/2012	6/11/2012	7/25/2012	4/23/2012	6/21/2012	6/11/2012	8/9/2012	4/23/2012	5/22/2012	6/11/2012	7/10/2012
4/24/2012	6/7/2012	6/12/2012	7/26/2012	4/24/2012	6/22/2012	6/12/2012	8/10/2012	4/24/2012	5/23/2012	6/12/2012	7/11/2012
4/25/2012	6/8/2012	6/13/2012	7/27/2012	4/25/2012	6/25/2012*	6/13/2012	8/13/2012*	4/25/2012	5/24/2012	6/13/2012	7/12/2012
4/26/2012	6/11/2012*	6/14/2012	7/30/2012*	4/26/2012	6/25/2012*	6/14/2012	8/13/2012*	4/26/2012	5/25/2012	6/14/2012	7/13/2012
4/27/2012	6/11/2012*	6/15/2012	7/30/2012*	4/27/2012	6/25/2012	6/15/2012	8/13/2012	4/27/2012	5/29/2012*	6/15/2012	7/16/2012*
4/30/2012	6/13/2012	6/18/2012	8/1/2012	4/30/2012	6/28/2012	6/18/2012	8/16/2012	4/30/2012	5/29/2012	6/18/2012	7/17/2012
5/1/2012	6/14/2012	6/19/2012	8/2/2012	5/1/2012	6/29/2012	6/19/2012	8/17/2012	5/1/2012	5/30/2012	6/19/2012	7/18/2012
5/2/2012	6/15/2012	6/20/2012	8/3/2012	5/2/2012	7/2/2012*	6/20/2012	8/20/2012*	5/2/2012	5/31/2012	6/20/2012	7/19/2012
5/3/2012	6/18/2012*	6/21/2012	8/6/2012*	5/3/2012	7/2/2012*	6/21/2012	8/20/2012*	5/3/2012	6/1/2012	6/21/2012	7/20/2012
5/4/2012	6/18/2012*	6/22/2012	8/6/2012*	5/4/2012	7/2/2012	6/22/2012	8/20/2012	5/4/2012	6/4/2012*	6/22/2012	7/23/2012*
5/7/2012	6/20/2012	6/25/2012	8/8/2012	5/7/2012	7/5/2012	6/25/2012	8/23/2012	5/7/2012	6/5/2012	6/25/2012	7/24/2012
5/8/2012	6/21/2012	6/26/2012	8/9/2012	5/8/2012	7/6/2012	6/26/2012	8/24/2012	5/8/2012	6/6/2012	6/26/2012	7/25/2012
5/9/2012	6/22/2012	6/27/2012	8/10/2012	5/9/2012	7/9/2012*	6/27/2012	8/27/2012*	5/9/2012	6/7/2012	6/27/2012	7/26/2012
5/10/2012	6/25/2012*	6/28/2012	8/13/2012*	5/10/2012	7/9/2012*	6/28/2012	8/27/2012*	5/10/2012	6/8/2012	6/28/2012	7/27/2012
5/11/2012	6/25/2012*	6/29/2012	8/13/2012*	5/11/2012	7/9/2012	6/29/2012	8/27/2012	5/11/2012	6/11/2012*	6/29/2012	7/30/2012*
5/14/2012	6/27/2012	7/2/2012	8/15/2012	5/14/2012	7/12/2012	7/2/2012	8/30/2012	5/14/2012	6/12/2012	7/2/2012	7/31/2012
5/15/2012	6/28/2012			5/15/2012	7/13/2012			5/15/2012	6/13/2012		
5/16/2012	6/29/2012			5/16/2012	7/16/2012*			5/16/2012	6/14/2012		
5/17/2012	7/2/2012*			5/17/2012	7/16/2012*			5/17/2012	6/15/2012		
5/18/2012	7/2/2012*			5/18/2012	7/16/2012			5/18/2012	6/18/2012*		
5/21/2012	7/5/2012*			5/21/2012	7/19/2012			5/21/2012	6/19/2012		
5/22/2012	7/5/2012			5/22/2012	7/20/2012			5/22/2012	6/20/2012		
5/23/2012	7/6/2012			5/23/2012	7/23/2012*			5/23/2012	6/21/2012		
5/24/2012	7/9/2012*			5/24/2012	7/23/2012*			5/24/2012	6/22/2012		
5/25/2012	7/9/2012*			5/25/2012	7/23/2012			5/25/2012	6/25/2012*		

* Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

Recurring Roll Deadline Schedule January – June 2012

Toe Digit	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	12/19	1/6	1/23	2/6	2/22	3/7	3/20	4/3	4/18	5/3	5/21	6/5
1	12/20	1/9	1/24	2/7	2/23	3/8	3/21	4/4	4/19	5/4	5/22	6/6
2	12/21	1/10	1/25	2/8	2/24	3/9	3/22	4/5	4/20	5/7	5/23	6/7
3	12/22	1/11	1/26	2/9	2/27	3/9	3/23	4/6	4/23	5/8	5/24	6/8
4	12/27	1/12	1/27	2/10	2/28	3/12	3/26	4/9	4/24	5/9	5/25	6/11
5	12/28	1/13	1/30	2/13	2/29	3/13	3/27	4/9	4/25	5/10	5/29	6/12
6	12/29	1/17	1/31	2/14	3/1	3/13	3/28	4/10	4/26	5/11	5/30	6/13
7	1/3	1/18	2/1	2/15	3/2	3/14	3/29	4/11	4/27	5/16	5/31	6/13
8	1/4	1/19	2/2	2/16	3/5	3/15	3/30	4/12	4/30	5/17	6/1	6/14
9	1/5	1/20	2/3	2/17	3/6	3/16	4/2	4/13	5/1	5/18	6/4	6/15

Check Replacement Schedule January – June 2012

Toe Digit	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/11	1/25	2/9	2/27	3/9	3/26	4/10	4/24	5/9	5/24	6/11	6/25
1	1/12	1/26	2/10	2/28	3/12	3/27	4/11	4/25	5/10	5/25	6/11	6/26
2	1/13	1/27	2/13	2/28	3/13	3/28	4/12	4/26	5/11	5/29	6/12	6/27
3	1/17	1/30	2/13	2/29	3/14	3/29	4/13	4/27	5/14	5/30	6/13	6/28
4	1/17	1/30	2/14	3/1	3/15	3/30	4/16	4/30	5/15	5/31	6/14	6/29
5	1/18	1/31	2/15	3/2	3/16	4/2	4/17	4/30	5/16	6/1	6/15	7/2
6	1/19	2/1	2/16	3/5	3/19	4/3	4/18	5/1	5/17	6/4	6/19	7/2
7	1/20	2/2	2/17	3/6	3/20	4/4	4/19	5/2	5/18	6/5	6/20	7/3
8	1/23	2/3	2/21	3/7	3/21	4/5	4/20	5/3	5/21	6/6	6/21	7/5
9	1/24	2/6	2/21	3/8	3/22	4/6	4/23	5/4	5/22	6/7	6/22	7/6

NCA Food Stamp Toe Digit Deadline Schedule January – June 2012

Toe Digit	January	February	March	April	May	June
0	12/19	1/23	2/22	3/20	4/18	5/21
1	12/20	1/24	2/23	3/21	4/19	5/22
2	12/21	1/25	2/24	3/22	4/20	5/23
3	12/22	1/26	2/27	3/23	4/23	5/24
4	12/27	1/27	2/28	3/26	4/24	5/25
5	12/28	1/30	2/29	3/27	4/25	5/29
6	12/29	1/31	3/1	3/28	4/26	5/30
7	1/3	2/1	3/2	3/29	4/27	5/31
8	1/4	2/2	3/5	3/30	4/30	6/1
9	1/5	2/3	3/6	4/2	5/1	6/4

Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2012

File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date
Holiday	---	2/6	3/1	3/12	4/5	4/16	5/10	5/21	6/14	6/25	7/19
1/3	1/27	2/7	3/2	3/13	4/6	4/17	5/11	5/22	6/15	6/26	7/20
1/4	1/27*	2/8	3/2*	3/14	4/6*	4/18	5/11*	5/23	6/15*	6/27	7/20*
1/5	1/27*	2/9	3/2*	3/15	4/6*	4/19	5/11*	5/24	6/15*	6/28	7/20*
1/6	1/30	2/10	3/5	3/16	4/9	4/20	5/14	5/25	6/18	6/29	7/23
1/7**	1/31	2/11**	3/6	3/17**	4/10	4/21**	5/15	5/26**	6/19	6/30**	7/24
1/9	2/2	2/13	3/8	3/19	4/12	4/23	5/17	Holiday	---		
1/10	2/3	2/14	3/9	3/20	4/13	4/24	5/18	5/29	6/22		
1/11	2/3*	2/15	3/9*	3/21	4/13*	4/25	5/18*	5/30	6/22*		
1/12	2/3*	2/16	3/9*	3/22	4/13*	4/26	5/18*	5/31	6/22*		
1/13	2/6	2/17	3/12	3/23	4/16	4/27	5/21	6/1	6/25		
1/14**	2/7	2/18**	3/13	3/24**	4/17	4/28**	5/22	6/2**	6/26		
Holiday	---	Holiday	---	3/26	4/19	4/30	5/24	6/4	6/28		
1/17	2/10	2/21	3/16	3/27	4/20	5/1	5/25	6/5	6/29		
1/18	2/10*	2/22	3/16*	3/28	4/20*	5/2	5/25*	6/6	6/29*		
1/19	2/10*	2/23	3/16*	3/29	4/20*	5/3	5/25*	6/7	6/29*		
1/20	2/13	2/24	3/19	3/30	4/23	5/4	5/25*	6/8	7/2		
1/21**	2/14	2/25**	3/20	3/31**	4/24	5/5**	5/29	6/9**	7/3		
1/23	2/16	2/27	3/22	4/2	4/26	5/7	5/31	6/11	7/5		
1/24	2/17	2/28	3/23	4/3	4/27	5/8	6/1	6/12	7/6		
1/25	2/17*	2/29	3/23*	4/4	4/27*	5/9	6/1*	6/13	7/6*		
1/26	2/17*	3/1	3/23*	4/5	4/27*	5/10	6/1*	6/14	7/6*		
1/27	2/17*	3/2	3/26	4/6	4/30	5/11	6/4	6/15	7/9		
1/28**	2/21	3/3**	3/27	4/7**	5/1	5/12**	6/5	6/16**	7/10		
1/30	2/23	3/5	3/29	4/9	5/3	5/14	6/7	6/18	7/12		
1/31	2/24	3/6	3/30	4/10	5/4	5/15	6/8	6/19	7/13		
2/1	2/24*	3/7	3/30*	4/11	5/4*	5/16	6/8*	6/20	7/13*		
2/2	2/24*	3/8	3/30*	4/12	5/4*	5/17	6/8*	6/21	7/13*		
2/3	2/27	3/9	4/2	4/13	5/7	5/18	6/11	6/22	7/16		
2/4**	2/28	3/10**	4/3	4/14**	5/8	5/19**	6/12	6/23**	7/17		

