



# FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner  
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #11-89-OPE (This Policy Bulletin Replaces PB #10-86-OPE)

### AUTOMATED FINGER IMAGING SYSTEM (AFIS) FREEDOM

<p><b>Date:</b> September 6, 2011</p>	<p><b>Subtopic(s):</b> Finger Imaging</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>See <a href="#">PB #10-104-OPE</a> for the new entrance to the Queens Center (F53).</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to:</p> <ul style="list-style-type: none"> <li>• Inform staff that AFIS Freedom has been expanded to include all Non Cash Assistance Food Stamp (NCA FS) applicants who are subject to finger imaging requirements;</li> <li>• Allow NCA FS applicants to visit AFIS locations at Job Centers to comply with finger imaging requirements; and</li> <li>• Update the Automated Finger Imaging System (AFIS) Directory (<b>W-519N</b>) to include Job Centers that are not co-located with an NCA FS Center.</li> </ul> <p>The following additional changes have been made to Form <b>W-519N</b>:</p> <ul style="list-style-type: none"> <li>• The title has been changed from “Automated Finger Imaging System (AFIS) Directory for Non Cash Assistance Food Stamp Centers” to “Automated Finger Imaging System (AFIS) Directory”.</li> <li>• The Fordham (<b>F44</b>) Food Stamp (FS) Center was removed from the directory because it ceased taking new applications on September 1, 2011.</li> <li>• The hours of operation of the finger imaging station at the Concourse (<b>F45</b>) FS Center have been changed to Monday through Friday, 9:00 AM to 6:00 PM and Saturday, 9:00 AM to 5:00 PM</li> <li>• “Entrance at One Honeywell Street” was added to the address for the Queens (<b>F53</b>) FS Center</li> </ul>

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

**Purpose:**

Now available to all NCA FS applicants.

The purpose of this policy bulletin is to inform NCA FS Center Receptionists, Front Door Reception (FDR) staff in Model Centers, Bureau of Fraud Investigation (BFI), and Infoline staff about AFIS Freedom, a finger imaging policy available to all NCA FS applicants.

Form **W-519N** was renamed and revised.

Under the AFIS Freedom initiative, NCA FS applicants and their adult household members who are subject to finger imaging can visit any of the locations listed on the Automated Finger Imaging System (AFIS) Directory (**W-519N**) to comply with finger imaging requirements.

NCA FS applicants who have a telephone interview and have at least one household member subject to finger imaging requirements are to be mailed Form **W-519N**.

NCA FS applicants who are interviewed at the NCA FS Center are to be given the Finger Imaging Notice (**W-519**) and Form **W-519N**.

**Note:** When a Worker selects the “telephone interview” option, the Paperless Office System (POS) will not allow Form **W-519** to be printed. In these instances, POS will transmit the applicant’s demographic record to a centralized database. The AFIS operator must utilize this database to confirm that an applicant has been referred for finger imaging.

See [PB #10-82-OPE](#) for further information on the mailing to 18 year-olds who must comply with finger imaging requirements.

**Note:** NCA FS participants who receive a finger imaging call-in notice because they have reached their 18th birthday are also eligible to visit any of the locations listed on the AFIS Directory to comply with finger imaging requirements.

Applicants who are unable to be finger imaged during normal business hours may contact the HRA Infoline at (877) 472-8411 to schedule an after hours appointment at a BFI location.

When an NCA FS applicant visits a Model Center and requests to be finger imaged under AFIS Freedom, the FDR must direct the applicant to the appropriate AFIS workstation in the Center by issuing him/her an AFIS ticket utilizing “Other Routing Options”.

When an NCA FS applicant visits a non-Model Center and requests to be finger imaged under AFIS Freedom, the Receptionist must direct the applicant to the appropriate AFIS workstation in the Center.

NCA FS Center Managers must ensure that all previous versions of Form **W-519N** are removed from circulation and recycled.


A sample of Form **W-519N** is attached.

*Effective Immediately*

**Related Items:**

[PB #10-82-OPE](#)  
[PB #10-104-OPE](#)

**Attachments:**

 Please use Print on Demand to obtain copies of forms.

<b>W-519N</b>	Automated Finger Imaging System (AFIS) Directory (Rev. 9/6/11)
<b>W-519N (S)</b>	Automated Finger Imaging System (AFIS) Directory (Spanish) (Rev. 9/6/11)

### Automated Finger Imaging System (AFIS) Directory

Please report to the floor listed below and the Receptionist will direct you to the Finger Imaging Station

#### MANHATTAN

Food Stamp Centers	Address	Floor	Hours
East End – F02	2322 3rd Avenue	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Washington Heights – F13	4055 10th Avenue	Lower Level	Monday through Friday, 9:00 AM to 5:00 PM
St. Nicholas – F14	132 West 125th Street	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Waverly – F19	12 West 14th Street	4th Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM
Job Centers	Address	Floor	Hours
Union Square #39	109 East 16th Street	11th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Refugee #47	2 Washington Street	8th Floor	Monday through Friday, 9:00 AM to 5:00 PM

