



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #12-115-OPE

(This Policy Bulletin Replaces PB #07-87-OPE)

REVISION TO THE CONFERENCE AND FAIR HEARING EVIDENCE PACKET PREPARATION DESK AID (W-206C)

<p>Date: December 6, 2012</p>	<p>Subtopic: 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 staff that the DFHA Fair Hearing Evidence Packet Desk Aid (W-206C) has been re-named, updated with the latest Agency logo and current terminology, as well as revised to include form replacements and changes in required documents and program names. Various sections of the form have also been reformatted and reorganized. This policy bulletin serves as information for all other staff.</p> <p>Additional changes to Form W-206C are as follows:</p> <ul style="list-style-type: none"> • The title of the form has been changed from “Conference and Fair Hearing Evidence Packet Preparation Desk Aid”, to “DFHA Fair Hearing Evidence Packet Desk Aid.” • The title of the center column at the top of page 1 has been changed from “Document(s) Required” to “Basic Documents.” • Subsequently, the title of the center column has been changed throughout, from “Specific Required Information” to “Specific Required Document(s) for Packet.” • A second footnote explaining the distinction between resources deemed verified/not verified upon receipt has been added at the bottom of every page. <p>Job Center Directors must ensure that the previous version of Form W-206C is removed from circulation, and recycled.</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.

Attachment:

W-206C

DFHA Fair Hearing Evidence Packet Desk Aid
(Rev. 12/6/12)

Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

Relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed. The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.
For all NOI: Client's Read language should be provided.

CASH ASSISTANCE CASES – DENIALS (APPLICATION PROCESS)		
Issue	Basic Document(s)	Source(s)
A. Failure to comply with eligibility process B. Failure to return requested eligibility documentation C. Ineligible for other reasons D. Withdrawal	Statewide Common Application (LDSS-2921)	POS/HRA Viewer
	Action Taken on Your Application (LDSS-4013A NYC, LDSS-4013B NYC)	NYCWAY (100A)/POS/HRA Viewer
	Documentation Requirements and/or Assessment Follow-Up (W-113K) Documentation Receipt (EXP-76R)	POS/WMS
	Case Notes/History Sheet (W-25), POS Notes	HRA Viewer
Issue	Specific Required Document(s) for Packet	Source(s)
A. Failure to Report/Failure to Comply (FTR/FTC) with Eligibility Process		
A1. Failure to Keep BEV Appointment	Appointment Notice	NYCWAY
	BEV Results	NYCWAY/MAPPER
	LDSS-4013A Notice	HRA Viewer
	Activity Inquiry screen	NYCWAY
A2. FTR WeCARE Initial/Return Appointment	Notice of Intent (NOI)/Client Notice System (CNS)	WEBCOINS/WMS
	Medical Provider Appointment (W-538C)	NYCWAY
	Activity Inquiry screen	NYCWAY
A3. FTR/FTC WeCARE	NOI/CNS LDSS-4013A	HRA Viewer
	Medical Provider Appointment (W-538C)	NYCWAY
	Activity Inquiry Screen	NYCWAY
	WeCARE Timekeeping	WeCARE Viewer
	Employability Plan	NYCWAY/WeCARE
	WeCARE Wellness Plan	WeCARE Viewer
	WeCARE Medical Report (signed acknowledgement/goals)	WeCARE Viewer
Notice of Termination	WeCARE Repository	
A4. FTC with AFIS Requirements	Finger Imaging Notice (W-519)	POS/HRA Viewer
	Finger Imaging Report Routing Slip (W-519C), LDSS-4013A	POS/HRA Viewer
A5. Excess Income/Resources (Unreported by applicant; appearing on a computer match)	Computer match, NADA book value, life insurance policies	WMS
	Pay stubs/award letters/titles/loans and stock information LDSS-4013A	POS/WMS/HRA Viewer
	Budget (saved and current), SDX	HRA Viewer/WMS
	Other documentation of earned/unearned income or resources	HRA Viewer/POS
	TALX printout	TALX application
	RFI	WMS

Note: The infraction date on the NOI must be consistent with the appointment date; if not, the Agency is required to resolve the Fair Hearing Issue.

Note: When documenting income, some resources are deemed "Verified upon receipt" and require no independent verification, because they are a primary source of the information (e.g., SDX, TALX); however other sources are not deemed "Verified upon receipt" as they are not primary source for the information reported, and must have independent verification to support the information (e.g., RFI).

Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

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CASH ASSISTANCE CASES – DENIALS (APPLICATION PROCESS)		
Issue	Specific Required Document(s) for Packet	Source(s)
A. Failure to Comply with Employment Requirements (FTC)		
A6. FTR/FTC Job Search/Back-to-Work Vendor	Employability Plan, LDSS-4013A	WEBCOINS/WMS
	Notification of Temporary Assistance Work Requirements Determination (LDSS-4005)	NYCWAY/HRA Viewer
	Assignment Information Summary (W-500G) Form	POS/HRA Viewer
	Activity Inquiry Screen	NYCWAY
	Case Notes/ W-25 POS	NYCWAY
	Conciliation Notification (W-532A), Conciliation Notification for Activity Period Continued (W-532B), Conciliation Notification for Activity Period Discontinued (W-532C)	NYCWAY (100A)/POS/HRA Viewer
	Assignment Inquiry Screen	NYCWAY
	Attendance Inquiry Screen	NYCWAY
	Attendance DTS Screens	FIA Welfare to Work-Timekeeping (internet explorer)
	A7. Excess Income/Resources <i>(unreported by participant; appearing on a computer match)</i>	WMS External Clearance Report/budget (saved and current)
Computer match, NADA book value, life insurance policies		POS/WMS/HRA Viewer
Pay stubs award letters/titles/loans and stock information, NOI, TALX		POS/HRA Viewer
Other documentation of earned/unearned income or resources		POS/HRA Viewer
B. Failure to Comply (FTC)		
B1. FTR/FFR	NOI (CNS or Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC)	WEBCOINS/WMS/HRA Viewer/POS
	Notice of Recertification Appointment (W-908T)	POS/HRA Viewer
	Rescheduled FFR (W-908CC)	HRA Viewer
	POS Notes	POS/HRA Viewer
B2. FTC FTR 6 months mailer NOI, M-327h, NYCWAY FTR Eligibility appointment Appointment letter NOI	Mail-in Recertification /Eligibility Questionnaire (M-327)	HRA Viewer
	NOI (CNS), Recertification Application (LDSS-3174)	WEBCOINS/WMS/HRA Viewer
	FFR Deferral Appointment Letter (W-113K)	POS/HRA Viewer/NYCWAY
	Notice to Report to Job Center (M-3g)	POS/HRA Viewer/NYCWAY
	FTR/FTC, Case Notes	NYCWAY
	POS Notes	NYCWAY (100A) HRA Viewer
	Case Notes (100A)	NYCWAY
History Sheet (W-25)	POS	

