



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-103-OPE

(This Policy Bulletin Obsoletes PB #13-01-OPE)

SCHEDULES FOR JANUARY – JUNE 2014

Date: November 27, 2013	Subtopic: Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that eight (8) forms for the recurring semiannual schedules have been revised to reflect the dates from January 2014 through June 2014.</p> <p>The semiannual 2014 schedules are:</p> <ul style="list-style-type: none"> • EBT Pick-up Schedule January – June 2014 (EBT-52A). This form informs applicants of the date when their benefits are first available to them. • Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (W-140XX). This form advises staff on the various due dates for processing changes reported by households as well as information received from computer matches and other automated lists. • Recurring Roll Deadline Schedule January – June 2014 (W-203A). This form advises staff of the recurring case processing schedule and provides staff with the dates by which changes in a case must be submitted. • Check Replacement Schedule January – June 2014 (W-203BB). This form advises staff of the date by which an action must be taken to ensure that the proper benefit cycle is generated.

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


- NCA Toe Digit Deadline Schedule January – June 2014 (**W-203EE**). This form advises staff of the recurring case processing schedule and provides staff with the date by which any action changes regarding SNAP cases must be submitted.
- Family Assistance and NCA SNAP Application Timeliness Schedule January – June 2014 (**W-204TT**). This form advises staff of the recurring case processing schedule that provides the eligibility decision due dates for Family Assistance and NCA SNAP applications.
- Safety Net Assistance Application Timeliness Schedule January – June 2014 (**W-205RR**). This form advises staff of the recurring case processing schedule that provides staff with the eligibility decision due dates and benefit availability dates for Safety Net Assistance (SNA) applications.
- Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide (**W-205W**). This form instructs staff on how to manually enter certification periods on Forms **LDSS-4013A NYC**, **LDSS-4013B NYC**, **LDSS-4014A NYC**, and **LDSS-4014B NYC**.

Samples of the schedules are attached.

Effective Immediately

Attachments:

EBT-52A	EBT Pick-up Schedule January – June 2014 (Rev. 11/27/13)
W-140XX	Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 11/27/13)
W-203A	Recurring Roll Deadline Schedule January – June 2014 (Rev. 11/27/13)
W-203BB	Check Replacement Schedule January – June 2014 (Rev. 11/27/13)
W-203EE	NCA SNAP Toe Digit Deadline Schedule January – June 2014 (Rev. 11/27/13)
W-204TT	Family Assistance and NCA SNAP Application Timeliness Schedule January – June 2014 (Rev. 11/27/13)

 Please use Print on Demand to obtain copies of forms.

W-205RR

Safety Net Assistance Application Timeliness
Schedule January – June 2014 (Rev. 11/27/13)

W-205W

Cash Assistance, Medical Assistance and
Supplemental Nutrition Assistance Program
(SNAP) Certification Desk Guide (Rev. 11/27/13)

EBT Pick-up Schedule January – June 2014

Toe Digit	January CA & SNAP		February CA & SNAP		March CA & SNAP		April CA & SNAP		May CA & SNAP		June CA & SNAP	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/2	1/16	2/1	2/18	3/1	3/17	4/1	4/16	5/1	5/16	6/2	6/16
1	1/3	1/17	2/3	2/19	3/3	3/18	4/2	4/17	5/2	5/17	6/3	6/17
2	1/4	1/18	2/4	2/20	3/4	3/19	4/3	4/18	5/3	5/19	6/4	6/18
3	1/6	1/21	2/5	2/21	3/5	3/20	4/4	4/21	5/5	5/20	6/5	6/19
4	1/7	1/22	2/6	2/22	3/6	3/21	4/7	4/22	5/6	5/21	6/6	6/20
5	1/8	1/23	2/7	2/24	3/7	3/24	4/8	4/23	5/7	5/22	6/9	6/23
6	1/9	1/24	2/8	2/25	3/10	3/25	4/9	4/24	5/8	5/23	6/10	6/24
7	1/10	1/25	2/10	2/26	3/11	3/26	4/10	4/25	5/9	5/24	6/11	6/25
8	1/11	1/27	2/11	2/27	3/12	3/27	4/11	4/26	5/12	5/27	6/12	6/26
9	1/13	1/28	2/12	2/28	3/13	3/28	4/12	4/28	5/13	5/28	6/13	6/27

Note: Toe digit is the last digit of your case number.

