

FAMILY INDEPENDENCE ADMINISTRATION


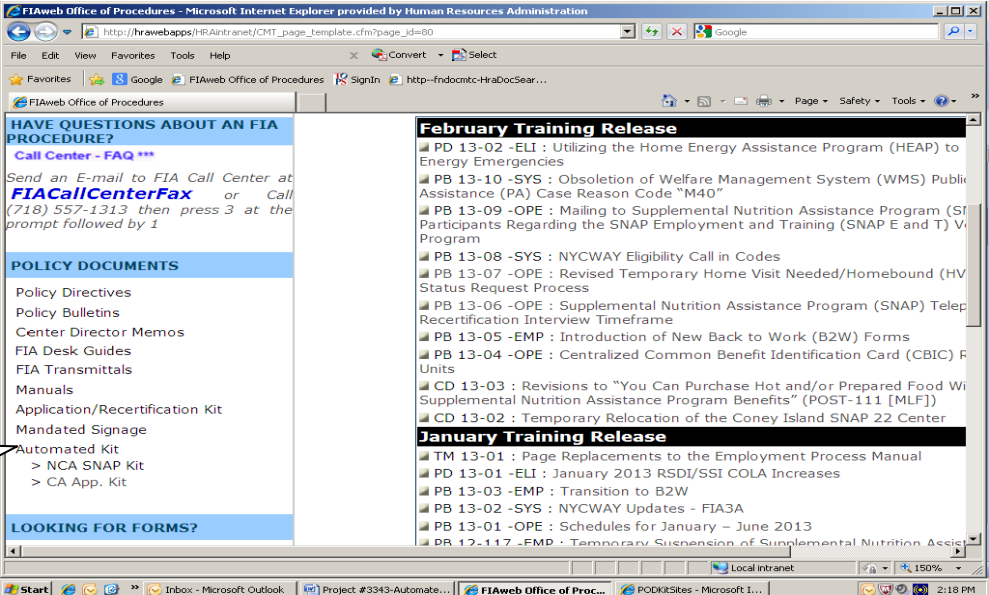
Matthew Brune, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #13-18-SYS

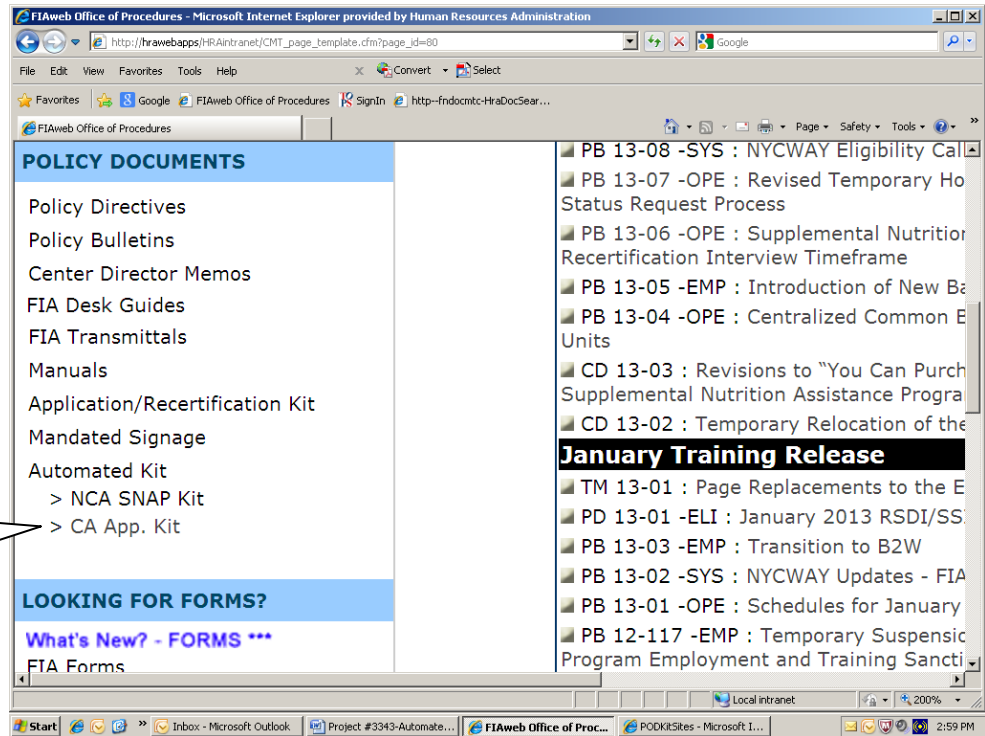
NEW AUTO PRINT APPLICATION KIT FOR JOB CENTERS

