



# 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 #12-34-OPE

(This Policy Bulletin Replaces PB #03-32-OPE, PB #03-106-OPE,  
PB #03-107-OPE and PB #03-120-OPE)

### OBSOLETE FORMS EXP-75T, EXP-75R AND EXP-53XX

<b>Date:</b> April 18, 2012	<b>Subtopic(s):</b> Forms						
<p> <input type="checkbox"/> This procedure can now be accessed on the FIAweb.           </p> <p> <input type="checkbox"/> Please use Print on Demand to obtain copies of forms.           </p>	<p>           The purpose of this policy bulletin is to inform all staff that the following forms are now obsolete because they have either been replaced, outdated, and/or the intended programs are no longer applicable:         </p> <ul style="list-style-type: none"> <li>• Important Information (<b>EXP-75T</b>)</li> <li>• Important Information (<b>EXP-75R</b>)</li> <li>• Appointment Notice (<b>EXP-53XX</b>)</li> </ul> <p>           Samples of the obsolete forms are attached.         </p> <p> <i>Effective Immediately</i> </p> <p> <b>Attachments:</b> </p> <table border="0"> <tr> <td><b>EXP-75T</b></td> <td>Important Information (Obsolete)</td> </tr> <tr> <td><b>EXP-75R</b></td> <td>Important Information (Obsolete)</td> </tr> <tr> <td><b>EXP-53XX</b></td> <td>Appointment Notice (Obsolete)</td> </tr> </table>	<b>EXP-75T</b>	Important Information (Obsolete)	<b>EXP-75R</b>	Important Information (Obsolete)	<b>EXP-53XX</b>	Appointment Notice (Obsolete)
<b>EXP-75T</b>	Important Information (Obsolete)						
<b>EXP-75R</b>	Important Information (Obsolete)						
<b>EXP-53XX</b>	Appointment Notice (Obsolete)						

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



**HUMAN RESOURCES ADMINISTRATION  
FAMILY INDEPENDENCE ADMINISTRATION  
180 WATER STREET, NEW YORK, NY 10038**

**Verna Eggleston**  
*Administrator/Commissioner*

**Patricia M. Smith**  
*First Deputy Commissioner*

**Seth W. Diamond**  
*Executive Deputy Commissioner*

**Catherine McAlevey**  
*Deputy Commissioner*

Dear Participant:

Your public assistance case is being transferred to the Veterans Job Center (JC 62) because you or a member of your household is a veteran. This may enable your household to secure additional benefits and services to which it may be entitled. We believe this will also enable us to better serve you.

The address is: Veterans Job Center  
25 Chapel Street, 5<sup>th</sup> Floor  
Brooklyn, NY 11201

Travel Directions:

**By Train:** Take the Q, W, N, R, or M to DeKalb Avenue, the 2, 3, 4, or 5, to Nevins Street, or the A, C, or F to Jay Street/Borough Hall  
**By Bus:** Take the B38, B52, B25, and B26 to Jay Street/Borough Hall

If you have any questions, you may contact us at (718) 222-2530.

Sincerely,

Catherine McAlevey  
Deputy Commissioner  
Family Independence Administration

(vea al dorso)



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180 WATER STREET, NEW YORK, NY 10038**

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*Administradora/Comisionada*

**Patricia M. Smith**  
*Primera Subcomisionada*

**Seth W. Diamond**  
*Subcomisionado Ejecutivo*

**Catherine McAlevey**  
*Subcomisionada*

Estimado participante:

Su caso de ayuda estatal será trasladado al Centro de Trabajo para Veteranos (Veterans Job Center – JC 62) debido a que usted o un miembro de su hogar es veterano. El propósito de esta traslación es, tanto brindarle a su hogar la oportunidad de solicitar beneficios y servicios adicionales, como permitirnos a nosotros servirle mejor a usted.

Dirección: Veterans Job Center  
25 Chapel Street, 6<sup>th</sup> Floor  
Brooklyn, NY 11201

Indicaciones de Viaje:

En tren: Tome el Q, W, N, R o M hasta DeKalb Avenue, el 2, 3, 4 o 5 hasta Nevins Street, o el A, C o F hasta Jay Street/Borough Hall

En autobús: Tome el B38, B52, B25 y B26 hasta Jay Street/Borough Hall

Ante cualquier duda, llámenos al (718) 222-2530.

Atentamente,

Catherine McAlevey  
Subcomisionada  
Administración de la Independencia Familiar

(see other side)



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*Deputy Commissioner*

Dear Participant:

Your public assistance case is being transferred to the SENIORWORKS Center (JC 84) because you or a member of your household are 60 years of age or older. This may enable your household to secure additional benefits and services to which it may be entitled. We believe this will also enable us to better serve you.

The address is: SENIORWORKS Center  
12 West 14<sup>th</sup> Street, 2<sup>nd</sup> Floor  
New York, NY 10001

Travel Directions: By Train: Take the Q, W, N, R, L, 4, 5, or 6 to Union Square/14<sup>th</sup> Street  
By Bus: Take the M1, M3, M5, M6, or M7 to 14<sup>th</sup> Street/Union Square

If you have any questions, you may contact us at (212) 352-2576 or (212) 352-2578.