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CASH ASSISTANCE CASES – DISCONTINUANCE		
Issue	Specific Required Document(s) for Packet	Source(s)
B. Failure to Comply (FTC)		
B3. Whereabouts Unknown	NOI (CNS or Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC)	WEBCOINS/WMS/POS/HRA Viewer
	Undelivered mail (envelope available)	NYCWAY/Director's Office
	Activity Inquiry Screen	NYCWAY
	Address History Screens (1 and 6)	WMS
	FFR (one [1] year or less)	HRA Viewer
	POS Notes	POS
B4. Unearned Income	NOI/CNS	WEBCOINS/WMS
	Supplemental Security Income (SSI)/SDX Screen	WMS/HRA Viewer
	Social Security Administration (SSA)/RFI Screen	WMS/HRA Viewer
	Unemployment Insurance Benefit (UIB)/RFI Screen	WMS/HRA Viewer
	FFR (one [1] year or less)	HRA Viewer
	Computer Match/Income Clearance Program (ICP)/Resource File Integration (RFI),	WMS/HRA Viewer
	SSI/SSD/JIB award letter or Budget printout (saved and current)	WMS
B5. Earned Income	NOI (CNS or Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC)	WEBCOINS/WMS/POS/HRA Viewer
	FIA-3A /pay stubs	NYCWAY/HRA Viewer
	Letter to Past/Present Employer (W-532) or documentation that W-532 mailed, verification from vendor (if applicable)	POS/HRA Viewer
	Budget (saved and current)	POS/WMS
	FFR (one [1] year or less) Computer Match	POS/HRA Viewer
	Declaration of Employment (W-575T)	WMS/HRA Viewer
	TALX printout	TALX application/HRA Viewer
B6. Finger Imaging	Finger Imaging Notice (W-519) completed at Center	POS/HRA Viewer
	Finger Imaging Report Routing Slip (W-519C) and attachments mail to client	POS/HRA Viewer
	Notice of Intent to Reduce or Discontinue Benefits (LDSS-4015 NYC, LDSS-4016 NYC) FFRI NOI	POS/HRA Viewer
B7. FTR Appointment	Notice/CNS	WEBCOINS
	Appointment Letter (e.g., W-140JJ, W-113k , etc.)	HRA Viewer/NYCWAY
	Activity Inquiry	NYCWAY
	FTC/FTR Screenshot/notes	NYCWAY

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CASH ASSISTANCE CASES – REDUCTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
C.		
C1. Finger Imaging	Finger Imaging Notice (W-519) completed at Center	POS/HRA Viewer
	Finger Imaging Report Routing Slip (W-519C) and attachments mail to client	POS/HRA Viewer
	Notice of Intent to Reduce or Discontinue Benefits (LDSS-4015 NYC, LDSS-4016 NYC) FFRI NOI	POS/HRA Viewer
	Appointment Letter	NYCWAY/HRA Viewer
	FTR Screen	NYCWAY
	Activity Inquiry Screen	NYCWAY
C2. Cost of Living Allowance (COLA) Increase (Yearly Mass Re-budgeting for SSI Recipients)	NOI to Change Benefits: NYC CA COLA (yearly proration notice)	WEBCOINS/WMS
	NOI to Reduce SNAP Benefits (COLA Increase [Mass] Notice)	HRA intranet
	SSI (SDX and RFI Screens)	WMS
C3. Earned Income	NOI (CNS or Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC)	WEBCOINS/WMS/POS/HRA Viewer
	FIA-3A/pay stubs	NYCWAY/HRA Viewer
	Letter to Past/Present Employer (W-532) or documentation that W-532 was mailed, verification from vendor (if applicable)	POS/HRA Viewer
	Budget (saved and current), FFR (one [1] year or less)	POS/WMS
	Computer Match	POS/HRA Viewer
	Declaration of Employment (W-575T)	WMS/HRA Viewer
C4. FTR/FTC Office of Child Support Enforcement (OCSE)	TALX printout	POS/HRA Viewer
	Appointment Notice	NYCWAY/ HRA Viewer
C5. Unearned Income	Activity Inquiry Screen, Case Notes, NOI	NYCWAY/WEBCOINS
	Notice (NOI/CNS)	WEBCOINS/WMS
	SSI SDX Screen	WMS/HRA Viewer
	SSA RFI Screen	WMS/HRA Viewer
	UIB RFI Screen	WMS/HRA Viewer
	FFR (one [1] year or less)	HRA Viewer
	Computer Match/Income Clearance Program (ICP)/Resource File Integration (RFI)	WMS/HRA Viewer
SSI/SSD/UIB Award Letter or Budget printout (saved and current)	WMS	