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2014

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
-----	-----	Holiday	-----	-----	-----	Holiday	-----	-----	-----	Holiday	-----
-----	-----	2/18/2014	4/3/2014	-----	-----	2/18/2014	4/18/2014	-----	-----	2/18/2014	3/19/2014
Holiday	-----	2/19/2014	4/4/2014	Holiday	-----	2/19/2014	4/21/2014*	Holiday	-----	2/19/2014	3/20/2014
1/2/2014	2/18/2014*	2/20/2014	4/7/2014*	1/2/2014	3/3/2014*	2/20/2014	4/21/2014*	1/2/2014	1/31/2014	2/20/2014	3/21/2014
1/3/2014	2/18/2014*	2/21/2014	4/7/2014*	1/3/2014	3/3/2014	2/21/2014	4/21/2014	1/3/2014	2/3/2014*	2/21/2014	3/24/2014*
1/6/2014	2/19/2014	2/24/2014	4/9/2014	1/6/2014	3/6/2014	2/24/2014	4/24/2014	1/6/2014	2/4/2014	2/24/2014	3/25/2014
1/7/2014	2/20/2014	2/25/2014	4/10/2014	1/7/2014	3/7/2014	2/25/2014	4/25/2014	1/7/2014	2/5/2014	2/25/2014	3/26/2014
1/8/2014	2/21/2014	2/26/2014	4/11/2014	1/8/2014	3/10/2014*	2/26/2014	4/28/2014*	1/8/2014	2/6/2014	2/26/2014	3/27/2014
1/9/2014	2/24/2014*	2/27/2014	4/14/2014*	1/9/2014	3/10/2014*	2/27/2014	4/28/2014*	1/9/2014	2/7/2014	2/27/2014	3/28/2014
1/10/2014	2/24/2014*	2/28/2014	4/14/2014*	1/10/2014	3/10/2014	2/28/2014	4/28/2014	1/10/2014	2/10/2014*	2/28/2014	3/31/2014*
1/13/2014	2/26/2014	3/3/2014	4/16/2014	1/13/2014	3/13/2014	3/3/2014	5/1/2014	1/13/2014	2/11/2014	3/3/2014	4/1/2014
1/14/2014	2/27/2014	3/4/2014	4/17/2014	1/14/2014	3/14/2014	3/4/2014	5/2/2014	1/14/2014	2/12/2014	3/4/2014	4/2/2014
1/15/2014	2/28/2014	3/5/2014	4/18/2014	1/15/2014	3/17/2014*	3/5/2014	5/5/2014*	1/15/2014	2/13/2014	3/5/2014	4/3/2014
1/16/2014	3/3/2014*	3/6/2014	4/21/2014*	1/16/2014	3/17/2014*	3/6/2014	5/5/2014*	1/16/2014	2/14/2014	3/6/2014	4/4/2014
1/17/2014	3/3/2014*	3/7/2014	4/21/2014*	1/17/2014	3/17/2014	3/7/2014	5/5/2014	1/17/2014	2/18/2014*	3/7/2014	4/7/2014*
Holiday	-----	3/10/2014	4/23/2014	Holiday	-----	3/10/2014	5/8/2014	Holiday	-----	3/10/2014	4/8/2014
1/21/2014	3/6/2014	3/11/2014	4/24/2014	1/21/2014	3/21/2014	3/11/2014	5/9/2014	1/21/2014	2/19/2014	3/11/2014	4/9/2014
1/22/2014	3/7/2014	3/12/2014	4/25/2014	1/22/2014	3/24/2014*	3/12/2014	5/12/2014*	1/22/2014	2/20/2014	3/12/2014	4/10/2014
1/23/2014	3/10/2014*	3/13/2014	4/28/2014*	1/23/2014	3/24/2014*	3/13/2014	5/12/2014*	1/23/2014	2/21/2014	3/13/2014	4/11/2014
1/24/2014	3/10/2014*	3/14/2014	4/28/2014*	1/24/2014	3/24/2014	3/14/2014	5/12/2014	1/24/2014	2/24/2014*	3/14/2014	4/14/2014*
1/27/2014	3/12/2014	3/17/2014	4/30/2014	1/27/2014	3/27/2014	3/17/2014	5/15/2014	1/27/2014	2/25/2014	3/17/2014	4/15/2014
1/28/2014	3/13/2014	3/18/2014	5/1/2014	1/28/2014	3/28/2014	3/18/2014	5/16/2014	1/28/2014	2/26/2014	3/18/2014	4/16/2014
1/29/2014	3/14/2014	3/19/2014	5/2/2014	1/29/2014	3/31/2014*	3/19/2014	5/19/2014*	1/29/2014	2/27/2014	3/19/2014	4/17/2014
1/30/2014	3/17/2014*	3/20/2014	5/5/2014*	1/30/2014	3/31/2014*	3/20/2014	5/19/2014*	1/30/2014	2/28/2014	3/20/2014	4/18/2014
1/31/2014	3/17/2014*	3/21/2014	5/5/2014*	1/31/2014	3/31/2014	3/21/2014	5/19/2014	1/31/2014	3/3/2014*	3/21/2014	4/21/2014*
2/3/2014	3/19/2014	3/24/2014	5/7/2014	2/3/2014	4/3/2014	3/24/2014	5/22/2014	2/3/2014	3/4/2014	3/24/2014	4/22/2014
2/4/2014	3/20/2014	3/25/2014	5/8/2014	2/4/2014	4/4/2014	3/25/2014	5/23/2014	2/4/2014	3/5/2014	3/25/2014	4/23/2014
2/5/2014	3/21/2014	3/26/2014	5/9/2014	2/5/2014	4/7/2014*	3/26/2014	5/27/2014*	2/5/2014	3/6/2014	3/26/2014	4/24/2014
2/6/2014	3/24/2014*	3/27/2014	5/12/2014*	2/6/2014	4/7/2014*	3/27/2014	5/27/2014*	2/6/2014	3/7/2014	3/27/2014	4/25/2014
2/7/2014	3/24/2014*	3/28/2014	5/12/2014*	2/7/2014	4/7/2014	3/28/2014	5/27/2014*	2/7/2014	3/10/2014*	3/28/2014	4/28/2014*
2/10/2014	3/26/2014	3/31/2014	5/14/2014	2/10/2014	4/10/2014	3/31/2014	5/29/2014	2/10/2014	3/11/2014	3/31/2014	4/29/2014
2/11/2014	3/27/2014	4/1/2014	5/15/2014	2/11/2014	4/11/2014	4/1/2014	5/30/2014	2/11/2014	3/12/2014	4/1/2014	4/30/2014
2/12/2014	3/28/2014	4/2/2014	5/16/2014	2/12/2014	4/14/2014*	4/2/2014	6/2/2014*	2/12/2014	3/13/2014	4/2/2014	5/1/2014
2/13/2014	3/31/2014*	4/3/2014	5/19/2014*	2/13/2014	4/14/2014*	4/3/2014	6/2/2014*	2/13/2014	3/14/2014	4/3/2014	5/2/2014
2/14/2014	3/31/2014*	4/4/2014	5/19/2014*	2/14/2014	4/14/2014	4/4/2014	6/2/2014	2/14/2014	3/17/2014*	4/4/2014	5/5/2014*

*Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2014

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
4/7/2014	5/21/2014	Holiday	-----	4/7/2014	6/5/2014	Holiday	-----	4/7/2014	5/6/2014	Holiday	-----
4/8/2014	5/22/2014	5/27/2014	7/10/2014	4/8/2014	6/6/2014	5/27/2014	7/25/2014	4/8/2014	5/7/2014	5/27/2014	6/25/2014
4/9/2014	5/23/2014	5/28/2014	7/11/2014	4/9/2014	6/9/2014*	5/28/2014	7/28/2014*	4/9/2014	5/8/2014	5/28/2014	6/26/2014
4/10/2014	5/27/2014*	5/29/2014	7/14/2014*	4/10/2014	6/9/2014*	5/29/2014	7/28/2014*	4/10/2014	5/9/2014	5/29/2014	6/27/2014
4/11/2014	5/27/2014*	5/30/2014	7/14/2014*	4/11/2014	6/9/2014	5/30/2014	7/28/2014	4/11/2014	5/12/2014*	5/30/2014	6/30/2014*
4/14/2014	5/28/2014	6/2/2014	7/16/2014	4/14/2014	6/12/2014	6/2/2014	7/31/2014	4/14/2014	5/13/2014	6/2/2014	7/1/2014
4/15/2014	5/29/2014	6/3/2014	7/17/2014	4/15/2014	6/13/2014	6/3/2014	8/1/2014	4/15/2014	5/14/2014	6/3/2014	7/2/2014
4/16/2014	5/30/2014	6/4/2014	7/18/2014	4/16/2014	6/16/2014*	6/4/2014	8/4/2014*	4/16/2014	5/15/2014	6/4/2014	7/3/2014
4/17/2014	6/2/2014*	6/5/2014	7/21/2014*	4/17/2014	6/16/2014*	6/5/2014	8/4/2014*	4/17/2014	5/16/2014	6/5/2014	7/7/2014*
4/18/2014	6/2/2014*	6/6/2014	7/21/2014*	4/18/2014	6/16/2014	6/6/2014	8/4/2014	4/18/2014	5/19/2014*	6/6/2014	7/7/2014*
4/21/2014	6/4/2014	6/9/2014	7/23/2014	4/21/2014	6/19/2014	6/9/2014	8/7/2014	4/21/2014	5/20/2014	6/9/2014	7/8/2014
4/22/2014	6/5/2014	6/10/2014	7/24/2014	4/22/2014	6/20/2014	6/10/2014	8/8/2014	4/22/2014	5/21/2014	6/10/2014	7/9/2014
4/23/2014	6/6/2014	6/11/2014	7/25/2014	4/23/2014	6/23/2014*	6/11/2014	8/11/2014*	4/23/2014	5/22/2014	6/11/2014	7/10/2014
4/24/2014	6/9/2014*	6/12/2014	7/28/2014*	4/24/2014	6/23/2014*	6/12/2014	8/11/2014*	4/24/2014	5/23/2014	6/12/2014	7/11/2014
4/25/2014	6/9/2014*	6/13/2014	7/28/2014*	4/25/2014	6/23/2014	6/13/2014	8/11/2014	4/25/2014	5/27/2014*	6/13/2014	7/14/2014*
4/28/2014	6/11/2014	6/16/2014	7/30/2014	4/28/2014	6/26/2014	6/16/2014	8/14/2014	4/28/2014	5/27/2014	6/16/2014	7/15/2014
4/29/2014	6/12/2014	6/17/2014	7/31/2014	4/29/2014	6/27/2014	6/17/2014	8/15/2014	4/29/2014	5/28/2014	6/17/2014	7/16/2014
4/30/2014	6/13/2014	6/18/2014	8/1/2014	4/30/2014	6/30/2014*	6/18/2014	8/18/2014*	4/30/2014	5/29/2014	6/18/2014	7/17/2014
5/1/2014	6/16/2014*	6/19/2014	8/4/2014*	5/1/2014	6/30/2014*	6/19/2014	8/18/2014*	5/1/2014	5/30/2014	6/19/2014	7/18/2014
5/2/2014	6/16/2014*	6/20/2014	8/4/2014*	5/2/2014	6/30/2014	6/20/2014	8/18/2014	5/2/2014	6/2/2014*	6/20/2014	7/21/2014*
5/5/2014	6/18/2014	6/23/2014	8/6/2014	5/5/2014	7/3/2014	6/23/2014	8/21/2014	5/5/2014	6/3/2014	6/23/2014	7/22/2014
5/6/2014	6/19/2014	6/24/2014	8/7/2014	5/6/2014	7/7/2014*	6/24/2014	8/22/2014	5/6/2014	6/4/2014	6/24/2014	7/23/2014
5/7/2014	6/20/2014	6/25/2014	8/8/2014	5/7/2014	7/7/2014*	6/25/2014	8/25/2014*	5/7/2014	6/5/2014	6/25/2014	7/24/2014
5/8/2014	6/23/2014*	6/26/2014	8/11/2014*	5/8/2014	7/7/2014*	6/26/2014	8/25/2014*	5/8/2014	6/6/2014	6/26/2014	7/25/2014
5/9/2014	6/23/2014*	6/27/2014	8/11/2014*	5/9/2014	7/7/2014	6/27/2014	8/25/2014	5/9/2014	6/9/2014*	6/27/2014	7/28/2014*
5/12/2014	6/25/2014	6/30/2014	8/13/2014	5/12/2014	7/10/2014	6/30/2014	8/28/2014	5/12/2014	6/10/2014	6/30/2014	7/29/2014
5/13/2014	6/26/2014			5/13/2014	7/11/2014			5/13/2014	6/11/2014		
5/14/2014	6/27/2014			5/14/2014	7/14/2014*			5/14/2014	6/12/2014		
5/15/2014	6/30/2014*			5/15/2014	7/14/2014*			5/15/2014	6/13/2014		
5/16/2014	6/30/2014*			5/16/2014	7/14/2014			5/16/2014	6/16/2014*		
5/19/2014	7/2/2014			5/19/2014	7/17/2014			5/19/2014	6/17/2014		
5/20/2014	7/3/2014			5/20/2014	7/18/2014			5/20/2014	6/18/2014		
5/21/2014	7/7/2014*			5/21/2014	7/21/2014*			5/21/2014	6/19/2014		
5/22/2014	7/7/2014*			5/22/2014	7/21/2014*			5/22/2014	6/20/2014		
5/23/2014	7/7/2014*			5/23/2014	7/21/2014			5/23/2014	6/23/2014*		

*Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

Recurring Roll Deadline Schedule January – June 2014

DIGIT	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	12/23	1/8	1/22	2/5	2/19	3/6	3/24	4/7	4/21	5/5	5/20	6/4
1	12/26	1/9	1/23	2/6	2/20	3/7	3/25	4/8	4/22	5/6	5/21	6/5
2	12/27	1/9	1/24	2/7	2/21	3/10	3/26	4/9	4/23	5/7	5/22	6/6
3	12/30	1/10	1/27	2/10	2/24	3/11	3/27	4/10	4/24	5/8	5/23	6/9
4	1/2	1/13	1/28	2/10	2/25	3/12	3/28	4/11	4/25	5/9	5/27	6/10
5	1/2	1/14	1/29	2/11	2/26	3/13	3/31	4/14	4/28	5/12	5/28	6/12
6	1/3	1/14	1/30	2/12	2/27	3/17	4/1	4/15	4/29	5/13	5/29	6/13
7	1/6	1/15	1/31	2/13	2/28	3/18	4/2	4/16	4/30	5/14	5/30	6/17
8	1/6	1/16	2/3	2/13	3/3	3/19	4/3	4/17	5/1	5/15	6/2	6/18
9	1/7	1/17	2/4	2/14	3/4	3/20	4/4	4/18	5/2	5/16	6/3	6/19

Check Replacement Schedule January – June 2014

Toe Digit	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/10	1/27	2/10	2/25	3/11	3/25	4/8	4/22	5/6	5/20	6/4	6/18
1	1/13	1/28	2/11	2/26	3/12	3/26	4/9	4/23	5/7	5/21	6/5	6/19
2	1/14	1/29	2/12	2/27	3/13	3/27	4/10	4/24	5/8	5/22	6/6	6/20
3	1/15	1/30	2/13	2/28	3/14	3/28	4/11	4/25	5/9	5/23	6/9	6/23
4	1/16	1/31	2/14	3/3	3/17	3/31	4/14	4/28	5/12	5/27	6/10	6/24
5	1/17	2/3	2/18	3/4	3/18	4/1	4/15	4/29	5/13	5/28	6/11	6/25
6	1/21	2/4	2/19	3/5	3/19	4/2	4/16	4/30	5/14	5/29	6/12	6/26
7	1/22	2/5	2/20	3/6	3/20	4/3	4/17	5/1	5/15	5/30	6/13	6/27
8	1/23	2/6	2/21	3/7	3/21	4/4	4/18	5/2	5/16	6/2	6/16	6/30
9	1/24	2/7	2/24	3/10	3/24	4/7	4/21	5/5	5/19	6/3	6/17	7/1

NCA SNAP Toe Digit Deadline Schedule January - June 2014

DIGIT	January	February	March	April	May	June
0	12/23	1/22	2/19	3/24	4/21	5/20
1	12/26	1/23	2/20	3/25	4/22	5/21
2	12/27	1/24	2/21	3/26	4/23	5/22
3	12/30	1/27	2/24	3/27	4/24	5/23
4	1/2	1/28	2/25	3/28	4/25	5/27
5	1/2	1/29	2/26	3/31	4/28	5/28
6	1/3	1/30	2/27	4/1	4/29	5/29
7	1/6	1/31	2/28	4/2	4/30	5/30
8	1/6	2/3	3/3	4/3	5/1	6/2
9	1/7	2/4	3/4	4/4	5/2	6/3

Note: The Toe digit is the last digit in your case number.

Family Assistance and Non Cash Assistance Supplemental Nutritional Assistance Program (NCA SNAP) Application Timeliness Schedule January – June 2014