<p>Date: March 8, 2013</p>	<p>Subtopic: Systems</p>
<p> This procedure can now be accessed on the FIAWeb.</p>	<p>The purpose of this Policy Bulletin is to inform the Application Kit Unit (AKU) and Job Center staff that a Cash Assistance (CA) Application Kit link has been added to the Office of Procedures Homepage on the FIAWeb, thus enabling the automatic printing (in all mandated languages) of all forms mandated for inclusion in the CA Application Kit.</p> <p>The AKU staff is responsible for printing only the English and Spanish language forms mandated for inclusion in the CA Application Kit, while the Job Center Directors' Designees will be responsible for printing the mandated forms in the other five languages. Designated staff must access the Automated Kit link on the "Policy Documents" section of the Office of Procedures Homepage on the FIAWeb:</p>  <p>Automated Kit link.</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 CA Application Kit forms click on the **CA App. Kit** link (shown below).

CA App. Kit
link

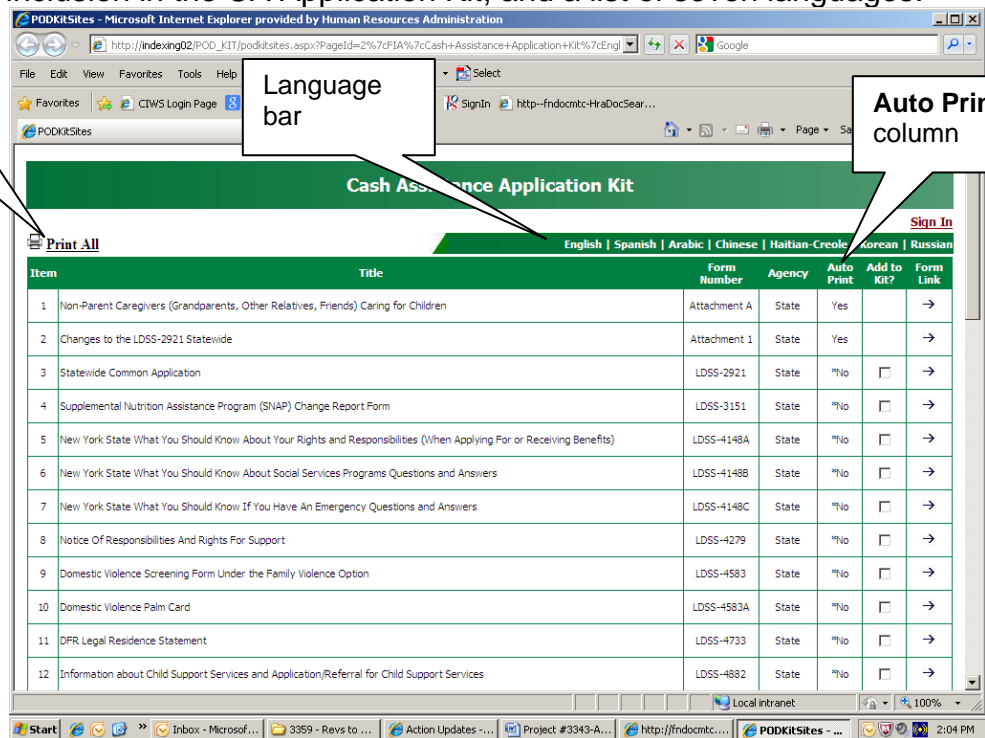


This will open a new screen showing all forms mandated for inclusion in the CA Application Kit, and a list of seven languages:


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

Language
bar

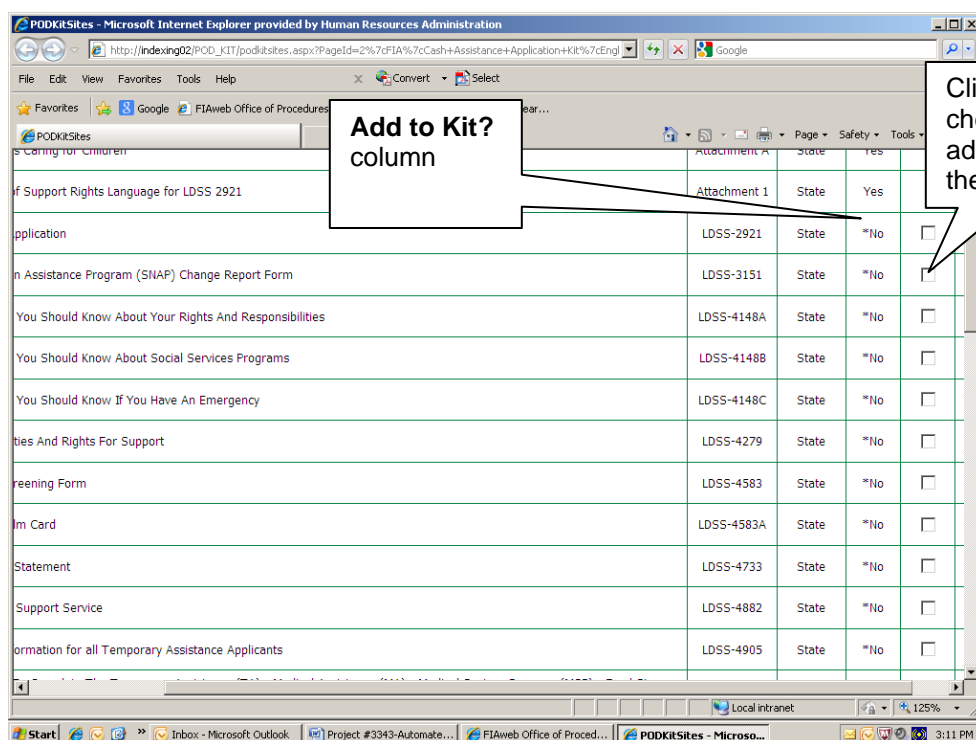
Auto Print
column



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.
- The New York State LDSS Forms and the Language Questionnaire (**W-680FF**) form which are marked with a ***No** will not automatically print (the asterisk references a footnote stating that these forms must be manually printed and inserted into the kits). 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** (bottom right of screen).

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



 **Merge & Print Selected**

*** Must be manually printed and inserted into the kits**

The following forms which are usually handed to the applicant in person will not automatically print:

- **LDSS-2921** Statewide Common Application;
- **LDSS-3151** Supplemental Nutrition Assistance Program (SNAP) Change Report Form;

- **LDSS-4148A** New York State What You Should Know About Your Rights And Responsibilities;
- **LDSS-4148B** New York State What You Should Know About Social Services Programs;
- **LDSS-4148C** New York State What You Should Know If You Have an Emergency;
- **LDSS-4279** Notice of Responsibilities and Rights for Support;
- **LDSS-4583** Domestic Violence Palm Card;
- **LDSS-4583A** Domestic Violence Screening Form;
- **LDSS-4733** DFR Legal Residence Statement;
- **LDSS-4822** Information for Child Support Service;
- **LDSS-4905** Domestic Violence Information for all Temporary Assistance Applicants; and
- **W-680FF** Language Questionnaire

Effective Immediately