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CASH ASSISTANCE CASES – REDUCTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
C.		
C6. FTR WeCARE Initial/Return Appointment	Notice (NOI/CNS)	WEBCOINS/WMS
	Medical Provider Appointment (W-538C)	NYCWAY
	Activity Inquiry screen	NYCWAY
C7. FTC WeCARE Wellness Rehabilitation Plan	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry screen We Care Timekeeping	NYCWAY
	Employability Plan	NYCWAY/HRA Viewer
	WeCARE Wellness Plan, specific information of noncompliance	WeCARE Viewer
C8. FTC POISED– Call-In Appointment	WeCARE Medical Report (signed acknowledgement/goals)	WeCARE Viewer
	Notice (NOI/CNS)	WEBCOINS/WMS
	Appointment letter (W-500Y)	NYCWAY/HRA Viewer
	Activity inquiry screen	NYCWAY
	Case notes/NYCWAY	NYCWAY (100A)/POS/HRA Viewer
C9. FTC POISED	Conciliation Notification (W-532A), Conciliation Notification for Activity Period Continued (W-532B), Conciliation Notification for Activity Period Discontinued (W-532C)	HRA Viewer
	Notice (NOI/CNS)	NYCWAY/HRA Viewer
	Activity Inquiry Screen	NYCWAY
	Case notes/NYCWAY	NYCWAY (100A)/POS/HRA Viewer
	Attendance roster	HRA Viewer/POISED Liaison
	Termination roster	HRA Viewer
	Conciliation Notification (W-532A), Conciliation Notification for Activity Period Continued (W-532B), Conciliation Notification for Activity Period Discontinued (W-532C)	NYCWAY
	Assignment Inquiry screen	NYCWAY
	Attendance/Payment Inquiry screens	NYCWAY

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CASH ASSISTANCE CASES – RECOUPMENTS		
Issue	Specific Required Document(s) for Packet	Source(s)
D.		
D1. Recoupment - Required for All Recoupments	Notice of Intent to Recoup Cash Assistance Overpayment (M-328a)/Notice of Change in Grant (M-328b)	HRA Viewer/ WEBCOINS
	Recoupment history/recoupment detail	Center Files/HRA Viewer WMS
	Recoupment summary	WMS
	Benefits issued (current/archived)	WMS
	Budget (saved/current)	WMS
D2. Overpayment (Agency Error) <ul style="list-style-type: none"> • Agency issued benefits after closing, income reported. • Agency failed to budget. 	FFR (one [1] year or less)	POS/HRA Viewer
	Employer Information	HRA Viewer
	ICP packet	Center Files/HRA Viewer
	User Guide (FIA 3A)/pay stubs	NYCWAY/HRA Viewer
	Client: acknowledgement of change in budget	Center Files/HRA Viewer
D3. Concealed Income	Computer Match Report	Center Files/HRA Viewer
	Pay stubs	POS/HRA Viewer
	Statewide Common Application (LDSS-2921) or TALX printout	POS/HRA Viewer
	FFR (one [1] year or less)	POS/HRA Viewer
	RFI screens	WMS
	Activity Inquiry screen	POS/HRA Viewer/NYCWAY
D4. Contested Recoupment (recoupment of aid to continue)	Fair Hearing Decision	WEBCOINS
	Date of Infraction History Sheet/Calculations	FHIS (Fair Hearing Information System)
D5. Utility	Request for Emergency Assistance, Additional Allowances or Adding a Person to the Case (For Participants Only), or Adding a Person to an Active CA Case (W-137A), Action Taken on Your Request for Emergency Assistance, Additional Allowances, or Adding a Person to the Case (W-137B), Letter to Landlord – Request for Residence Verification (W-147)	POS/HRA Viewer
	Utility Shut-off Notice	HRA Viewer
	Agreement to Repay (M-858 Series)	HRA Viewer/POS

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CASH ASSISTANCE CASES – RECOUPMENTS		
Issue	Specific Required Document(s) for Packet	Source(s)
D.		
D6. Shelter	W-137A, W-137B , Documentation Request Form (W-113A)	POS/HRA Viewer
	Request for Advance Payment to Prevent Eviction (W-637B)	HRA Viewer
	Dispossess: 72-hour Eviction Notice	HRA Viewer
	Landlord letter with breakdown of rent arrears	POS/HRA Viewer
	Rental Assistance Unit (RAU) Packet, W-1450U, W-145TT, W-153Q, LDSS-2921 and LDSS-4013	HRA Viewer
D7. Broker's Fee	Lease, letter from broker W-137A, W-137B, W-113A	POS/HRA Viewer
D8. Furniture Allowance	Fire/natural disaster, shelter verification W-137A, W-137B, W-113A	POS/HRA Viewer
D9. Clothing Allowance	Natural disaster data (letter from Red Cross/fire department), Letter from institution W-137A, W-137B, W-113A	POS/HRA Viewer

CASH ASSISTANCE CASES – CONTESTING EMPLOYABILITY		
Issue	Specific Required Document(s) for Packet	Source(s)
E. Contesting Employability		
Determination (LDSS-4005) Plan		
E1. Medical Exemption	Notification of Temporary Assistance Work Requirements	WeCARE Viewer/NYCWAY
	Activity Inquiry	NYCWAY
	WeCARE Medical report BPS CSP CRT Review NOWR	WeCARE Viewer
E2. School/Training	FIA School/Training Enrollment Letter (W-700D), TAG Assessment	POS/HRA Viewer
	Activity Inquiry Screen	NYCWAY
E3. Needed at Home	Family Care Assessment (W-582A)	POS/HRA Viewer
	Activity Inquiry Screen	NYCWAY
	Proof of child's school attendance or Department of Education registration for home schooling	HRA Viewer

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CASH ASSISTANCE CASES – INFRACTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
F. Failure to Comply with Employment		
F1. FTR	NOI/CNS/Manual Notice	WEBCOINS/HRA Viewer
	Appointment Notice (W-584k)/ Reevaluation of Employability Status Appointment (W-584M) Referral to Back to Work (BTW) Vendor (W-502)	HRA Viewer
	Referral to BTW Vendor (W-502) WEP Assignment Information Summary (W-500G) (AIS)	NYCWAY
	Activity Inquiry	NYCWAY
	FTR Screen	NYCWAY
	Conciliation Notice (W-532A)	HRA Viewer
	Client Infraction History	WMS
	WEP	NYCWAY/ HRA Viewer
	10 FH Appointment Referral Letter (W-500H)	HRA Viewer
	Employment Plan	NYCWAY
F2. FTC W/Employment (Attendance)	NOI/CNS/Manual Notice	WEBCOINS/HRA Viewer
	Appointment Information Summary (AIS)	NYCWAY
	Referral to BTW Vendor (W-502)	NYCWAY
	Activity Inquiry	NYCWAY
	FTC Screen	NYCWAY
	Conciliation Notice	HRA Viewer
	Assignment and Site Inquiry	NYCWAY
	Attendance and Payment Inquiry	NYCWAY
	DTS	FIA Welfare-to-Work Timekeeping (internet explorer)
	Client Infraction History	WMS
F3. FTC W/WE CARE Vocational Rehabilitation Services (VRS)	Notice (NOI/CNS)	WEBCOINS
	NOWR	WeCARE
	WeCARE Attendance	WeCARE Viewer DTS Timekeeping
	WeCARE VRS, WEP Referral, Job Search	NYCWAY
	Activity Inquiry	NYCWAY
	FTC Screen	NYCWAY
	Conciliation Notice	HRA Viewer
	Client Infraction History	WMS

