



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #14-12-OPE

BUREAU OF ELIGIBILITY VERIFICATION (BEV) REFERRALS

Date: February 3, 2014	Subtopic(s): Eligibility
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PB #04-06-ELI for applicants applying for EAA, the Temporary Assistance Source Book (TASB) Chapter 3, Section I (4) for Non Legally Responsible payee income/resource verification, and PD #09-31-ELI for Congregate care case processing.</p> <p>See PD #10-34-ELI for CA cases closed under 30 days.</p>	<p>Purpose:</p> <p>The purpose of this policy bulletin is to remind Job Center staff when to refer applicants/reapplicants to the Bureau of Eligibility Verification (BEV).</p> <p><u>Applicants</u></p> <p>Persons applying for Family Assistance (FA), Safety Net Assistance (SNA), Emergency Assistance for Families (EAF), or Emergency Safety Net Assistance (ESNA), including payee cases, must be referred to BEV for an interview as part of the Cash Assistance (CA) eligibility determination process.</p> <p>Note: Individuals applying for Emergency Assistance for Adults (EAA), Non Legally Responsible payees, and persons residing in Congregate care facilities must <u>not</u> be referred to BEV.</p> <p><u>Reapplicants</u></p> <p>CA reapplicants with cases closed for <u>more</u> than 30 days must reapply in accordance with current procedure, comply with all eligibility requirements and be referred to BEV in order to receive CA.</p> <p>CA reapplicants with cases closed for <u>less</u> than 30 days do not need to be referred to BEV if all of the following conditions are met:</p> <ul style="list-style-type: none"> • BEV has provided an eligibility determination report (within 60 days) indicating that the reapplicant is eligible.

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

- The reapplicant was rejected (**RJ**) for a non-BEV related reason.
- Reapplication is within 30 days of the original filing date with no change in the applicant’s financial situation, family size or address.

See [PB #10-34-SYS](#)
 POS Release Notes
 Version 14.1.1

Cases closed in error under 30 days do not require a new application registration.

The Paperless Office System (POS) will make the above assessment and determine if a BEV referral is required.

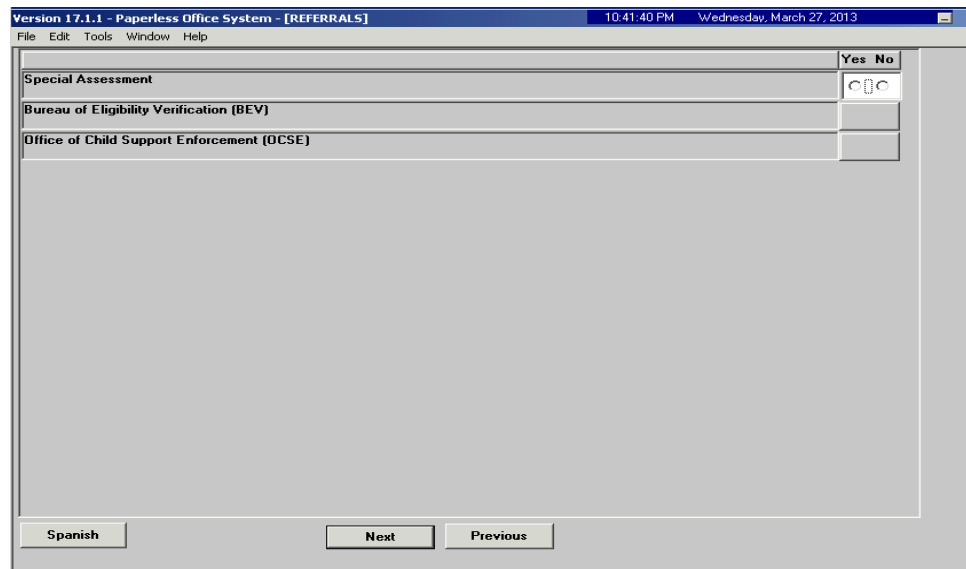
Cases that were closed in error or that have received a Fair Hearing (FH) Aid to Continue (ATC) or decision in the applicant’s/participant’s favor, must be reopened without requiring that the applicant/participant comply with BEV. To accurately identify cases opened based on the above reasons, staff must ensure that cases closed in error are reopened using Opening Code **Y42** (Closed in Error) in the “REOP” activity in POS. Cases granted ATC must be reopened in the in the Undercare subsystem by using Opening Code **Y43** (Aid to Continue). The file date for cases closed in error or granted ATC is backdated to the day after the case closed.

