



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #12-17-OPE *(This Policy Bulletin Replaces PB #10-79-OPE)*

REVISION TO FORMS M-90C AND M-90E

Date: February 23, 2012	Subtopic: Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center, Non Cash Assistance Food Stamp (NCA FS) Center, and the Application Kit Unit (AKU) Staff that the Cash Assistance Application Kit (M-90c) and Non Cash Assistance Food Stamp (NCA Food Stamp) Application/Recertification Kit (M-90e) Forms have been revised to include a New York State Office of Temporary and Disability Assistance (OTDA) form titled, “Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children” (Attachment A).</p> <p>Attachment A advises that Non-Parent Caregivers (NPCs) who have physical custody of children for whom they have no legal obligation to provide financial support, may be eligible for Cash Assistance (CA) and Medicaid (MA) benefits (sometimes referred to as a “Non-Parent Caregiver” or “Child Only Grant”) on behalf of the child(ren) they are caring for. If an NPC applies for such benefits, his/her income is not a factor in determining eligibility.</p> <p>The form also includes a list of websites that NPCs may access to obtain information about service programs and assistance with custody, guardianship, foster care, adoption, school enrollment, child care, and other issues arising from their role as NPC.</p> <p>Samples of the forms 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

References:

[12-ADM-01](#)

Related Items:

[08-INF-16](#)

[PB #06-68-OPE](#)

Attachments:

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

Attachment A Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children (1/12/12)

M-90c Cash Assistance Application Kit Forms (2/23/12)

M-90e NCA Food Stamp Application/Recertification Kit Forms (2/23/12)

ATTACHMENT A

January 12, 2012

Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children

Non-parent caregivers, who are caring for children without a parent living in their home, may be eligible for Temporary Assistance. Temporary Assistance for children not living with a parent is often referred to as “non-parent caregiver” or “child-only” grants, and includes Medical Assistance (MA). If the non-parent caregiver wants assistance only for the children, the non-parent caregiver’s income is not used to determine eligibility and there are no Temporary Assistance work requirements for the non-parent caregiver. Non-parent caregivers may apply for temporary assistance at their local social services office.

In addition to financial assistance, non-parent caregivers (also called kinship caregivers) often have a need for information and assistance related to food stamps, the Home Energy Assistance Program (HEAP), custody, guardianship, foster care, adoption, schooling, school enrollment, and other forms of assistance such as child care, social security, respite, case management and service programs.

For information about services and assistance programs please visit the following websites:

- www.nysnavigator.org - The NYS Kinship Navigator’s website offers legal fact sheets, state and local kinship resources, and other information. In addition, the Navigator operates a toll free phone line at 1-877-454- 6463. Kinship Specialists are available from 10:00 am to 4:00 pm Monday through Friday. A message may be left during non-business hours and calls will be returned when business hours resume.
- <http://otda.ny.gov/programs/> - The NYS Office of Temporary and Disability Assistance (OTDA).
- www.mybenefits.ny.gov - MyBenefits is an online tool to help you learn about eligibility for financial assistance and other benefit programs. A simple, 10-minute prescreening from any computer with Internet access at any time, determines whether you are likely to qualify for Food Stamps, HEAP, the Earned Income Tax Credit, child dependent care credits, school lunch and other programs.
- <http://www.ocfs.state.ny.us/kinship/default.asp> - The NYS Office of Children and Family Services (OCFS) provides contact information and links to the Kinship Caregiver Programs funded through OCFS, as well as a variety of resources for families and staff, including the Kinship Guardianship Assistance Program (KinGAP), a subsidy program available to kinship caregivers who are foster parents.

Your local Social Services District (SSD) and local area Office for the Aging (OFA) are also resources for information on kinship care.

Cash Assistance Application Kit Forms

Forms included in the Cash Assistance Application Kit:

Item	Title	Form Number	Agency
1	Non-Parent Caregivers Caring for Children	Attachment A****	State
2	Revised Assignment of Support Rights Language for LDSS 2921	Attachment 1****	State
3	Statewide Common Application	LDSS-2921*	State
4	Food Stamp Change Report Form	LDSS-3151*	State
5	New York State What You Should Know About Your Rights And Responsibilities	LDSS-4148A*	State
6	New York State What You Should Know About Social Services Programs	LDSS-4148B*	State
7	New York State What You Should Know If You Have An Emergency	LDSS-4148C*	State
8	Notice Of Responsibilities And Rights For Support	LDSS-4279**	State
9	Domestic Violence Screening Form	LDSS-4583*	State
10	Domestic Violence Palm Card	LDSS-4583A**	State
11	DFR Legal Residence Statement	LDSS-473B	State
12	Domestic Violence Information for all Temporary Assistance Applicants	LDSS-4905*	State
13	It's Tax Time. Go Get Your Refund!	Palm Card*	DCA
14	New York State How To Complete The Temporary Assistance (TA) - Medical Assistance (MA) - Medical Savings Program (MSP) - Food Stamp Benefits (FS) - Services (S), including Foster Care (FC) - Child Care Assistance (CC) Application	PUB-1301*	State
15	How To Use Your Benefit Card To Get Food Stamp and/or Cash Benefits	PUB-4596*	State
16	Keep the Heat On With HEAP Pamphlet	PUB-4735	State
17	Helping Hands For People In Need	PUB-4916*	State
18	Notice to All Applicants	EXP-75Q***	FIA
19	I Speak Card (Instructional)	HRA-101*** (FIA-1043)	FIA
20	Absent Parent Questionnaire	M-384k*	FIA
21	Your Interview with the Office of Child Support Enforcement	M-384t*	FIA
22	Child Care Guarantee Informational	M-528m**	FIA