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CASH ASSISTANCE CASES – INFRACTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
G. SASC		
G1. FTR Initial Appointment	Notice (NOI/CNS)	WEBCOINS/WMS
	Appointment Letter	POS/HRA Viewer/NYCWAY
	Activity Inquiry Screen	NYCWAY
	Case notes/NYCWAY	NYCWAY (100A)/POS/HRA Viewer
	Address history	HRA Viewer
G2. FTR Program	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry Screen	NYCWAY
	Case Notes/ History Sheet (W-25) NYCWAY	NYCWAY (100A)/POS/HRA Viewer
	Address history	HRA Viewer/NYCWAY
	POS/HRA Viewer	HRA Viewer
G3. FTC Outpatient Program	Notice (NOI/CNS)	WEBCOINS/WMS
	Case Notes/ History Sheet (W-25)	NYCWAY
	Referral to Program	NYCWAY (100A)/POS/HRA Viewer
	Participant's Rights and Responsibilities (M-75r)	NYCWAY/HRA Viewer
	Work Assessment Form	HRA Viewer
	Activity Inquiry Screen	NYCWAY
	Assignment Inquiry	NYCWAY
Site Inquiry Screen	NYCWAY STARS	
G4. FTR CASAC	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry Screen	NYCWAY
	Case Notes/ History Sheet (W-25)	NYCWAY (100A)/POS/HRA Viewer
	Referral to Residential Treatment Program (M-687r)	NYCWAY/HRA Viewer
	Participant's Rights and Responsibilities (M-75r)	HRA Viewer
	Work Assessment form/Baseline Clinical and Employability Assessment (W-932)	HRA Viewer

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Issue	Specific Required Document(s) for Packet	Source(s)
H. RSTSC – Center 52		
H1. FTC CASAC	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry Screen/FTR/FTC	NYCWAY
	Case Notes/ History Sheet (W-25)	NYCWAY (100A) POS/HRA Viewer
	Referral to Residential Treatment Program	HRA Viewer
	Participant's Rights and Responsibilities (M-75r)	HRA Viewer
	Work Assessment form	HRA Viewer
H2. FTR Face-To-Face Recertification	Notice (NOI/CNS)	WEBCOINS/WMS
	Notice of Recertification Appointment (W-908T)	HRA Viewer
	Activity Inquiry screen	NYCWAY
	Address history	WMS
	POS Notes	POS
H3. FTC Mandated Residential Treatment Program (RTP)	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry screen/FTR/FTC	NYCWAY
	Case Notes/ History Sheet (W-25)	NYCWAY (100A)/POS/HRA Viewer
	Referral to Residential Treatment Program	HRA Viewer
	Participant's Rights and Responsibilities (M-75r)	HRA Viewer
	Work Assessment Form	HRA Viewer
	Address History screen (NQCS15)	WMS
	Site Inquiry Screen	NYCWAY
Assignment Inquiry Screen	NYCWAY	
H4. Earned Income	NOI/CNS/Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC)	WEBCOINS/WMS/POS/HRA/Viewer
	FIA-3A /pay stubs	NYCWAY/HRA Viewer
	Letter to Past/Present Employer (W-532)	POS/HRA Viewer
	Budget (saved and current), FFR (one [1] year or less)	WMS/HRA Viewer
	Computer Match/RFI	POS/HRA Viewer
	Declaration of Employment (W-575T)	WMS/HRA Viewer
	TALX printout	POS/HRA Viewer

Note: The infraction date on the NOI must be consistent with the appointment date; if not, the Agency is required to resolve the Fair Hearing Issue.

Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

Relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed. The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

For all NOI: Client's Read language should be provided.

Note: When documenting income, some resources are deemed "Verified upon receipt" and require no independent verification, because they are a primary source of the information (e.g., SDX, TALX); however other sources are not deemed "Verified upon receipt" as they are not primary source for the information reported, and must have independent verification to support the information (e.g., RFI).

CASH ASSISTANCE CASES – INFRACTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
J. RTCS-Center 52		
J1. FTC-Mandated Residential Treatment program (RTP)	Notice (NOI/CNS)	WEBCOINS
	Activity Inquiry Screen/FTR/FTC	NYCWAY
	Case Notes/ History Sheet (W-25)	(100a)/HRA Viewer
	Referral to Residential Treatment Program	HRA Viewer
	Participants Rights and Responsibilities (M-75r)	HRA Viewer
	Work Assessment Form/Baseline Clinical & Employability Assessment (W-932)	HRA Viewer
	RTC Residence Report (W-904H)	HRA Viewer
	Assignment Cumulative History	STARS
	Residential Attendance Cumulative History	STARS
	Assignment/Site Inquiry Screen	NYCWAY
J2. FTC/FTR Face-to-Face Recertification	Notice of Recertification Appointment (W-908T), Notice of Rescheduled Appointment for Recertification Interview (W-908CC)	HRA Viewer
	Annotated (WINR076)	Center Files/HRA Viewer
	CNS Notice	WEBCOINS
	Notice of Outstanding Required Documentation (W-120D)	Case Files/HRA Viewer
	Documentation Requirements and/or Assessment Follow-Up (W-113K), LDSS-3152	Case Files/HRA Viewer
	History Sheet (W-25)	Case Files/HRA Viewer
	Documentation Receipt (EXP-76R)	Case Files/HRA Viewer
J3. Inadequacy – Personal Needs Allowance	Activity Inquiry screen/FTC	NYCWAY
	Assignment Inquiry Screen	NYCWAY
	Site Inquiry Screen	NYCWAY
	Assignment Cumulative History	STARS
	Administrative Directive 06-ADM03 (Revised)	HRA Docs
	PB 06-14-ELI	HRA Docs

