



# FAMILY INDEPENDENCE ADMINISTRATION


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## POLICY BULLETIN #13-98-OPE (This Policy Bulletin Replaces PB #13-47-OPE)

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

| <p><b>Date:</b><br/>November 6, 2013</p>   | <p><b>Subtopic:</b><br/>Forms</p>   |
|--|---|
| <p> This procedure can now be accessed on the FIAweb.</p> <p>In Job Centers, only Specialized JOS should be handling cases involving a noncitizen other than LPRs with more than five years in that status.</p> | <p>The purpose of this policy bulletin is to announce that the Inter-Agency Date of Status (DOS) and Date Entered Country (DEC) Transmittal (<b>W-200B</b>) Form has been revised to:</p> <ul style="list-style-type: none"> <li>• Make clear that the Worker’s and Supervisor’s first and last name must be printed; and</li> <li>• 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 <b>W-200B</b>.</li> </ul> <p>Form <b>W-200B</b> 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 current month and/or year. A <b>W-200B</b> is not required when changing the day of the month (the 1st to the 31<sup>st</sup>) in the DEC and/or DOS fields.</p> <p>The <b>W-200B</b> 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 <b>H</b>) 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 <b>W-200B</b> would be needed to change the ACI code from <b>H</b> (Cuban Haitian Entrant) to <b>O</b> (PRUCOL).</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

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.**

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](#)

**Attachment:**

 Please use Print on Demand to obtain copies of forms.

|                     |   |
|---------------------|---|
| <b>Attachment A</b> | Guidelines for Completion and Submission of the <b>W-200B</b>                                     |
| <b>W-200B</b>       | Inter-Agency Date of Status (DOS) and Date Entered Country (DEC) Transmittal Form (Rev. 11/06/13) |

## 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) need to be changed to an earlier 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 number)
- New DOS, New DEC (only if the change is to a more current 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)<sup>1</sup> and Date Entered Country (DEC)<sup>2</sup> Transmittal Form

**Please print all information clearly and include all documentation to support the request to change the DOS or DEC to a later 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): \_\_\_\_\_

**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:

Print Last Name First Name

Telephone Number: \_\_\_\_\_

#### 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.