File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date
-----	-----	2/10	3/6	3/24	4/17	5/5	5/29	6/16	7/10
-----	-----	2/11	3/7	3/25	4/18	5/6	5/30	6/17	7/11
Holiday	-----	2/12	3/7*	3/26	4/18*	5/7	5/30*	6/18	7/11*
1/2	1/24*	2/13	3/7*	3/27	4/18*	5/8	5/30*	6/19	7/11*
1/3	1/27	2/14	3/10	3/28	4/21	5/9	6/2	6/20	7/14
1/4**	1/28	2/15**	3/11	3/29**	4/22	5/10**	6/3	6/21**	7/15
1/6	1/30	Holiday	-----	3/31	4/24	5/12	6/5	6/23	7/17
1/7	1/31	2/18	3/14	4/1	4/25	5/13	6/6	6/24	7/18
1/8	1/31*	2/19	3/14*	4/2	4/25*	5/14	6/6*	6/25	7/18*
1/9	1/31*	2/20	3/14*	4/3	4/25*	5/15	6/6*	6/26	7/18*
1/10	2/3	2/21	3/17	4/4	4/28	5/16	6/9	6/27	7/21
1/11**	2/4	2/22**	3/18	4/5**	4/29	5/17**	6/10	6/28**	7/22
1/13	2/6	2/24	3/20	4/7	5/1	5/19	6/12	6/30	7/24
1/14	2/7	2/25	3/21	4/8	5/2	5/20	6/13	-----	-----
1/15	2/7*	2/26	3/21*	4/9	5/2*	5/21	6/13*	-----	-----
1/16	2/7*	2/27	3/21*	4/10	5/2*	5/22	6/13*	-----	-----
1/17	2/10	2/28	3/24	4/11	5/5	5/23	6/16	-----	-----
1/18**	2/11	3/1**	3/25	4/12**	5/6	5/24**	6/17	-----	-----
Holiday	-----	3/3	3/27	4/14	5/8	Holiday	-----	-----	-----
1/21	2/14	3/4	3/28	4/15	5/9	5/27	6/20	-----	-----
1/22	2/14*	3/5	3/28*	4/16	5/9*	5/28	6/20*	-----	-----
1/23	2/14*	3/6	3/28*	4/17	5/9*	5/29	6/20*	-----	-----
1/24	2/14*	3/7	3/31	4/18	5/12	5/30	6/23	-----	-----
1/25**	2/18	3/8**	4/1	4/19**	5/13	5/31**	6/24	-----	-----
1/27	2/20	3/10	4/3	4/21	5/15	6/2	6/26	-----	-----
1/28	2/21	3/11	4/4	4/22	5/16	6/3	6/27	-----	-----
1/29	2/21*	3/12	4/4*	4/23	5/16*	6/4	6/27*	-----	-----
1/30	2/21*	3/13	4/4*	4/24	5/16*	6/5	6/27*	-----	-----
1/31	2/24	3/14	4/7	4/25	5/19	6/6	6/30	-----	-----
2/1**	2/25	3/15**	4/8	4/26**	5/20	6/7**	7/1	-----	-----
2/3	2/27	3/17	4/10	4/28	5/22	6/9	7/3	-----	-----
2/4	2/28	3/18	4/11	4/29	5/23	6/10	7/3*	-----	-----
2/5	2/28*	3/19	4/11*	4/30	5/23*	6/11	7/3*	-----	-----
2/6	2/28*	3/20	4/11*	5/1	5/23*	6/12	7/3*	-----	-----
2/7	3/3	3/21	4/14	5/2	5/23*	6/13	7/7	-----	-----
2/8**	3/4	3/22**	4/15	5/3**	5/27	6/14**	7/8	-----	-----

*Due dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

**Some NCA SNAP locations are open on Saturday for applications.

Safety Net Assistance Application Timeliness Schedule January – June 2014