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Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

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CASH ASSISTANCE CASES – DENIALS (APPLICATION PROCESS)		
Issue	Basic Document(s)	Source(s)
A. Failure to comply with eligibility process B. Failure to return requested eligibility documentation C. Ineligible for other reasons D. Withdrawal	Statewide Common Application (LDSS-2921)	POS/HRA Viewer
	Action Taken on Your Application (LDSS-4013A NYC, LDSS-4013B NYC)	NYCWAY (100A)/POS/HRA Viewer
	Documentation Requirements and/or Assessment Follow-Up (W-113K) Documentation Receipt (EXP-76R)	POS/WMS
	Case Notes/History Sheet (W-25), POS Notes	HRA Viewer
Issue	Specific Required Document(s) for Packet	Source(s)
A. Failure to Report/Failure to Comply (FTR/FTC) with Eligibility Process		
A1. Failure to Keep BEV Appointment	Appointment Notice	NYCWAY
	BEV Results	NYCWAY/MAPPER
	LDSS-4013A Notice	HRA Viewer
	Activity Inquiry screen	NYCWAY
A2. FTR WeCARE Initial/Return Appointment	Notice of Intent (NOI)/Client Notice System (CNS)	WEBCOINS/WMS
	Medical Provider Appointment (W-538C)	NYCWAY
	Activity Inquiry screen	NYCWAY
A3. FTR/FTC WeCARE	NOI/CNS LDSS-4013A	HRA Viewer
	Medical Provider Appointment (W-538C)	NYCWAY
	Activity Inquiry Screen	NYCWAY
	WeCARE Timekeeping	WeCARE Viewer
	Employability Plan	NYCWAY/WeCARE
	WeCARE Wellness Plan	WeCARE Viewer
	WeCARE Medical Report (signed acknowledgement/goals)	WeCARE Viewer
Notice of Termination	WeCARE Repository	
A4. FTC with AFIS Requirements	Finger Imaging Notice (W-519)	POS/HRA Viewer
	Finger Imaging Report Routing Slip (W-519C), LDSS-4013A	POS/HRA Viewer
A5. Excess Income/Resources (Unreported by applicant; appearing on a computer match)	Computer match, NADA book value, life insurance policies	WMS
	Pay stubs/award letters/titles/loans and stock information LDSS-4013A	POS/WMS/HRA Viewer
	Budget (saved and current), SDX	HRA Viewer/WMS
	Other documentation of earned/unearned income or resources	HRA Viewer/POS
	TALX printout	TALX application
	RFI	WMS

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Note: When documenting income, some resources are deemed "Verified upon receipt" and require no independent verification, because they are a primary source of the information (e.g., SDX, TALX); however other sources are not deemed "Verified upon receipt" as they are not primary source for the information reported, and must have independent verification to support the information (e.g., RFI).

Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

Relevant WMS Screens (**22, 04, 03, 01, 06, Budget**) must be reviewed. The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.
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CASH ASSISTANCE CASES – DENIALS (APPLICATION PROCESS)		
Issue	Specific Required Document(s) for Packet	Source(s)
A. Failure to Comply with Employment Requirements (FTC)		
A6. FTR/FTC Job Search/Back-to-Work Vendor	Employability Plan, LDSS-4013A	WEBCOINS/WMS
	Notification of Temporary Assistance Work Requirements Determination (LDSS-4005)	NYCWAY/HRA Viewer
	Assignment Information Summary (W-500G) Form	POS/HRA Viewer
	Activity Inquiry Screen	NYCWAY
	Case Notes/ W-25 POS	NYCWAY
	Conciliation Notification (W-532A), Conciliation Notification for Activity Period Continued (W-532B), Conciliation Notification for Activity Period Discontinued (W-532C)	NYCWAY (100A)/POS/HRA Viewer
	Assignment Inquiry Screen	NYCWAY
	Attendance Inquiry Screen	NYCWAY
	Attendance DTS Screens	FIA Welfare to Work-Timekeeping (internet explorer)
	A7. Excess Income/Resources <i>(unreported by participant; appearing on a computer match)</i>	WMS External Clearance Report/budget (saved and current)
Computer match, NADA book value, life insurance policies		POS/WMS/HRA Viewer
Pay stubs award letters/titles/loans and stock information, NOI, TALX		POS/HRA Viewer
Other documentation of earned/unearned income or resources		POS/HRA Viewer
B. Failure to Comply (FTC)		
B1. FTR/FFR	NOI (CNS or Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC)	WEBCOINS/WMS/HRA Viewer/POS
	Notice of Recertification Appointment (W-908T)	POS/HRA Viewer
	Rescheduled FFR (W-908CC)	HRA Viewer
	POS Notes	POS/HRA Viewer
B2. FTC FTR 6 months mailer NOI, M-327h, NYCWAY FTR Eligibility appointment Appointment letter NOI	Mail-in Recertification /Eligibility Questionnaire (M-327)	HRA Viewer
	NOI (CNS), Recertification Application (LDSS-3174)	WEBCOINS/WMS/HRA Viewer
	FFR Deferral Appointment Letter (W-113K)	POS/HRA Viewer/NYCWAY
	Notice to Report to Job Center (M-3g)	POS/HRA Viewer/NYCWAY
	FTR/FTC, Case Notes	NYCWAY
	POS Notes	NYCWAY (100A) HRA Viewer
	Case Notes (100A)	NYCWAY
History Sheet (W-25)	POS	