See [PB #13-37-SYS](#) for making a BEV referral in POS

Making a BEV Referral in POS

When using POS, the JOS/Worker can schedule in-office and field visit BEV appointments in POS without the need to access the BEV Maintaining, Preparing and Processing Executive Reports (MAPPER) database.

The JOS/Worker must click on the **Show** button for **Bureau of Eligibility Verification (BEV)** in the **Referrals** window within the **CA Application Interview**.



POS will check whether there is an existing appointment for the applicant/reapplicant in the MAPPER database. If an appointment has already been scheduled, the **BEV Referral is required?** field will display “**No**” and the JOS/Worker will be able to exit the window.

BEV Referral window

The JOS/Worker must then answer the following questions:

- Is this case a re-opening due to Fair Hearing, Aid to Continue or agency error?
- Will the case be rejected because the applicant is ineligible for Cash Assistance?

If the answer for either question is “**Yes**”, the **BEV Referral is required?** field will display “**No**” and the JOS/Worker will click OK to exit the window.

If POS determines that an appointment is required, the JOS/Worker must:

- set the appointment to “**In Office**” or “**Field Visit**” as appropriate.
- select the **Case Type** from the drop down menu.
- click the **View/Schedule BEV Appointment** button for the **View/Schedule BEV Appointment** window to appear.

When the **View/Schedule BEV Appointment** window appears, the JOS/Worker must:

- click the **Make a New Appointment** or **Reschedule the Appointment** button

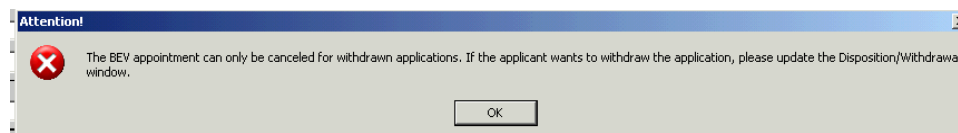
If there is no prior appointment, the **Make a New Appointment** button will be enabled and the **Reschedule the Appointment** and **Cancel the Appointment** buttons will be disabled.

View/Schedule BEV Appointment window with no prior appointment

Job Center staff must **not** cancel BEV appointments unless the applicant withdraws the application.

The **Reschedule the Appointment** feature must only be used if an applicant is present with the JOS/Worker on the same day an original appointment is made. Once the applicant has left the Job Center, he/she must contact the BEV phone bank to reschedule the BEV appointment as indicated on the Notice to Applicant Referral to Bureau of Eligibility Verification (**W-532R**) form.

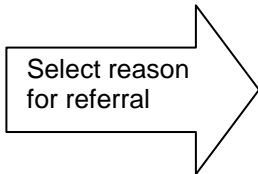
Note: JOS/Workers are **not** to use the **Cancel the Appointment** feature unless the applicant withdraws the application. The following error message will appear if the JOS/Worker clicks the **Cancel the Appointment** button and the case is not marked as a CA application withdrawal:



Once the **Make a New Appointment** or **Reschedule the Appointment** button is selected, POS will display the **BEV Referral Reasons** window. The JOS/Worker must:

- select up to three reason codes, or check the **None of the above** check box if none of the reasons apply.
- click the **OK** button in the **BEV Referral Reasons** window. POS will connect to the BEV MAPPER database to retrieve the available appointments.

Updated **BEV Referral Reasons** window



Instructions: Please select up to 3 BEV codes for each individual scheduled for an appointment. If none of the reasons apply please select "None of the above".

Income/Resources

NYC City employee

Resource file integrations (RFI) hit

Client left workforce within the past ninety (90) days

New Hires Match

Address/Household Composition

Documents or information provided are questionable or inconsistent with application, such as different name used for signature, form

Rent paid to a relative

Moved into country within last six (6) months

P.O. Box is used as a mailing address without a reasonable explanation, e.g., high crime area

Suspected of not residing at given address or four (4) or more address changes within the past twelve (12) months

Unsure of own address

Not primary tenant

Other

Social Security Validation Match is not eight (8).

