



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-101-OPE

(This Policy Bulletin Replaces PB #13-98-OPE)

REVISIONS TO THE INTER-AGENCY DATE OF STATUS (DOS) AND DATE ENTERED COUNTRY (DEC) TRANSMITTAL (W-200B)

<p>Date: November 26, 2013</p>	<p>Subtopic: Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revisions to the Original Policy Bulletin:</p> <p>The Guidelines for Completion and Submission of the W-200B (Attachment A) is being revised to accurately reflect that the Inter-Agency Date of Status (DOS) and Date Entered Country (DEC) Transmittal (W-200B) Form must be completed when changing the DOS and/or the DEC to a <u>more recent</u> month and/or year.</p> <p>Additionally, a revision was made to the instructions on the W-200B clarifying that the W-200B should be used when changing the DOS or DEC to a <u>more recent</u> date.</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform staff that the Inter-Agency Date of Status (DOS) and Date Entered Country (DEC) Transmittal (W-200B) Form has been revised to:</p> <ul style="list-style-type: none"> • Emphasize that the first and last name of the Worker and Supervisor must be printed; and • Reflect that the AJOS II Immigrant Liaison in Job Centers and the Supervisor/Director's Designee in Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Centers have reviewed and approved the need for the W-200B.

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

In Job Centers, only Specialized JOS should be handling cases involving a noncitizen other than LPRs with more than five years in that status.

Form **W-200B** is completed by JOS/Workers to request a change in a non-citizen's Date of Status (DOS) and Date Entered Country (DEC) information in the Welfare Management System (WMS) to a more recent month and/or year. A **W-200B** is not required when changing the day of the month (the 1st to the 31st) in the DEC and/or DOS fields.

The **W-200B** is also used to change a non-citizens' Alien Citizenship Indicator (ACI) code to a code that will grant a lesser eligibility status. For example, a non-citizen identified as Cuban Entrant (ACI code **H**) who presents updated documentation indicating that he/she is residing in the United States under an Order of Supervision, should be reclassified as a non-citizen Permanently Residing Under the Color of Law (PRUCOL). In this case a **W-200B** would be needed to change the ACI code from **H** (Cuban Haitian Entrant) to **O** (PRUCOL).

Changes in ACI codes may make a non-citizen eligible or ineligible for certain types of benefits.

Only if the prior status was properly assigned.

Note: If an individual adjusts to Lawful Permanent Resident (LPR) status from a specially qualified alien status (Refugee (**R**), Asylee (**A**), Cuban/Haitian Entrant (**H**) and Removal Withheld (**J**)) the ACI code should not be changed **until the non-citizen has five years in status as a LPR**. Additionally, only the ACI code should change, not the DOS or DEC.

A separate **W-200B** must be completed for each individual that requires a change in his/her immigration status or DOS/DEC date. The **W-200B** cannot have multiple individuals listed.


After the **W-200B** is completed by JOS/Workers, the form and the documentation supporting the request for a change must be reviewed and approved by the Job Center AJOS II Immigrant Liaison and by the NCA SNAP Centers Supervisor/Director's Designee. If the change is warranted he/she must forward the **W-200B** and supporting documentation to the FIA Call Center either by e-mail or by fax.

Guidelines for the completion and submission of the **W-200B** have been included with this policy bulletin as **Attachment A**.

Effective Immediately

Related Item:

[PB 09-105-SYS](#)

 Please use Print on Demand to obtain copies of forms.

Attachments:

Attachment A

Guidelines for Completion and Submission of the **W-200B**

W-200B

Inter-Agency Date of Status (DOS) and Date Entered Country (DEC) Transmittal Form (Rev. 11/26/13)

Attachment A

Guidelines for completing and submitting the Inter-Agency Date of Status (DOS) and Date Entered Country (DEC) Transmittal Form (**W-200B**)

If it is determined that the Date of Status (DOS) and/or the Date Entered Country (DEC) found in the Welfare Management System (WMS) needs to be changed to a more recent month or year, or if the Alien Citizenship Indicator (ACI) needs to be changed to a lesser category, JOS/Workers must complete the **W-200B**. To properly complete this form, the fields must be completed as follows:

- Applicant's/Participant's Name and Line Number:
Enter all of the information for the individual for whom the change is needed.
(i.e. If the change is for a HH member do not enter the casehead's name)
- Case Number/CIN Number (If linking back to known case number and CIN, enter that info)
- Enter ALL CURRENT WMS info (DOS, DEC, ACI)
- Enter the NEW ACI Code (if requesting a change to this field)
(Do not enter the Alien Registration Number as the ACI code)
- New DOS, New DEC (only if the change is to a more recent month and/or year)
- Print the JOS/Worker name (Last Name, First Name)

If an attempt is made to change the existing date in the DOS and/or DEC fields to a more recent date, WMS will display error message E2211, "MUST CALL WMS HOTLINE TO CHANGE DOS/DEC." Worker must call WMS Hotline prior to submission of a **W-200B**. The WMS Hotline will instruct staff if a **W-200B** form is necessary.

A separate **W-200B** must be completed for each individual on the case that requires a change request via **W-200B**.

When the JOS/Worker submits the **W-200B** to the Job Center AJOS II Immigrant Liaison or the NCA SNAP Center Supervisor/ Director's Designee, the **W-200B** must be accompanied by documentation supporting the change as it pertains to that individual (including completed SAVE results).

The Job Center AJOS II Immigrant Liaison or NCA SNAP Center Supervisor/Director's Designee will review the **W-200B** and supporting documentation and determine if the change is warranted.

Attachment A

If the determination is that the change should be made, the Job Center AJOS II Immigrant Liaison or NCA SNAP Center Supervisor/Director's Designee must print their name (Last Name, First Name) and forward the completed **W-200B** and all supporting documentation to the FIA Call Center either by fax (917-639-0298) or by e-mail (*FIA Call Center Fax*). If copies of the supporting documentation are illegible, electronically send the scanned document from the HRA OneViewer.

Inter-Agency Date of Status (DOS)¹ and Date Entered Country (DEC)² Transmittal Form

Please print all information clearly and include all documentation to support the request to change the DOS or DEC to a more recent date. Be sure to complete all fields and enter all relevant details.

Applicant/Participant Name _____
Last Name First Name

Case Number: _____ CIN Number: _____ Line Number: _____

Current Date of Status (DOS): _____ Current Alien Citizenship Indicator (ACI): _____

New DOS: _____ New ACI (if applicable): _____

Current Date Entered Country (DEC): _____ New DEC: _____

Reason for changing DOS and/or DEC (please check the appropriate box):

Worker/data entry error: _____

Misinterpretation of policy: _____

Other (please explain): _____

SAMPLE

Immigration Documentation Attached: (please check the appropriate box(es))

I-94 Arrival/Departure Record I-688B or I-766 Employment Authorization Card

I-551 Legal Permanent Resident Card I-797 Notice of Action

Other: _____

Print Worker's Last Name First Name Telephone Number: _____

Reviewed and Approved by: _____ Telephone Number: _____

Print Last Name First Name

Final Determination

Approve Date approved: _____ Deny Date denied: _____

Reason denied: _____

Signature/Reviewed by State Program Staff Telephone Number

1. The **Date of Status (DOS)** is the date the immigrant was granted or achieved qualified immigration status. This date appears on the individual's immigration documents, e.g., the Arrival/Departure Record (I-94), the Legal Permanent Resident Card (also, Resident Alien Card or "green card") (I-551), or the Employment Authorization Card (I-688B or I-766), or may appear on other official documentation from USCIS (example: Notice of Action [I-797]). The DOS is optional for persons who are Permanently Residing Under the Color of Law (PRUCOL) (ACI = O).
Remember: An immigrant's status may change after he/she enters the country.

2. The **Date Entered Country (DEC)** is the date the immigrant physically entered the United States. This date appears on the Arrival/Departure Record (I-94) or may be stamped on his/her foreign passport. The DEC is optional for persons who are Permanently Residing Under the Color of Law (PRUCOL) (ACI = O), however, if available it may be entered.