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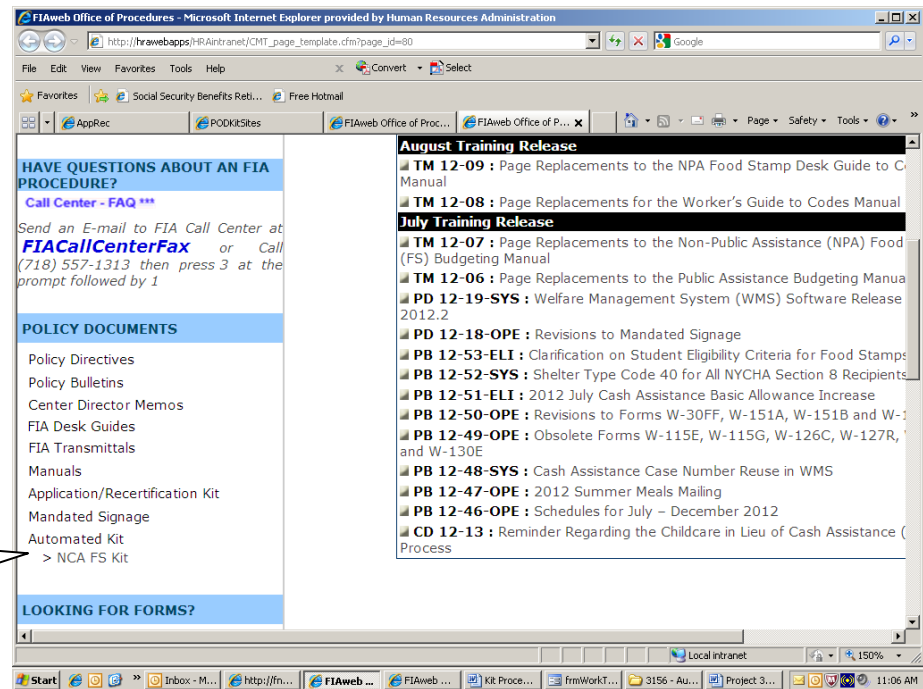
**POLICY BULLETIN #12-65-SYS**

**NEW AUTO PRINT APPLICATION/RECERTIFICATION KIT FOR  
NCA FOOD STAMP CENTERS**

<p><b>Date:</b> August 2, 2012</p>	<p><b>Subtopic:</b> Systems</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p><b>Note:</b> Beginning August 29, 2012 any reference to the Food Stamp Program shall mean the Supplemental Nutrition Assistance Program (SNAP) and any reference to Food Stamps (FS) shall mean SNAP benefits.</p>	<p>The purpose of this Policy Bulletin is to inform Non Cash Assistance Food Stamp (NCA FS) Center staff that a new “Automated Kit” application is now available to automatically print all forms mandated for inclusion in the NCA FS Application/Recertification Kit.</p> <p>The Center Director’s Designee will be responsible for accessing the <b>Automated Kit</b> link on the Policy Documents section of the Office of Procedures Homepage on the <a href="#">FIAWeb</a> .</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

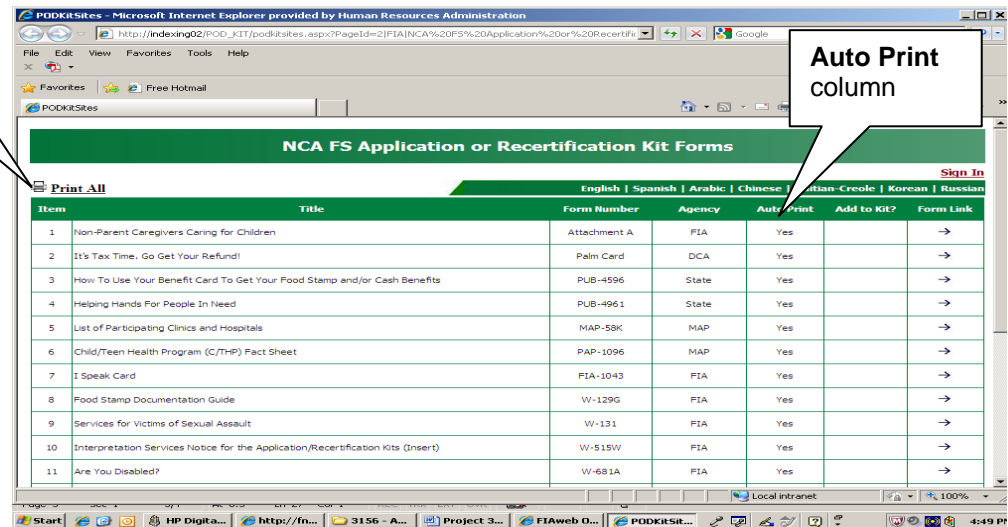
To automatically print the NCA FS Application/Recertification Kit forms (NCA FS Kit) click on the **NCA FS Kit** link (Shown below).



NCA FS Kit link


This will open a new screen showing all forms mandated for inclusion in the NCA FS Application/Recertification Kit.