*Due dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

**Some NCA FS locations are open on Saturday for applications.

**Safety Net Assistance Application Timeliness Schedule
January - June 2012**

January			February			March		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
Holiday	-----	-----	2/1/2012	2/24/2012 *	3/16/2012	3/1/2012	3/23/2012 *	4/14/2012
1/3/2012	1/27/2012	2/16/2012	2/2/2012	2/24/2012 *	3/17/2012	3/2/2012	3/26/2012	4/15/2012
1/4/2012	1/27/2012 *	2/17/2012	2/3/2012	2/27/2012	3/18/2012			
1/5/2012	1/27/2012 *	2/18/2012				3/5/2012	3/29/2012	4/18/2012
1/6/2012	1/30/2012	2/19/2012	2/6/2012	3/1/2012	3/21/2012	3/6/2012	3/30/2012	4/19/2012
			2/7/2012	3/2/2012	3/22/2012	3/7/2012	3/30/2012 *	4/20/2012
			2/8/2012	3/2/2012 *	3/23/2012	3/8/2012	3/30/2012 *	4/21/2012
1/9/2012	2/2/2012	2/22/2012	2/9/2012	3/2/2012 *	3/24/2012	3/9/2012	4/2/2012	4/22/2012
1/10/2012	2/3/2012	2/23/2012	2/10/2012	3/5/2012	3/25/2012			
1/11/2012	2/3/2012 *	2/24/2012				3/12/2012	4/5/2012	4/25/2012
1/12/2012	2/3/2012 *	2/25/2012						
1/13/2012	2/6/2012	2/26/2012	2/13/2012	3/8/2012	3/28/2012	3/13/2012	4/6/2012	4/26/2012
			2/14/2012	3/9/2012	3/29/2012	3/14/2012	4/6/2012 *	4/27/2012
			2/15/2012	3/9/2012 *	3/30/2012	3/15/2012	4/6/2012 *	4/28/2012
Holiday	-----	-----	2/16/2012	3/9/2012 *	3/31/2012	3/16/2012	4/9/2012	4/29/2012
1/17/2012	2/10/2012	3/1/2012	2/17/2012	3/12/2012	4/1/2012			
1/18/2012	2/10/2012 *	3/2/2012						
1/19/2012	2/10/2012 *	3/3/2012				3/19/2012	4/12/2012	5/2/2012
1/20/2012	2/13/2012	3/4/2012	Holiday	-----	-----	3/20/2012	4/13/2012	5/3/2012
			2/21/2012	3/16/2012	4/5/2012	3/21/2012	4/13/2012 *	5/4/2012
			2/22/2012	3/16/2012 *	4/6/2012	3/22/2012	4/13/2012 *	5/5/2012
1/23/2012	2/16/2012	3/7/2012	2/23/2012	3/16/2012 *	4/7/2012	3/23/2012	4/16/2012	5/6/2012
1/24/2012	2/17/2012	3/8/2012	2/24/2012	3/19/2012	4/8/2012			
1/25/2012	2/17/2012 *	3/9/2012						
1/26/2012	2/17/2012 *	3/10/2012				3/26/2012	4/19/2012	5/9/2012
1/27/2012	2/17/2012 *	3/11/2012				3/27/2012	4/20/2012	5/10/2012
			2/27/2012	3/22/2012	4/11/2012	3/28/2012	4/20/2012 *	5/11/2012
			2/28/2012	3/23/2012	4/12/2012	3/29/2012	4/20/2012 *	5/12/2012
			2/29/2012	3/23/2012 *	4/13/2012	3/30/2012	4/23/2012	5/13/2012
1/30/2012	2/23/2012	3/14/2012						
1/31/2012	2/24/2012	3/15/2012						