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CASH ASSISTANCE CASES – DISCONTINUANCE		
Issue	Specific Required Document(s) for Packet	Source(s)
B. Failure to Comply (FTC)		
B3. Whereabouts Unknown	NOI (CNS or Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC)	WEBCOINS/WMS/POS/HRA Viewer
	Undelivered mail (envelope available)	NYCWAY/Director's Office
	Activity Inquiry Screen	NYCWAY
	Address History Screens (1 and 6)	WMS
	FFR (one [1] year or less)	HRA Viewer
	POS Notes	POS
B4. Unearned Income	NOI/CNS	WEBCOINS/WMS
	Supplemental Security Income (SSI)/SDX Screen	WMS/HRA Viewer
	Social Security Administration (SSA)/RFI Screen	WMS/HRA Viewer
	Unemployment Insurance Benefit (UIB)/RFI Screen	WMS/HRA Viewer
	FFR (one [1] year or less)	HRA Viewer
	Computer Match/Income Clearance Program (ICP)/Resource File Integration (RFI),	WMS/HRA Viewer
	SSI/SSD/JIB award letter or Budget printout (saved and current)	WMS
B5. Earned Income	NOI (CNS or Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC)	WEBCOINS/WMS/POS/HRA Viewer
	FIA-3A /pay stubs	NYCWAY/HRA Viewer
	Letter to Past/Present Employer (W-532) or documentation that W-532 mailed, verification from vendor (if applicable)	POS/HRA Viewer
	Budget (saved and current)	POS/WMS
	FFR (one [1] year or less) Computer Match	POS/HRA Viewer
	Declaration of Employment (W-575T)	WMS/HRA Viewer
	TALX printout	TALX application/HRA Viewer
B6. Finger Imaging	Finger Imaging Notice (W-519) completed at Center	POS/HRA Viewer
	Finger Imaging Report Routing Slip (W-519C) and attachments mail to client	POS/HRA Viewer
	Notice of Intent to Reduce or Discontinue Benefits (LDSS-4015 NYC, LDSS-4016 NYC) FFRI NOI	POS/HRA Viewer
B7. FTR Appointment	Notice/CNS	WEBCOINS
	Appointment Letter (e.g., W-140JJ, W-113k , etc.)	HRA Viewer/NYCWAY
	Activity Inquiry	NYCWAY
	FTC/FTR Screenshot/notes	NYCWAY

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Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

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Note: When documenting income, some resources are deemed "Verified upon receipt" and require no independent verification, because they are a primary source of the information (e.g., SDX, TALX); however other sources are not deemed "Verified upon receipt" as they are not primary source for the information reported, and must have independent verification to support the information (e.g., RFI).

CASH ASSISTANCE CASES – REDUCTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
C.		
C1. Finger Imaging	Finger Imaging Notice (W-519) completed at Center	POS/HRA Viewer
	Finger Imaging Report Routing Slip (W-519C) and attachments mail to client	POS/HRA Viewer
	Notice of Intent to Reduce or Discontinue Benefits (LDSS-4015 NYC, LDSS-4016 NYC) FFRI NOI	POS/HRA Viewer
	Appointment Letter	NYCWAY/HRA Viewer
	FTR Screen	NYCWAY
	Activity Inquiry Screen	NYCWAY
C2. Cost of Living Allowance (COLA) Increase (Yearly Mass Re-budgeting for SSI Recipients)	NOI to Change Benefits: NYC CA COLA (yearly proration notice)	WEBCOINS/WMS
	NOI to Reduce SNAP Benefits (COLA Increase [Mass] Notice)	HRA intranet
	SSI (SDX and RFI Screens)	WMS
C3. Earned Income	NOI (CNS or Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC)	WEBCOINS/WMS/POS/HRA Viewer
	FIA-3A/pay stubs	NYCWAY/HRA Viewer
	Letter to Past/Present Employer (W-532) or documentation that W-532 was mailed, verification from vendor (if applicable)	POS/HRA Viewer
	Budget (saved and current), FFR (one [1] year or less)	POS/WMS
	Computer Match	POS/HRA Viewer
	Declaration of Employment (W-575T)	WMS/HRA Viewer
C4. FTR/FTC Office of Child Support Enforcement (OCSE)	TALX printout	POS/HRA Viewer
	Appointment Notice	NYCWAY/ HRA Viewer
C5. Unearned Income	Activity Inquiry Screen, Case Notes, NOI	NYCWAY/WEBCOINS
	Notice (NOI/CNS)	WEBCOINS/WMS
	SSI SDX Screen	WMS/HRA Viewer
	SSA RFI Screen	WMS/HRA Viewer
	UIB RFI Screen	WMS/HRA Viewer
	FFR (one [1] year or less)	HRA Viewer
	Computer Match/Income Clearance Program (ICP)/Resource File Integration (RFI)	WMS/HRA Viewer
SSI/SSD/UIB Award Letter or Budget printout (saved and current)	WMS	

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CASH ASSISTANCE CASES – REDUCTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
C.		
C6. FTR WeCARE Initial/Return Appointment	Notice (NOI/CNS)	WEBCOINS/WMS
	Medical Provider Appointment (W-538C)	NYCWAY
	Activity Inquiry screen	NYCWAY
C7. FTC WeCARE Wellness Rehabilitation Plan	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry screen We Care Timekeeping	NYCWAY
	Employability Plan	NYCWAY/HRA Viewer
	WeCARE Wellness Plan, specific information of noncompliance	WeCARE Viewer
C8. FTC POISED– Call-In Appointment	WeCARE Medical Report (signed acknowledgement/goals)	WeCARE Viewer
	Notice (NOI/CNS)	WEBCOINS/WMS
	Appointment letter (W-500Y)	NYCWAY/HRA Viewer
	Activity Inquiry screen	NYCWAY
	Case notes/NYCWAY	NYCWAY (100A)/POS/HRA Viewer
C9. FTC POISED	Conciliation Notification (W-532A), Conciliation Notification for Activity Period Continued (W-532B), Conciliation Notification for Activity Period Discontinued (W-532C)	HRA Viewer
	Notice (NOI/CNS)	NYCWAY/HRA Viewer
	Activity Inquiry Screen	NYCWAY
	Case notes/NYCWAY	NYCWAY (100A)/POS/HRA Viewer
	Attendance roster	HRA Viewer/POISED Liaison
	Termination roster	HRA Viewer
	Conciliation Notification (W-532A), Conciliation Notification for Activity Period Continued (W-532B), Conciliation Notification for Activity Period Discontinued (W-532C)	NYCWAY
	Assignment Inquiry screen	NYCWAY
Attendance/Payment Inquiry screens	NYCWAY	