January			February			March		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
-----	-----	-----	2/3/2014	2/27/2014	3/19/2014	3/3/2014	3/27/2014	4/16/2014
-----	-----	-----	2/4/2014	2/28/2014	3/20/2014	3/4/2014	3/28/2014	4/17/2014
Holiday	-----	-----	2/5/2014	2/28/2014*	3/21/2014	3/5/2014	3/28/2014*	4/18/2014
1/2/2014	1/24/2014*	2/15/2014	2/6/2014	2/28/2014*	3/22/2014	3/6/2014	3/28/2014*	4/19/2014
1/3/2014	1/27/2014	2/16/2014	2/7/2014	3/3/2014	3/23/2014	3/7/2014	3/31/2014	4/20/2014
1/6/2014	1/30/2014	2/19/2014	2/10/2014	3/6/2014	3/26/2014	3/10/2014	4/3/2014	4/23/2014
1/7/2014	1/31/2014	2/20/2014	2/11/2014	3/7/2014	3/27/2014	3/11/2014	4/4/2014	4/24/2014
1/8/2014	1/31/2014*	2/21/2014	2/12/2014	3/7/2014*	3/28/2014	3/12/2014	4/4/2014*	4/25/2014
1/9/2014	1/31/2014*	2/22/2014	2/13/2014	3/7/2014*	3/29/2014	3/13/2014	4/4/2014*	4/26/2014
1/10/2014	2/3/2014	2/23/2014	2/14/2014	3/10/2014	3/30/2014	3/14/2014	4/7/2014	4/27/2014
1/13/2014	2/6/2014	2/26/2014	Holiday	-----	-----	3/17/2014	4/10/2014	4/30/2014
1/14/2014	2/7/2014	2/27/2014	2/18/2014	3/14/2014	4/3/2014	3/18/2014	4/11/2014	5/1/2014
1/15/2014	2/7/2014*	2/28/2014	2/19/2014	3/14/2014*	4/4/2014	3/19/2014	4/11/2014*	5/2/2014
1/16/2014	2/7/2014*	3/1/2014	2/20/2014	3/14/2014*	4/5/2014	3/20/2014	4/11/2014*	5/3/2014
1/17/2014	2/10/2014	3/2/2014	2/21/2014	3/17/2014	4/6/2014	3/21/2014	4/14/2014	5/4/2014
Holiday	-----	-----	2/24/2014	3/20/2014	4/9/2014	3/24/2014	4/17/2014	5/7/2014
1/21/2014	2/14/2014	3/6/2014	2/25/2014	3/21/2014	4/10/2014	3/25/2014	4/18/2014	5/8/2014
1/22/2014	2/14/2014*	3/7/2014	2/26/2014	3/21/2014*	4/11/2014	3/26/2014	4/18/2014*	5/9/2014
1/23/2014	2/14/2014*	3/8/2014	2/27/2014	3/21/2014*	4/12/2014	3/27/2014	4/18/2014*	5/10/2014
1/24/2014	2/14/2014*	3/9/2014	2/28/2014	3/24/2014	4/13/2014	3/28/2014	4/21/2014	5/11/2014
1/27/2014	2/20/2014	3/12/2014	-----	-----	-----	3/31/2014	4/24/2014	5/14/2014
1/28/2014	2/21/2014	3/13/2014	-----	-----	-----	-----	-----	-----
1/29/2014	2/21/2014*	3/14/2014	-----	-----	-----	-----	-----	-----
1/30/2014	2/21/2014*	3/15/2014	-----	-----	-----	-----	-----	-----
1/31/2014	2/24/2014	3/16/2014	-----	-----	-----	-----	-----	-----