SAMPLE

* Decision dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

Safety Net Assistance Application Timeliness Schedule January - June 2012

April

May

June

Application Date	Decision Date	First Benefit Date
4/2/2012	4/26/2012	5/16/2012
4/3/2012	4/27/2012	5/17/2012
4/4/2012	4/27/2012 *	5/18/2012
4/5/2012	4/27/2012 *	5/19/2012
4/6/2012	4/30/2012	5/20/2012
4/9/2012	5/3/2012	5/23/2012
4/10/2012	5/4/2012	5/24/2012
4/11/2012	5/4/2012 *	5/25/2012
4/12/2012	5/4/2012 *	5/26/2012
4/13/2012	5/7/2012	5/27/2012
4/16/2012	5/10/2012	5/30/2012
4/17/2012	5/11/2012	5/31/2012
4/18/2012	5/11/2012 *	6/1/2012
4/19/2012	5/11/2012 *	6/2/2012
4/20/2012	5/14/2012	6/3/2012
4/23/2012	5/17/2012	6/6/2012
4/24/2012	5/18/2012	6/7/2012
4/25/2012	5/18/2012 *	6/8/2012
4/26/2012	5/18/2012 *	6/9/2012
4/27/2012	5/21/2012	6/10/2012
4/30/2012	5/24/2012	6/13/2012

Application Date	Decision Date	First Benefit Date
5/1/2012	5/25/2012	6/14/2012
5/2/2012	5/25/2012 *	6/15/2012
5/3/2012	5/25/2012 *	6/16/2012
5/4/2012	5/25/2012 *	6/17/2012
5/7/2012	5/31/2012	6/20/2012
5/8/2012	6/7/2012	6/21/2012
5/9/2012	6/1/2012 *	6/22/2012
5/10/2012	6/1/2012 *	6/23/2012
5/11/2012	6/4/2012	6/24/2012
5/14/2012	6/7/2012	6/27/2012
5/15/2012	6/8/2012	6/28/2012
5/16/2012	6/8/2012 *	6/29/2012
5/17/2012	6/8/2012 *	6/30/2012
5/18/2012	6/11/2012	7/1/2012
5/21/2012	6/14/2012	7/4/2012
5/22/2012	6/15/2012	7/5/2012
5/23/2012	6/15/2012 *	7/6/2012
5/24/2012	6/15/2012 *	7/7/2012
5/25/2012	6/18/2012	7/8/2012
Holiday	-----	-----
5/29/2012	6/22/2012	7/12/2012
5/30/2012	6/22/2012 *	7/13/2012
5/31/2012	6/22/2012 *	7/14/2012

Application Date	Decision Date	First Benefit Date
6/1/2012	6/25/2012	7/15/2012
6/4/2012	6/28/2012	7/18/2012
6/5/2012	6/29/2012	7/19/2012
6/6/2012	6/29/2012 *	7/20/2012
6/7/2012	6/29/2012 *	7/21/2012
6/8/2012	7/2/2012	7/22/2012
6/11/2012	7/5/2012	7/25/2012
6/12/2012	7/6/2012	7/26/2012
6/13/2012	7/6/2012 *	7/27/2012
6/14/2012	7/6/2012 *	7/28/2012
6/15/2012	7/9/2012	7/29/2012
6/18/2012	7/12/2012	8/1/2012
6/19/2012	7/13/2012	8/2/2012
6/20/2012	7/13/2012 *	8/3/2012
6/21/2012	7/13/2012 *	8/4/2012
6/22/2012	7/16/2012	8/5/2012
6/25/2012	7/19/2012	8/8/2012
6/26/2012	7/20/2012	8/9/2012
6/27/2012	7/20/2012 *	8/10/2012
6/28/2012	7/20/2012 *	8/11/2012
6/29/2012	7/23/2012	8/12/2012

SAMPLE

* Decision dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide

Instructions for Entering Certification Periods on Forms LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

Forms **LDSS-4013A NYC/LDSS-4013B NYC** and **LDSS-4014A NYC/LDSS-4014B NYC** will automatically be generated by the Client Notices System (CNS). A manual notice is required if the Worker suppresses this notice by entering an **A, T** or **1** in the **M3e** field of the TAD.