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Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

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CASH ASSISTANCE CASES – RECOUPMENTS		
Issue	Specific Required Document(s) for Packet	Source(s)
D.		
D1. Recoupment - Required for All Recoupments	Notice of Intent to Recoup Cash Assistance Overpayment (M-328a)/Notice of Change in Grant (M-328b)	HRA Viewer/ WEBCOINS
	Recoupment history/recoupment detail	Center Files/HRA Viewer WMS
	Recoupment summary	WMS
	Benefits issued (current/archived)	WMS
	Budget (saved/current)	WMS
D2. Overpayment (Agency Error) <ul style="list-style-type: none"> • Agency issued benefits after closing, income reported. • Agency failed to budget. 	FFR (one [1] year or less)	POS/HRA Viewer
	Employer Information	HRA Viewer
	ICP packet	Center Files/HRA Viewer
	User Guide (FIA 3A)/pay stubs	NYCWAY/HRA Viewer
	Client: acknowledgement of change in budget	Center Files/HRA Viewer
D3. Concealed Income	Computer Match Report	Center Files/HRA Viewer
	Pay stubs	POS/HRA Viewer
	Statewide Common Application (LDSS-2921) or TALX printout	POS/HRA Viewer
	FFR (one [1] year or less)	POS/HRA Viewer
	RFI screens	WMS
	Activity Inquiry screen	POS/HRA Viewer/NYCWAY
D4. Contested Recoupment (recoupment of aid to continue)	Fair Hearing Decision	WEBCOINS
	Date of Infraction History Sheet/Calculations	FHIS (Fair Hearing Information System)
D5. Utility	Request for Emergency Assistance, Additional Allowances or Adding a Person to the Case (For Participants Only), or Adding a Person to an Active CA Case (W-137A), Action Taken on Your Request for Emergency Assistance, Additional Allowances, or Adding a Person to the Case (W-137B), Letter to Landlord – Request for Residence Verification (W-147)	POS/HRA Viewer
	Utility Shut-off Notice	HRA Viewer
	Agreement to Repay (M-858 Series)	HRA Viewer/POS

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Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

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CASH ASSISTANCE CASES – RECOUPMENTS		
Issue	Specific Required Document(s) for Packet	Source(s)
D.		
D6. Shelter	W-137A, W-137B , Documentation Request Form (W-113A)	POS/HRA Viewer
	Request for Advance Payment to Prevent Eviction (W-637B)	HRA Viewer
	Dispossess: 72-hour Eviction Notice	HRA Viewer
	Landlord letter with breakdown of rent arrears	POS/HRA Viewer
	Rental Assistance Unit (RAU) Packet, W-1450U, W-145TT, W-153Q, LDSS-2921 and LDSS-4013	HRA Viewer
D7. Broker's Fee	Lease, letter from broker W-137A, W-137B, W-113A	POS/HRA Viewer
D8. Furniture Allowance	Fire/natural disaster, shelter verification W-137A, W-137B, W-113A	POS/HRA Viewer
D9. Clothing Allowance	Natural disaster data (letter from Red Cross/fire department), Letter from institution W-137A, W-137B, W-113A	POS/HRA Viewer

CASH ASSISTANCE CASES – CONTESTING EMPLOYABILITY		
Issue	Specific Required Document(s) for Packet	Source(s)
E. Contesting Employability		
Determination (LDSS-4005) Plan		
E1. Medical Exemption	Notification of Temporary Assistance Work Requirements	WeCARE Viewer/NYCWAY
	Activity Inquiry	NYCWAY
	WeCARE Medical report BPS CSP CRT Review NOWR	WeCARE Viewer
E2. School/Training	FIA School/Training Enrollment Letter (W-700D), TAG Assessment	POS/HRA Viewer
	Activity Inquiry Screen	NYCWAY
E3. Needed at Home	Family Care Assessment (W-582A)	POS/HRA Viewer
	Activity Inquiry Screen	NYCWAY
	Proof of child's school attendance or Department of Education registration for home schooling	HRA Viewer

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Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

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CASH ASSISTANCE CASES – INFRACTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
F. Failure to Comply with Employment		
F1. FTR	NOI/CNS/Manual Notice	WEBCOINS/HRA Viewer
	Appointment Notice (W-584k)/ Reevaluation of Employability Status Appointment (W-584M) Referral to Back to Work (BTW) Vendor (W-502)	HRA Viewer
	Referral to BTW Vendor (W-502) WEP Assignment Information Summary (W-500G) (AIS)	NYCWAY
	Activity Inquiry	NYCWAY
	FTR Screen	NYCWAY
	Conciliation Notice (W-532A)	HRA Viewer
	Client Infraction History	WMS
	WEP	NYCWAY/ HRA Viewer
	10 FH Appointment Referral Letter (W-500H)	HRA Viewer
	Employment Plan	NYCWAY
F2. FTC W/Employment (Attendance)	NOI/CNS/Manual Notice	WEBCOINS/HRA Viewer
	Appointment Information Summary (AIS)	NYCWAY
	Referral to BTW Vendor (W-502)	NYCWAY
	Activity Inquiry	NYCWAY
	FTC Screen	NYCWAY
	Conciliation Notice	HRA Viewer
	Assignment and Site Inquiry	NYCWAY
	Attendance and Payment Inquiry	NYCWAY
	DTS	FIA Welfare-to-Work Timekeeping (internet explorer)
	Client Infraction History	WMS
F3. FTC W/WE CARE Vocational Rehabilitation Services (VRS)	Notice (NOI/CNS)	WEBCOINS
	NOWR	WeCARE
	WeCARE Attendance	WeCARE Viewer DTS Timekeeping
	WeCARE VRS, WEP Referral, Job Search	NYCWAY
	Activity Inquiry	NYCWAY
	FTC Screen	NYCWAY
	Conciliation Notice	HRA Viewer
	Client Infraction History	WMS

Note: The infraction date on the NOI must be consistent with the appointment date; if not, the Agency is required to resolve the Fair Hearing Issue.