#### BRONX

Food Stamp Centers	Address	Floor	Hours
Melrose – F40	260 East 161st Street	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Concourse – F45	1375 Jerome Avenue	2nd Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM
Crotona – F46	1910 Monterey Avenue	5th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Job Centers	Address	Floor	Hours
Rider #38	305 Rider Avenue (Entrance at 300 Canal Place)	4th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Fordham #44	2541-2549 Bainbridge Avenue	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM

#### BROOKLYN

Food Stamp Centers	Address	Floor	Hours
Fort Greene – F20	275 Bergen Street	1st Floor	Monday through Friday, 9:00 AM to 6:00PM Saturday, 9:00 AM to 5:00 PM
Williamsburg – F21	30 Thornton Street	1st and 4th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Coney Island – F22	2865 West 8th Street	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM
North Brooklyn – F26	500 DeKalb Avenue	2nd Floor	Monday through Friday, 9:00 AM to 5:00 PM
East New York – F28	404 Pine Street	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM
Job Centers	Address	Floor	Hours
Veterans #62	25 Chapel Street	7th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Coney Island #63	3050 West 21st Street	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Linden #67	45 Hoyt Street	7th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Bayridge #70	6740 Fourth Avenue	4th Floor	Monday through Friday, 9:00 AM to 5:00 PM

#### QUEENS

Food Stamp Centers	Address	Floor	Hours
Queens – F53	32-20 Northern Boulevard (Entrance at One Honeywell Street)	2nd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Jamaica – F54	165-08 88th Avenue	4th Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM
Rockaway – F79	219 Beach 59th Street	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM
Job Center	Address	Floor	Hours
Queens #53	34-00 Northern Boulevard	6th Floor	Monday through Friday, 9:00 AM to 5:00 PM

#### STATEN ISLAND

Food Stamp Center	Address	Floor	Hours
Richmond – F99	201 Bay Street	1st Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM

If you are unavailable to be finger imaged during the business hours of the locations above, you may call the HRA Infoline at **(877) 472-8411** for additional hours of operation.

**Directorio del Sistema Automatizado para las Imágenes Digitales**

Favor de presentarse al piso indicado abajo y la Recepción le dirigirá al Puesto de Imágenes Digitales.

**MANHATTAN**

Centros de Cupones para Alimentos	Dirección	Piso	Horas
East End – F02	2322 3rd Avenue	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Washington Heights – F13	4055 10th Avenue	Planta Baja	Lunes a viernes, 9:00 AM a 5:00 PM
St. Nicholas – F14	132 West 125th Street	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Waverly – F19	12 West 14th Street	4to Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Centros de Trabajo	Dirección	Piso	Horas
Union Square #39	109 East 16th Street	11vo Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Refugee #47	2 Washington Street	8vo Piso	Lunes a viernes, 9:00 AM a 5:00 PM

**BRONX**

Centros de Cupones para Alimentos	Dirección	Piso	Horas
Melrose – F40	260 East 161st Street	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Concourse – F45	1375 Jerome Avenue	2do Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Crotona – F46	1910 Monterey Avenue	5to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Centros de Trabajo	Dirección	Piso	Horas
Rider #38	305 Rider Avenue (Entrada en 300 Canal Place)	4to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Fordham #44	2541-2549 Bainbridge Avenue	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM

**BROOKLYN**

Centros de Cupones para Alimentos	Dirección	Piso	Horas
Fort Greene – F20	275 Bergen Street	1er Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Williamsburg – F21	30 Thornton Street	1er y 4to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Coney Island – F22	2865 West 8th Street	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
North Brooklyn – F26	500 DeKalb Avenue	2do Piso	Lunes a viernes, 9:00 AM a 5:00 PM
East New York – F28	404 Pine Street	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Centros de Trabajo	Dirección	Piso	Horas
Veterans #62	25 Chapel Street	7to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Coney Island #63	3050 West 21st Street	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Linden #67	45 Hoyt Street	7to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Bayridge #70	6740 Fourth Avenue	4to Piso	Lunes a viernes, 9:00 AM a 5:00 PM

**QUEENS**

Centros de Cupones para Alimentos	Dirección	Piso	Horas
Queens – F53	32-20 Northern Boulevard (Entrada en One Honeywell Street)	2do Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Jamaica – F54	165-08 88th Avenue	4to Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Rockaway – F79	219 Beach 59th Street	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Centro de Trabajo	Dirección	Piso	Horas
Queens #53	34-00 Northern Boulevard	6to Piso	Lunes a viernes, 9:00 AM a 5:00 PM

**STATEN ISLAND**

Centro de Cupones para Alimentos	Dirección	Piso	Horas
Richmond – F99	201 Bay Street	1er Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM

Si usted no está disponible para que se le tomen las imágenes digitales durante las horas laborables de los locales listados arriba, puede llamar a HRA Infoline al (877) 472-8411 para horas laborables adicionales.