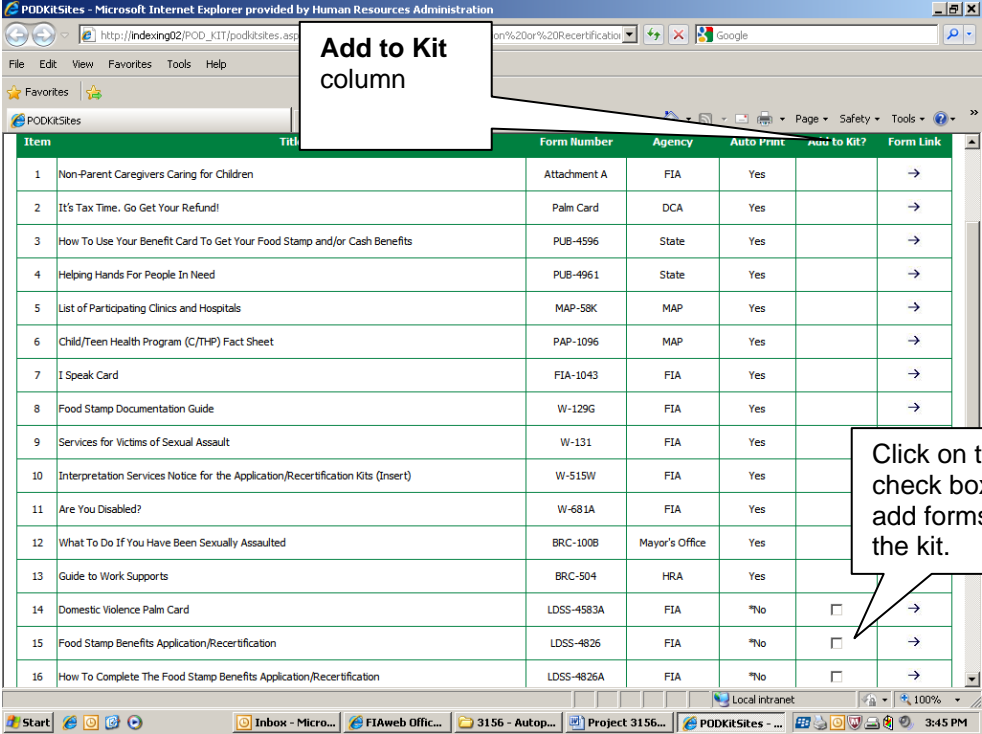
**Print all** button - Will automatically print all forms marked with "YES".



Auto Print column

The column titled **Auto Print** indicates whether or not the form will automatically print:

- Forms marked with **Yes** will automatically print by clicking the  **Print All** button.
- Forms marked with **No** will not automatically print. To include these forms in the Kit click on the check box in the **Add to Kit** column and then click **merge and print selected**.



**Add to Kit column**

**Click on the check box to add forms to the kit.**

Item	Title	Form Number	Agency	Auto Print	Add to Kit?	Form Link
1	Non-Parent Caregivers Caring for Children	Attachment A	FIA	Yes		→
2	It's Tax Time. Go Get Your Refund!	Palm Card	DCA	Yes		→
3	How To Use Your Benefit Card To Get Your Food Stamp and/or Cash Benefits	PUB-4596	State	Yes		→
4	Helping Hands For People In Need	PUB-4961	State	Yes		→
5	List of Participating Clinics and Hospitals	MAP-58K	MAP	Yes		→
6	Child/Teen Health Program (C/THP) Fact Sheet	PAP-1096	MAP	Yes		→
7	I Speak Card	FIA-1043	FIA	Yes		→
8	Food Stamp Documentation Guide	W-129G	FIA	Yes		→
9	Services for Victims of Sexual Assault	W-131	FIA	Yes		→
10	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W	FIA	Yes		→
11	Are You Disabled?	W-681A	FIA	Yes		→
12	What To Do If You Have Been Sexually Assaulted	BRC-100B	Mayor's Office	Yes		→
13	Guide to Work Supports	BRC-504	HRA	Yes		→
14	Domestic Violence Palm Card	LDSS-4583A	FIA	*No	<input type="checkbox"/>	→
15	Food Stamp Benefits Application/Recertification	LDSS-4826	FIA	*No	<input type="checkbox"/>	→
16	How To Complete The Food Stamp Benefits Application/Recertification	LDSS-4826A	FIA	*No	<input type="checkbox"/>	→

14	Domestic Violence Palm Card	LDSS-4583A	FIA	*No	<input type="checkbox"/>	→
15	Food Stamp Benefits Application/Recertification	LDSS-4826	FIA	*No	<input type="checkbox"/>	→
16	How To Complete The Food Stamp Benefits Application/Recertification	LDSS-4826A	FIA	*No	<input type="checkbox"/>	→
17	Finger Imaging Notice	W-519	FIA	*No	<input type="checkbox"/>	→
18	Language Questionnaire	W-680FF	FIA	*No	<input type="checkbox"/>	→

 **Merge & Print Selected**

\* Must be manually printed and inserted into the kits

The State forms will be delivered to the locations under separate cover, so it may not be necessary to print these forms.

The following forms will not automatically print:

- **LDSS-4583A** Domestic Violence Palm Card;
- **LDSS-4826** Food Stamp Benefits Application/Recertification; and
- **LDSS-4826A** How to Complete the Food Stamp Benefits Application/Recertification.
- **W-519** Finger Imaging Notice
- **W-680FF** Language Questionnaire

These forms are usually given to the applicant during the application interview or delivered to the locations under separate cover. It may not be necessary to print them when creating the Food Stamp Application/Recertification kit.

*Effective Immediately*