Client's statement of past maintenance is questionable

Previously active with a spouse or parent, spouse or significant other recently left household

No documentation to verify identity or documentation of identity is questionable

Client states has currently or previously managed by living off the streets or through criminal/illegal activities

Children in household under 6 w/o birth certificate

None of the above

Refer to [PB #13-44-SYS](#) CA POS Release Notes Version 17.1.1.

The **BEV Referral Reasons** window was updated effective April 22, 2013. Refer to **Attachment A** for detailed descriptions on the updated changes to the **BEV Referral Reasons** window.

Note: The updated BEV Referral Reasons correspond to the updated FEDS codes. Refer to **Attachment B** for the current list of FEDS Codes.

All Non-Center #37 cases occur at 253 Schermerhorn Street, Brooklyn, New York 11201.

See [PB #04-87-OPE](#)

In-Office Appointments (Non-Center 37 Cases)

The JOS/Worker must:

- click **OK** to open the **Available Appointments** window.
- click **Primary Appointment** to accept the appointment or click **Change Appointment** and enter the requested date and time.
- click the **Schedule/Reschedule the Appointment** button.

Available Appointments window for in-office appointments

Select **Primary Appointment** or **Change Appointment**.

The earliest available appointment is listed below. To select this appointment, click on the 'Schedule/Reschedule the Appointment' button.

If the applicant requests a different appointment date and time, click on the 'Change Appointment' radio button, enter the requested date and time and click on the 'Schedule/ Reschedule the Appointment' button

To exit the window without scheduling or rescheduling an appointment, click Cancel.

Primary Appointment

Center	Floor	Date	Time	Slots
040	6th	04/03/2013	10:00 AM	0002

Change appointment

Date Time

The Success Message will appear. The JOS/Worker must select **“OK”**.

Instructions:

No active appointment exists for this case. You can make new appointment

Scheduled Date	Scheduled Time	Appt. Type
//		SN

Referral Reasons

Code

Success

In Office BEV Appointment Scheduled.

The **Scheduled Date** and **Scheduled Time** field will be filled in. The JOS/Worker must click “**Done**”.

Scheduled Date and Time filled in.

Instructions:
No active appointment exists for this case. You can make new appointment

Scheduled Date	Scheduled Time	Appt. Type
04/03/2013	10:00 AM	SN

Referral Reasons

Code	BEV Referral Description

Make a New Appointment Reschedule the Appointment Cancel the Appointment Done

The **Appointment Date** and **Time** fields will be updated within the BEV referral window.

Appt. Date and Time fields

Response to Question

Is this a case re-opening due to Fair Hearing, Aid to Continue or agency error? Yes No

Will the case be rejected because the applicant is ineligible for Cash Assistance? Yes No

BEV Referral is required? Yes In Office Field Visit Case Type **New**

View/Schedule BEV Appointment Appointment Date 04/03/2013 Time 10:00 AM Type SN

BEV Response

Recommendation Date 00/00/0000

Recommendation Reason

Document... Scan Comment...

OK Cancel

After scheduling an in-office appointment, the JOS/Worker must:

- open the **Print Forms** window.
- select the **W-532R** form.
- click the **Print** button.

Form **W-532R** will print and a signature capture window will appear. Staff must ensure that the applicant signs Form **W-532R**. The signature will be captured in POS. The applicant must be given Form **W-532R**.

BEV in-office appointments for Center 37 cases occur at One Honeywell Street, Long Island City, New York 11101.

Note: For all BEV referrals, if the signature pad is unavailable, the referrals must be scanned and indexed into the HRA One Viewer.

See [PB #13-37-SYS](#)

In-Office Appointments (Center 37 Cases)

After scheduling an in-office appointment for a case at the East River Job Center (Center #37), the JOS/Worker must:

- open the **Print Forms** window.
- select the Notice to Applicant Referral to Bureau of Eligibility Verification (**W-593Y**) form.
- click the **Print** button.

Form **W-593Y** will print and a signature capture window will appear. Staff must ensure that the applicant signs Form **W-593Y**. The signature will be captured in POS. The applicant must be given Form **W-593Y**.

Field Visit Appointments

The **Available Appointment** window below will appear when the appointment is selected as a **Field Visit** from the **BEV Referral** window.

Available Appointment window for Field Visit Appointments

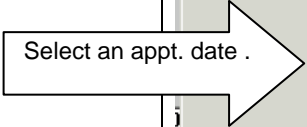
Available Appointments

Instructions:

Please select the acceptable appointment and click 'Schedule/Reschedule the Appointment' button. To clear the selected appointment, click 'Clear'. To exit the window without scheduling or rescheduling an appointment, click 'Cancel'.