Sincerely,

Catherine McAlevey  
Deputy Commissioner  
Family Independence Administration

(vea al dorso)



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*Primera Subcomisionada*

**Seth W. Diamond**  
*Subcomisionado Ejecutivo*

**Catherine McAlevey**  
*Subcomisionada*

Estimado participante:

Su caso de ayuda estatal será trasladado al Centro SENIORWORKS (JC 84) debido a que usted o un miembro de su hogar tiene 60 años de edad o más. El propósito de esta traslación es, tanto brindarle a su hogar la oportunidad de solicitar beneficios y servicios adicionales, como permitirnos a nosotros servirle mejor a usted.

Dirección: SENIORWORKS Center  
12 West 14<sup>th</sup> Street, 2<sup>nd</sup> Floor  
New York, NY 10001

Indicaciones de Viaje: En tren: Tome el Q, W, N, R, L, 4, 5 o 6 hasta Union Square/14<sup>th</sup> Street  
En autobús: Tome el M1, M3, M5, M6 o M7 hasta 14<sup>th</sup> Street/Union Square

Si tiene cualquier pregunta, llámenos al (212) 352-2576 o (212) 352-2578.

Atentamente,

Catherine McAlevey  
Subcomisionada  
Administración de la Independencia Familiar

(see other side)



HUMAN RESOURCES ADMINISTRATION  
FAMILY INDEPENDENCE ADMINISTRATION  
180 WATER STREET  
NEW YORK, N.Y. 10038

VERNA EGGLESTON  
*Administrator/Commissioner*

SETH W. DIAMOND  
*Executive Deputy Commissioner*

### APPOINTMENT NOTICE

Dear Participant:

You were recently sent a letter informing you that your case has been transferred to the Veterans Job Center (Center # 62) because either you are, or a member of your household is, a Veteran.

We would like you to come in to the Center to discuss the various programs, services, and benefits available to you through our unique collaboration with the Veterans' Administration, the NYS Division of Veterans' Affairs (NYSDVA), the Mayor's Office of Veterans' Affairs, and numerous Veterans' advocacy groups. We would like you to better understand what the Center has to offer.

The appointment has been scheduled for:

Date/Time:

Location:

Veterans Job Center  
25 Chapel Street, 6th Floor  
Brooklyn, NY 11201

**OBsolete**

Travel Directions:

By Train: Take the Q, W, N, R or M to Dekalb Ave., the 2, 3, 4, or 5 to Nevins Street, or the A or F to Jay Street.

By Bus: Take the B61 or B75 bus to Chapel Street.

The Veterans Job Center is located in the Howard Building, on the corner of Flatbush Avenue Extension & Chapel Street. The address is also known as 40 Flatbush Avenue Extension.

If you have any questions you may contact us at (718) 473-8313 or (718) 473-8314.

THIS IS AN OPTIONAL APPOINTMENT. FAILURE TO REPORT WILL NOT RESULT IN ANY CONSEQUENCES FOR YOU, ANY MEMBER OF YOUR HOUSEHOLD, OR YOUR CONTINUING RECEIPT OF PUBLIC ASSISTANCE.

Sincerely,

SETH W. DIAMOND  
Executive Deputy Commissioner  
Family Independence Administration



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180 WATER STREET  
NEW YORK, N.Y. 10038

VERNA EGGLESTON  
*Administrator/Commissioner*

SETH W. DIAMOND  
*Executive Deputy Commissioner*

### AVISO DE CITA

Estimado(a) Participante:

A usted se le envió recientemente una carta por medio de la cual se le informa que su caso fue transferido al Centro de Trabajo para Veteranos (Centro # 62) en virtud de que usted o un miembro de su hogar es veterano.

Quisiéramos invitarlo a que se presente al centro para informarle de los diversos programas, servicios y beneficios que están a su disposición mediante nuestra especial colaboración con la Administración de Veteranos (Veterans Administration), el Departamento de Asuntos de Veteranos del Estado de NY (NYS Division of Veteran Affairs), la Oficina del Alcalde para Asuntos de Veteranos (Mayor's Office of Veterans Affairs) y diversos grupos de abogacía para veteranos. Quisiéramos aclararle lo que puede ofrecerle el Centro.

Se le ha programado una cita para el:

Fecha/Hora:

Lugar: Veterans Job Center  
25 Chapel Street, 6to Piso  
Brooklyn, NY 11201

Indicaciones de Viaje: Por Tren: Tome el Q, W, N, R o M hasta Dekalb Ave., el 2, 3, 4 o 5 hasta Nevins Street, o el A o F hasta Jay Street.  
Por Autobús: Tome el autobús B61 o el B75 hasta Chapel Street

El Centro de Trabajo para Veteranos está ubicado en el edificio Howard, en la esquina de Flatbush Avenue Extension & Chapel Street. (La dirección se conoce también como el 40 de Flatbush Avenue Extension.)

Para cualquier pregunta comuníquese con nosotros al (718) 473-8313 o al (718) 473-8314.

ESTA CITA ES OPCIONAL. EL NO PRESENTARSE NO OCASIONARÁ RESULTADOS ADVERSOS A USTED O NINGUN MIEMBRO DE SU HOGAR, O A LA CONTINUACIÓN DE SUS BENEFICIOS DE ASISTENCIA PÚBLICA.

Atentamente,

SETH W. DIAMOND  
Subcomisionado Ejecutivo  
Administración de Independencia Familiar