* Decision dates that fall on a Saturday, Sunday or holidays are listed for the preceding workday.

Safety Net Assistance Application Timeliness Schedule January – June 2014

April			May			June		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
-----	-----	-----	-----	-----	-----	6/2/2014	6/26/2014	7/16/2014
4/1/2014	4/25/2014	5/15/2014	-----	-----	-----	6/3/2014	6/27/2014	7/17/2014
4/2/2014	4/25/2014*	5/16/2014	-----	-----	-----	6/4/2014	6/27/2014*	7/18/2014
4/3/2014	4/25/2014*	5/17/2014	5/1/2014	5/23/2014*	6/14/2014	6/5/2014	6/27/2014*	7/19/2014
4/4/2014	4/28/2014	5/18/2014	5/2/2014	5/23/2014*	6/15/2014	6/6/2014	6/30/2014	7/20/2014
4/7/2014	5/1/2014	5/21/2014	5/5/2014	5/29/2014	6/18/2014	6/9/2014	7/3/2014	7/23/2014
4/8/2014	5/2/2014	5/22/2014	5/6/2014	5/30/2014	6/19/2014	6/10/2014	7/3/2014*	7/24/2014
4/9/2014	5/2/2014*	5/23/2014	5/7/2014	5/30/2014*	6/20/2014	6/11/2014	7/3/2014*	7/25/2014
4/10/2014	5/2/2014*	5/24/2014	5/8/2014	5/30/2014*	6/21/2014	6/12/2014	7/3/2014*	7/26/2014
4/11/2014	5/5/2014	5/25/2014	5/9/2014	6/2/2014	6/22/2014	6/13/2014	7/7/2014	7/27/2014
4/14/2014	5/8/2014	5/28/2014	5/12/2014	6/5/2014	6/25/2014	6/16/2014	7/10/2014	7/30/2014
4/15/2014	5/9/2014	5/29/2014	5/13/2014	6/6/2014	6/26/2014	6/17/2014	7/11/2014	7/31/2014
4/16/2014	5/9/2014*	5/30/2014	5/14/2014	6/6/2014*	6/27/2014	6/18/2014	7/11/2014*	8/1/2014
4/17/2014	5/9/2014*	5/31/2014	5/15/2014	6/6/2014*	6/28/2014	6/19/2014	7/11/2014*	8/2/2014
4/18/2014	5/12/2014	6/1/2014	5/16/2014	6/9/2014	6/29/2014	6/20/2014	7/14/2014	8/3/2014
4/21/2014	5/15/2014	6/4/2014	5/19/2014	6/12/2014	7/2/2014	6/23/2014	7/17/2014	8/6/2014
4/22/2014	5/16/2014	6/5/2014	5/20/2014	6/13/2014	7/3/2014	6/24/2014	7/18/2014	8/7/2014
4/23/2014	5/16/2014*	6/6/2014	5/21/2014	6/13/2014*	7/4/2014	6/25/2014	7/18/2014*	8/8/2014
4/24/2014	5/16/2014*	6/7/2014	5/22/2014	6/13/2014*	7/5/2014	6/26/2014	7/18/2014*	8/9/2014
4/25/2014	5/19/2014	6/8/2014	5/23/2014	6/16/2014	7/6/2014	6/27/2014	7/21/2014	8/10/2014
4/28/2014	5/22/2014	6/11/2014	Holiday	-----	-----	6/30/2014	7/24/2014	8/13/2014
4/29/2014	5/23/2014	6/12/2014	5/27/2014	6/20/2014	7/10/2014	-----	-----	-----
4/30/2014	5/23/2014*	6/13/2014	5/28/2014	6/20/2014*	7/11/2014	-----	-----	-----
-----	-----	-----	5/29/2014	6/20/2014*	7/12/2014	-----	-----	-----
-----	-----	-----	5/30/2014	6/23/2014	7/13/2014	-----	-----	-----

* Decision dates that fall on a Saturday, Sunday or holidays are listed for the preceding workday.

Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide

Instructions for Entering Certification Periods on Forms LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

Forms **LDSS-4013A NYC/LDSS-4013B NYC** and **LDSS-4014A NYC/LDSS-4014B NYC** will automatically be generated by the Client Notices System (CNS). A manual notice is required if the Worker suppresses this notice by entering an **A, T** or **1** in the **M3e** field of the TAD.

If a manual notice is required for a case that is being accepted or recertified:

- Prepare either Forms **LDSS-4013A NYC** and **LDSS-4013B NYC** (case acceptances) or Forms **LDSS-4014A NYC** and **LDSS-4014B NYC** (recertifications).
 - For recertifications, even if there is no change, check the "continue" box and indicate the current grant amount for Cash Assistance and SNAP.
- Using the tables below, enter the participant's certification period for Cash Assistance and SNAP.
- On Forms **LDSS-4013A NYC** and **LDSS-4013B NYC**, enter the certification information on the line "Accepted for the period from _____ to _____."
- On Forms **LDSS-4014A NYC** and **LDSS-4014B NYC**, enter the certification information on the line "Recertified for the period from _____ to _____."
- Sign your name legibly and enter the date.
- Be sure to enter the Fair Hearing and Conference (FH&C) Unit telephone number of your Center in the space to the right of the participant's name and address.

Instructions for Entering SNAP Expiration Date on the Notice of Recertification Appointment (W-908T) Form

- For recertification, refer to the line indicating the date (month/year) of the recertification schedule (**WINRO32/WINRO32X**) on which the participant's name appears.
- Enter the SNAP benefits expiration date from column 2 on the designated line in the "SNAP Benefits" section of the **W-908T** form.

Recertifications and Cases Reopened Using Undercare Subsystem

Enter appropriate "From" and "To" dates on forms
LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

1 Recertification Schedule Date WINRO32, WINRO32X	2 SNAP Benefits Expire	3 FROM Next Certification Period Begins ("From" Date)	TO Next Certification Period Ends ("To" Date)		
			4 Low-Risk Cases (One Year)	5 Earned Income and HIV/AIDS Services Administration (HASA) Cases Only (Six Months)	6 All Adults are Aged/Disabled (Two Years)
January 2014	2/28/2014	3/1/2014	2/28/2015	8/31/2014	2/29/2016
February 2014	3/31/2014	4/1/2014	3/31/2015	9/30/2014	3/31/2016
March 2014	4/30/2014	5/1/2014	4/30/2015	10/31/2014	4/30/2016
April 2014	5/31/2014	6/1/2014	5/31/2015	11/30/2014	5/31/2016
May 2014	6/30/2014	7/1/2014	6/30/2015	12/31/2014	6/30/2016
June 2014	7/31/2014	8/1/2014	7/31/2015	1/31/2015	7/31/2016
July 2014	8/31/2014	9/1/2014	8/31/2015	2/28/2015	8/31/2016
August 2014	9/30/2014	10/1/2014	9/30/2015	3/31/2015	9/30/2016
September 2014	10/31/2014	11/1/2014	10/31/2015	4/30/2015	10/31/2016
October 2014	11/30/2014	12/1/2014	11/30/2015	5/31/2015	11/30/2016
November 2014	12/31/2014	1/1/2015	12/31/2015	6/30/2015	12/31/2016
December 2014	1/31/2015	2/1/2015	1/31/2016	7/31/2015	1/31/2017

Cash Assistance, Medical Assistance, and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide (Continued)

Enter appropriate "From" and "To" dates on forms LDSS-4013A NYC/ LDSS-4013B NYC and LDSS-3152 NYC		
New Acceptance and Cases Reopened Using the Eligibility Subsystem		
7	8	9
Month of Acceptance	FROM Certification Period Begins ("From" Date)	TO Certification Period Ends ("To" Date)
January 2014	1*/2014	6/30/2014
February 2014	2*/2014	7/31/2014
March 2014	3*/2014	8/31/2014
April 2014	4*/2014	9/30/2014
May 2014	5*/2014	10/31/2014
June 2014	6*/2014	11/30/2014
July 2014	7*/2014	12/31/2014
August 2014	8*/2014	1/31/2015
September 2014	9*/2014	2/28/2015
October 2014	10*/2014	3/31/2015
November 2014	11*/2014	4/30/2015
December 2014	12*/2014	5/31/2015

* SNAP Application filing date