Borough	Date (YYYYMMDD)	Slots
BRX	20130404	0010
BRX	20130405	0010
BRX	20130408	0010
BRX	20130409	0010
BRX	20130410	0010
BRX	20130411	0010
BRX	20130412	0010
BRX	20130415	0010

Schedule/Reschedule the Appointment Clear Cancel



After scheduling a field visit appointment, the JOS/Worker must:

- open the **Print Forms** window.
- select the Notice to Applicant Referral to Bureau of Eligibility Verification (**W-523R**) form.
- click the **Print** button.

Form **W-523R** will print.

Scheduling BEV Appointments for Minors through POS

POS can also be used to schedule appointments for minors just as in the MAPPER system.

The JOS/Worker must register the minor as a payee in the beginning of the POS application process. This will allow POS to recognize the minor as a payee and schedule the BEV appointment.

If the minor is not registered as the payee in POS, the following message will be displayed:

“This case is not marked as a payee case. Please update the Individual Details window and the Case Name if the case is a payee case. Update the Individual Details window if the case is not a payee case.”

When this message appears, the JOS/Worker must change the relationship to payee in order to make the appointment.

If necessary, when scheduling minors through the MAPPER system, the JOS/Worker must register the minor as a payee.

Note: If POS is down, the JOS/Worker must schedule the appointment through MAPPER. Once form **W-532R** is generated through MAPPER, the JOS/Worker must:

- ensure that **W-532R** form is signed by the applicant.
- provide a copy of the signed **W-532R** form to the applicant.
- scan and index the original signed **W-532R** form into the case record.

See [PB #13-37-SYS](#)

See [PB #06-171-ELI](#) for information on the scheduling of minors through MAPPER.

See [PB #11-52-SYS](#) for BEV appointment scheduling.

See [PB #13-37-SYS](#) and [PB #10-34-SYS](#) (Attachment C) for more information on scheduling BEV appointments through POS.

The error message states, "There are no slots available for the center. Please contact the Center Director's designated liaison to generate a request for additional slots. See PB #04-76-OPE

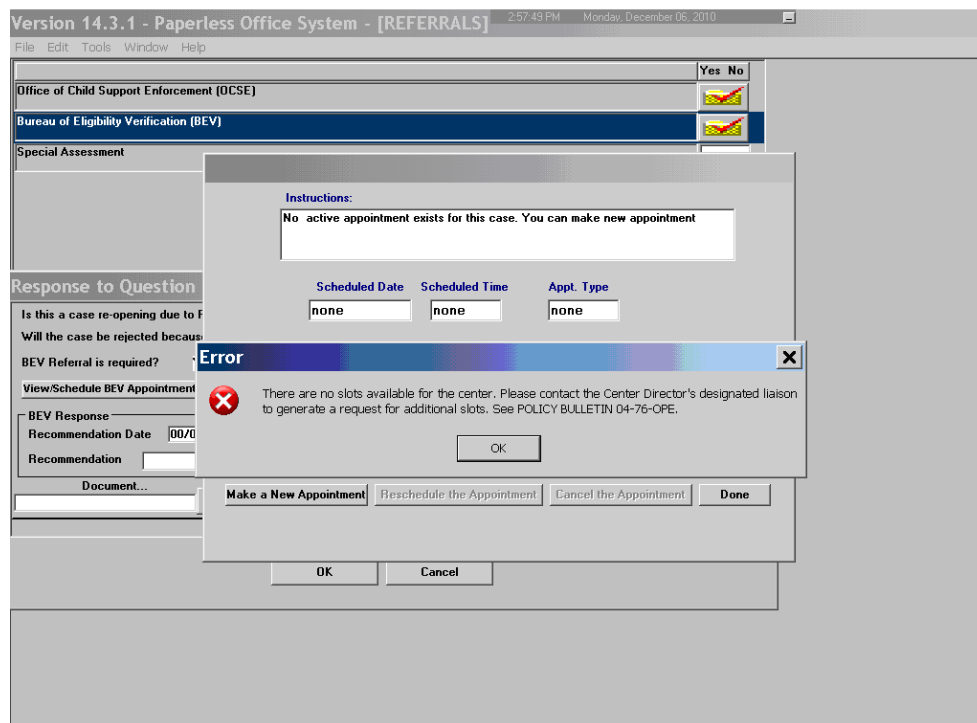
See [PB #04-76-OPE](#) for information on requesting additional BEV appointment slots.