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CASH ASSISTANCE CASES – INFRACTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
G. SASC		
G1. FTR Initial Appointment	Notice (NOI/CNS)	WEBCOINS/WMS
	Appointment Letter	POS/HRA Viewer/NYCWAY
	Activity Inquiry Screen	NYCWAY
	Case notes/NYCWAY	NYCWAY (100A)/POS/HRA Viewer
	Address history	HRA Viewer
G2. FTR Program	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry Screen	NYCWAY
	Case Notes/ History Sheet (W-25) NYCWAY	NYCWAY (100A)/POS/HRA Viewer
	Address history	HRA Viewer/NYCWAY
	POS/HRA Viewer	HRA Viewer
G3. FTC Outpatient Program	Notice (NOI/CNS)	WEBCOINS/WMS
	Case Notes/ History Sheet (W-25)	NYCWAY
	Referral to Program	NYCWAY (100A)/POS/HRA Viewer
	Participant's Rights and Responsibilities (M-75r)	NYCWAY/HRA Viewer
	Work Assessment Form	HRA Viewer
	Activity Inquiry Screen	NYCWAY
	Assignment Inquiry	NYCWAY
Site Inquiry Screen	NYCWAY STARS	
G4. FTR CASAC	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry Screen	NYCWAY
	Case Notes/ History Sheet (W-25)	NYCWAY (100A)/POS/HRA Viewer
	Referral to Residential Treatment Program (M-687r)	NYCWAY/HRA Viewer
	Participant's Rights and Responsibilities (M-75r)	HRA Viewer
	Work Assessment form/Baseline Clinical and Employability Assessment (W-932)	HRA Viewer

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Division of Fair Hearing Administration (DFHA) Fair Hearing Evidence Packet Desk Aid

Relevant WMS Screens (**22, 04, 03, 01, 06, Budget**) must be reviewed. The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.
For all NOI: Client's Read language should be provided.

CASH ASSISTANCE CASES – INFRACTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
H. RSTSC – Center 52		
H1. FTC CASAC	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry Screen/FTR/FTC	NYCWAY
	Case Notes/ History Sheet (W-25)	NYCWAY (100A) POS/HRA Viewer
	Referral to Residential Treatment Program	HRA Viewer
	Participant's Rights and Responsibilities (M-75r)	HRA Viewer
	Work Assessment form	HRA Viewer
H2. FTR Face-To-Face Recertification	Notice (NOI/CNS)	WEBCOINS/WMS
	Notice of Recertification Appointment (W-908T)	HRA Viewer
	Activity Inquiry screen	NYCWAY
	Address history	WMS
	POS Notes	POS
H3. FTC Mandated Residential Treatment Program (RTP)	Notice (NOI/CNS)	WEBCOINS/WMS
	Activity Inquiry screen/FTR/FTC	NYCWAY
	Case Notes/ History Sheet (W-25)	NYCWAY (100A)/POS/HRA Viewer
	Referral to Residential Treatment Program	HRA Viewer
	Participant's Rights and Responsibilities (M-75r)	HRA Viewer
	Work Assessment Form	HRA Viewer
	Address History screen (NQCS15)	WMS
	Site Inquiry Screen	NYCWAY
Assignment Inquiry Screen	NYCWAY	
H4. Earned Income	NOI/CNS/Manual Notice- LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC)	WEBCOINS/WMS/POS/HRA/Viewer
	FIA-3A /pay stubs	NYCWAY/HRA Viewer
	Letter to Past/Present Employer (W-532)	POS/HRA Viewer
	Budget (saved and current), FFR (one [1] year or less)	WMS/HRA Viewer
	Computer Match/RFI	POS/HRA Viewer
	Declaration of Employment (W-575T)	WMS/HRA Viewer
	TALX printout	POS/HRA Viewer

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Note: When documenting income, some resources are deemed "Verified upon receipt" and require no independent verification, because they are a primary source of the information (e.g., SDX, TALX); however other sources are not deemed "Verified upon receipt" as they are not primary source for the information reported, and must have independent verification to support the information (e.g., RFI).

CASH ASSISTANCE CASES – INFRACTIONS		
Issue	Specific Required Document(s) for Packet	Source(s)
J. RTCS-Center 52		
J1. FTC-Mandated Residential Treatment program (RTP)	Notice (NOI/CNS)	WEBCOINS
	Activity Inquiry Screen/FTR/FTC	NYCWAY
	Case Notes/ History Sheet (W-25)	(100a)/HRA Viewer
	Referral to Residential Treatment Program	HRA Viewer
	Participants Rights and Responsibilities (M-75r)	HRA Viewer
	Work Assessment Form/Baseline Clinical & Employability Assessment (W-932)	HRA Viewer
	RTC Residence Report (W-904H)	HRA Viewer
	Assignment Cumulative History	STARS
	Residential Attendance Cumulative History	STARS
	Assignment/Site Inquiry Screen	NYCWAY
J2. FTC/FTR Face-to-Face Recertification	Notice of Recertification Appointment (W-908T), Notice of Rescheduled Appointment for Recertification Interview (W-908CC)	HRA Viewer
	Annotated (WINR076)	Center Files/HRA Viewer
	CNS Notice	WEBCOINS
	Notice of Outstanding Required Documentation (W-120D)	Case Files/HRA Viewer
	Documentation Requirements and/or Assessment Follow-Up (W-113K), LDSS-3152	Case Files/HRA Viewer
	History Sheet (W-25)	Case Files/HRA Viewer
	Documentation Receipt (EXP-76R)	Case Files/HRA Viewer
J3. Inadequacy – Personal Needs Allowance	Activity Inquiry screen/FTC	NYCWAY
	Assignment Inquiry Screen	NYCWAY
	Site Inquiry Screen	NYCWAY
	Assignment Cumulative History	STARS
	Administrative Directive 06-ADM03 (Revised)	HRA Docs
	PB 06-14-ELI	HRA Docs

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