If a manual notice is required for a case that is being accepted or recertified:

- Prepare either forms **LDSS-4013A NYC** and **LDSS-4013B NYC** (case acceptances) or forms **LDSS-4014A NYC** and **LDSS-4014B NYC** (recertifications).
 - For recertifications, even if there is no change, check the "continue" box and indicate the current grant amount for Cash Assistance and Food Stamps.
- Using the tables below, enter the participant's certification period for Cash Assistance and Food Stamps.
- On forms **LDSS-4013A NYC** and **LDSS-4013B NYC**, enter the certification information on the line "Accepted for the period from _____ to _____."
- On forms **LDSS-4014A NYC** and **LDSS-4014B NYC**, enter the certification information on the line "Recertified for the period from _____ to _____."
- Sign your name legibly and enter the date.
- Be sure to enter the Fair Hearing and Conference (FH&C) Unit telephone number of your Center in the space to the right of the participant's name and address.

Instructions for Entering Food Stamp Expiration Date on the Notice of Recertification Appointment (W-908T) Form

- For recertification, refer to the line indicating the date (month/year) of the recertification schedule (**WINRO32/WINRO32X**) on which the participant's name appears.
- Enter the Food Stamp benefits expiration date from column 2 on the designated line in the "Food Stamp Benefits" section of the **W-908T** form.

Recertifications and Cases Reopened Using Undercare Subsystem

Enter appropriate "From" and "To" dates on forms
LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

1 Recertification Schedule Date WINRO32, WINRO32X	2 Food Stamp Benefits Expire	3 FROM Next Certification Period Begins ("From" Date)	TO Next Certification Period Ends ("To" Date)		
			4 Low-Risk Cases (One Year)	5 Earned Income and HIV/AIDS Services Administration (HASA) Cases Only (Six Months)	6 All Adults are Aged/Disabled (Two Years)
January 2012	2/29/2012	3/1/2012	2/28/2013	8/31/2012	2/28/2014
February 2012	3/31/2012	4/1/2012	3/31/2013	9/30/2012	3/31/2014
March 2012	4/30/2012	5/1/2012	4/30/2013	10/31/2012	4/30/2014
April 2012	5/31/2012	6/1/2012	5/31/2013	11/30/2012	5/31/2014
May 2012	6/30/2012	7/1/2012	6/30/2013	12/31/2012	6/30/2014
June 2012	7/31/2012	8/1/2012	7/31/2013	1/31/2013	7/31/2014
July 2012	8/31/2012	9/1/2012	8/31/2013	2/28/2013	8/31/2014
August 2012	9/30/2012	10/1/2012	9/30/2013	3/31/2013	9/30/2014
September 2012	10/31/2012	11/1/2012	10/31/2013	4/30/2013	10/31/2014
October 2012	11/30/2012	12/1/2012	11/30/2013	5/31/2013	11/30/2014
November 2012	12/31/2012	1/1/2013	12/31/2013	6/30/2013	12/31/2014
December 2012	1/31/2013	2/1/2013	1/31/2014	7/31/2013	1/31/2015

Cash Assistance, Medical Assistance, and Food Stamp Certification Desk Guide (continued)

Enter appropriate "From" and "To" dates on forms LDSS-4013A NYC/ LDSS-4013B NYC and LDSS-3152 NYC		
New Acceptance and Cases Reopened Using the Eligibility Subsystem		
7	8	9
Month of Acceptance	FROM Certification Period Begins ("From" Date)	TO Certification Period Ends ("To" Date)
January 2012	1*/2012	6/30/2012
February 2012	2*/2012	7/31/2012
March 2012	3*/2012	8/31/2012
April 2012	4*/2012	9/30/2012
May 2012	5*/2012	10/31/2012
June 2012	6*/2012	11/30/2012
July 2012	7*/2012	12/31/2012
August 2012	8*/2012	1/31/2013
September 2012	9*/2012	2/28/2013
October 2012	10*/2012	3/31/2013
November 2012	11*/2012	4/30/2013
December 2012	12*/2012	5/31/2013

* Food Stamp Application filing date