Requesting Additional BEV Appointment slots

Requests for additional slots for Homeless Cases in POS

POS error message for homeless applicants/reapplicants

The following error window is displayed in POS when there are no more BEV office slots available for homeless applicants/reapplicants.



POS – Homeless Case Instructions

When there are no BEV office appointment slots available for homeless cases, the JOS/Worker must contact the Center Director's designated liaison to generate a request for additional BEV office appointment slots. These cases cannot receive home appointments. The request must specify that the slots are for homeless applicants.

Requests for additional slots for Non-Homeless Cases in POS

POS error message for Non-Homeless applicants/reapplicants

The following error message is displayed in POS when there are no more BEV office slots available for non-homeless applicants:

“In-center slots are full. Please schedule a field visit appointment by selecting the appointment type of Field Visit.”

POS – Non-Homeless Case Instructions

When there are no BEV office appointment slots available for non-homeless cases, the JOS/Worker must schedule the case for a BEV home appointment by accessing the “**Response to Question**” window and selecting “**Field Visit**” as the response to the “**BEV Referral is required?**” section. The JOS/Worker must continue to complete the appropriate screens to schedule the BEV home appointment.

Schedule Non Homeless cases for BEV home appointments when BEV office appointments slots are full.

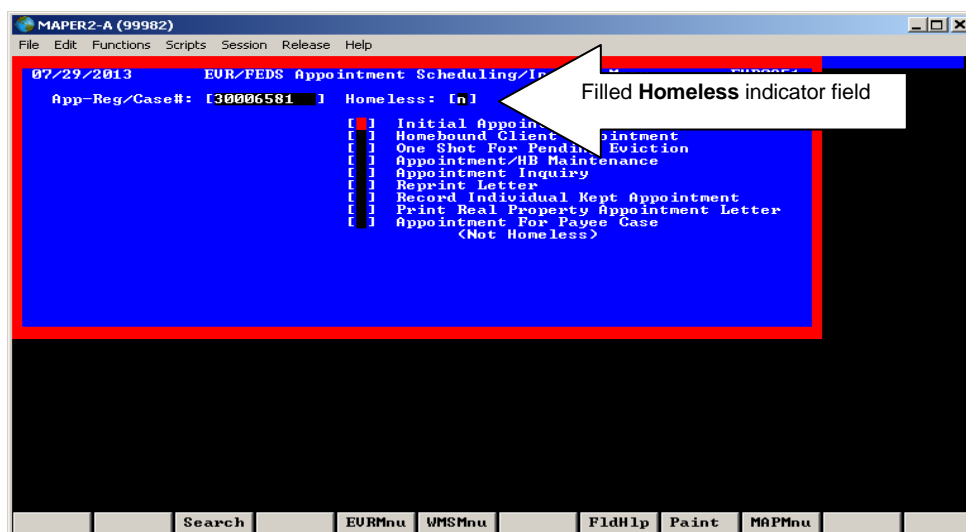
Response to Question window

Important: **MAPPER** is only to be used when POS is unavailable. See [PB #10-35-SYS](#) for reporting system outages.

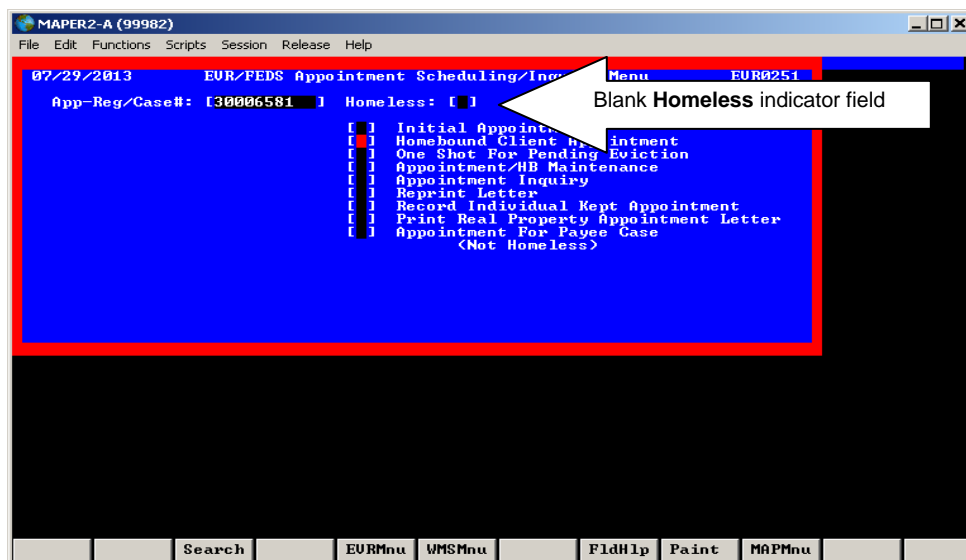
If POS is down, the JOS/Worker must use the Maintaining, Preparing and Processing Executive Reports (MAPPER) system to schedule BEV appointments.

