



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN # 13-34-OPE

FORM FIA-1094 IMPORTANT NOTICE ABOUT YOUR CASH ASSISTANCE CASE

Date: April 15, 2013	Subtopic: Mailing
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that a recent review of Agency mailings indicated that certain Cash Assistance (CA) recipients may not have received an appointment notice at a Job Center or with a Vendor. In order to correct the mistake, the Agency is reopening all such cases that may have been closed or lifting any sanctions that may have been imposed in error.</p> <p>Management Information Systems (MIS) sent CA participants an Important Notice Regarding Your Cash Assistance Case (FIA-1094) advising them that they may have received a notice stating that their CA case would be closed or sanctioned due to a failure to keep a mandatory Job Center or Vendor appointment, and explaining the case reopening and/or sanction deletion.</p> <p>Participants who missed benefits will receive a separate letter explaining which benefits will be replaced. The Special Project Center will process these cases.</p> <p>If participants come to a Job Center to inquire about their case, Workers should advise them to call (212) 331-4909, the Special Project Center's telephone number listed on Form FIA-1094.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>FIA 1094 (E-S) Important Notice Regarding Your Cash Assistance Case.</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

Date: _____
Case Number: _____
Case Name: _____

Important Notice Regarding Your Cash Assistance Case

You may have recently received a notice that your cash assistance case would be closed or sanctioned because of your failure to keep an appointment with _____ on _____. A recent review indicates that you might not have received the original appointment notice. To correct this mistake, we are reopening your case and are deleting any sanction that may have been imposed. We will also restore any benefits you may have missed as a result of the closing or sanction.

WHAT HAPPENS NEXT?

You **DO NOT** have to request a fair hearing to request a review of the closing or sanction.

If you are entitled to any missed benefits, we will send you a separate letter explaining how much is owed to you and when the benefits will be available.

If you have any questions, please call **(212) 331-4909**.

Aviso Importante Respecto a su Caso de Asistencia en Efectivo

Puede ser que recientemente usted haya recibido un aviso indicando que su caso de Asistencia en Efectivo se cerraría o sería sancionado a raíz de su incumplimiento de una cita con _____. Una revisión reciente indica que puede ser que usted no haya recibido el aviso original de la cita. Para corregir este error, vamos a reabrir su caso y eliminar cualquier sanción que se le haya impuesto. Además, se le restaurarán cualesquier beneficios que le hayan faltado como resultado del cierre o la sanción.

¿CUÁL ES EL PRÓXIMO PASO?

Usted **NO** tiene que pedir una Audiencia Imparcial para pedir una revisión del cierre o de la sanción.

Si usted tiene derecho a cualquier beneficio que le haga falta, nosotros le enviaremos a usted una carta por separado que le explique cuánto se le deba y cuándo estarán disponibles los beneficios.

Si tiene cualquier pregunta, llame al **(212) 331-4909**.