*Denotes forms that are available in multiple languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Application Kit.

**Available in English and Spanish only.

***Multiple languages are contained on one form.

****Denotes forms that must be manually printed until made available on the OTDA website. Only available in English at this time.

Cash Assistance Application Kit Forms

Forms included in the Cash Assistance Application Kit:

Item	Title	Form Number	Agency
23	Attention: Applicants/Participants	W-116U*	FIA
24	Important: Using Common Benefit Identification Cards (CBIC) for Medical Services	W-126E*	FIA
25	Services for Victims of Sexual Assault	W-131**	FIA
26	Cash Assistance Additional Allowances	W-137C*	FIA
27	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	W-139E**	FIA
28	Troubled? Frustrated? Angry? Don't Take It Out On Your Children!	W-273A**	FIA
29	Did You Know That The City of New York Will Pay for Your Child Care For Your Children Under 13 and For Children With Special Needs?	CS-273E**	ACS
30	Notice to Applicants and Participants Regarding Third Party Health Insurance	W-299*	FIA
31	What To Do If You Have Been Sexually Assaulted	BRC-100B**	Mayor's Office
32	Welfare Fraud (BFI Bureau of Fraud Investigation)	BRC-151M**	BFI
33	Guide to Work Supports	BRC-504**	FIA
34	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W***	FIA
35	Eligibility Verification Review Questionnaire	W-532T*	FIA
36	Cash Assistance & Child Support	W-549D**	OCSE
37	Child Care Fact Sheet and Planner	CS-574EE**	ACS
38	Language Questionnaire	W-680FF*	FIA
39	Are You Disabled?	W-681A*	FIA
40	Notice to Applicants/Participants	W-904DD*	FIA
41	Essential Persons	W-912KK**	FIA
42	List of Participating Clinics and Hospitals	MAP-58k***	FIA
43	Explanation of the Medicaid Buy-In Program For Working People with Disabilities (MBI-WPD)	MAP-252*	MAP
44	Child/Teen Health Program (C/THP) Fact Sheet	MAP-1096*	MAP
45	Your Guide To Public Health and Eligibility	MAP-2020N	MAP

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NCA FS Application/Recertification Kit Forms

Forms included in the NCA FS Application/Recertification Kit:

Item	Title	Form Number	Agency
1	Non-Parent Caregivers Caring for Children	Attachment A	State
2	Domestic Violence Palm Card	LDSS-4583A **	State
3	Food Stamp Benefits Application/Recertification	LDSS-4826 *	State
4	How To Complete The Food Stamp Benefits Application/Recertification	LDSS-4826A *	State
5	It's Tax Time. Go Get Your Refund!	Palm Card *	DCA
6	How To Use Your Benefit Card To Get Your Food Stamp and/or Cash Benefits	PUB-4596 *	State
7	Helping Hands For People In Need	PUB-4916 *	State
8	List of Participating Clinics and Hospitals	MAP-58k ***	FIA
9	Child/Teen Health Program (C/THP) Fact Sheet	MAP-1096 *	MAP
10	Notice to All Non Cash Assistance FS Applicants at POS Centers	EXP-75AA ***	FIA
11	I Speak Card (Instructional)	HRA-101 *** (FIA-1043)	FIA
12	Food Stamp Documentation Guide	W-129G *	FIA
13	Services for Victims of Sexual Assault	W-131 **	FIA
14	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W ***	FIA
15	Finger Imaging Notice	W-519 *	FIA
16	Language Questionnaire	W-680FF *	FIA
17	Are You Disabled?	W-681A *	FIA
18	What To Do If You Have Been Sexually Assaulted	BRC-100B **	Mayor's Office
19	Guide to Work Supports	BRC-504 **	FIA

*Available in multiple languages.
 **Available in English and Spanish only.
 ***Multiple languages are contained on one form.

NCA FS Center staff must include the appropriate foreign language version of the forms in the foreign language version of the NCA FS Application/Recertification Kit.