The **EVR/FEDS Appointment Scheduling/Inquiry Menu** screen now has a **Homeless** indicator field. In scheduling a BEV office appointment using the :

- **Initial Appointment** option, the **Homeless** indicator field must be filled. Input **Y** if the applicant is homeless, **N** if not homeless.



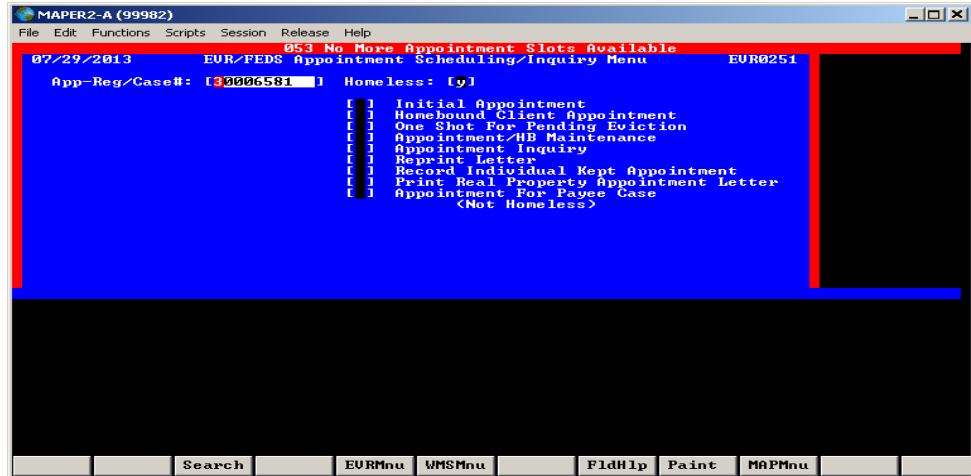
- If the **Homebound Client Appointment** option is selected, the **Homeless** indicator field must be "blank".



MAPPER – Homeless Case Instructions

When there are no BEV office appointments available to a homeless applicant, the error message “**053 No More Appointment Slots Available**” appears on the **EVR/FEDS Appointment Scheduling/Inquiry Menu** screen as shown below.

EVR/FEDS Appointment Scheduling/Inquiry Menu screen



See [PB #04-76-OPE](#) for information on the BEV emergency email request procedure.

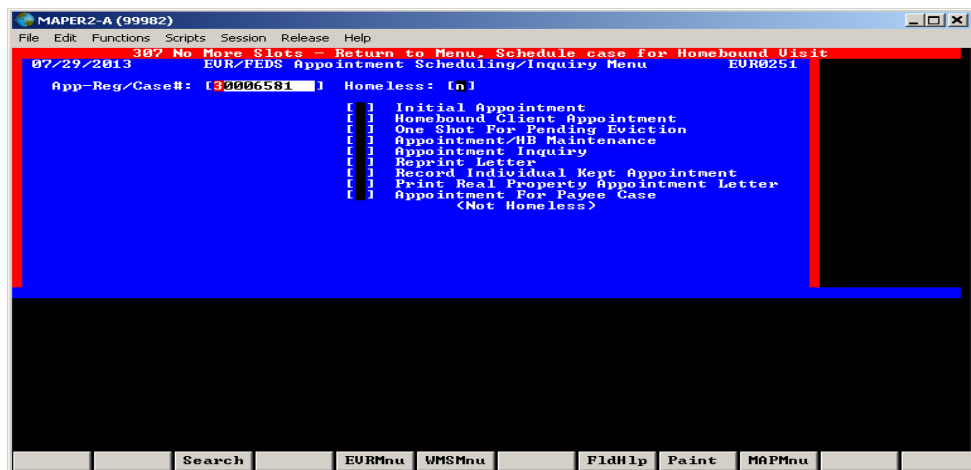
The JOS/Worker must contact the Center Director’s designated liaison to generate a request for additional office appointment slots. Homeless cases cannot receive home appointments. The request must specify that the slots are for homeless applicants.

MAPPER – Non-Homeless Case Instructions

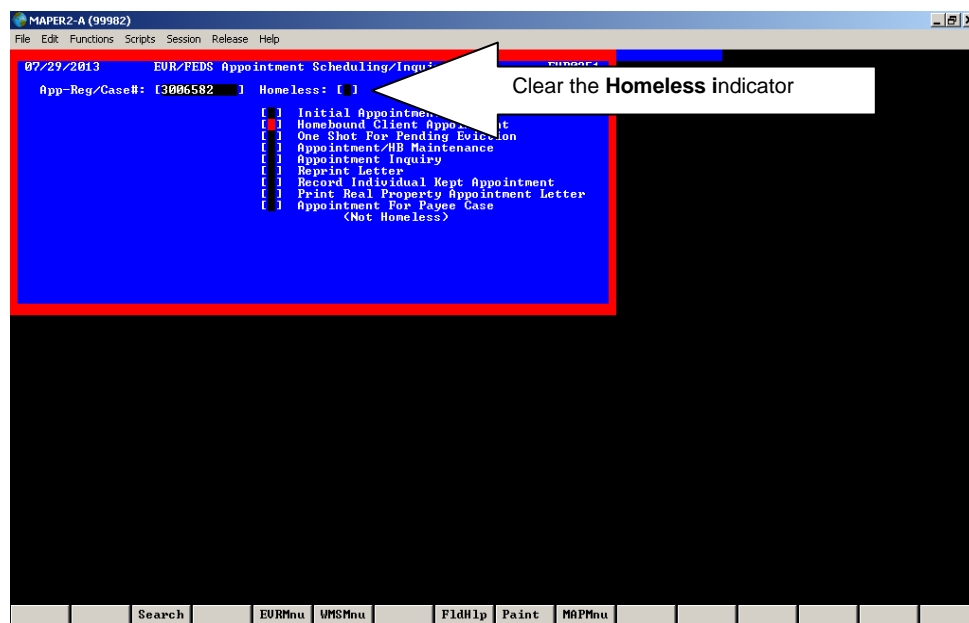
Schedule Non-Homeless cases for homebound BEV appointments when office appointments slots are full.

When there are no BEV office appointments available to a non-homeless applicant, the error message “**307 No More Slots – Return to Menu, Schedule case for Homebound Visit**” appears on the **EVR/FEDS Appointment Scheduling/Inquiry Menu** screen.

The selection of a homebound appointment for applicants that may not be homebound, is a work around to allow home visits when office slots are full.



The JOS/Worker must clear the Homeless indicator field, and select “**Homebound Client Appointment**” on the “EVR/FEDS Appointment Scheduling/Inquiry Menu” to schedule a BEV home appointment.



See [PB #09-74-OPE](#) for carfare for applicant appointments to BEV.

Carefare for Applicants/Reapplicants Scheduled for a BEV Appointment

Staff must issue only a one-way, single-ride fare in advance for an applicant/reapplicant to report to his/her BEV appointment. If he/she keeps the BEV appointment, BEV will then provide the fare required to return home. (See PB #13-19-OPE for current carefare rates).

See [PB #13-37-SYS](#)

BEV Appointment Outcomes

See [PD #06-26-OPE](#) for information on BEV outcomes.

POS will reflect the outcome of the BEV appointment. If POS does not show the outcome, the JOS/Worker must:

- go to MAPPER.
- check the **EVR/FEDS Appointment Inquiry** screen to see if the BEV appointment was kept.

Note: Once the BEV appointment is scheduled, the appointment indicator "N" is immediately populated by default.

03/21/2013 EVR/FEDS Appointment Inquiry EVR010

IS-CTR: 067 (Linden, Brooklyn) APP-REG/CASE# 0000000000
 Appt-Date 02/28/2013 Time 11:00 am Appt-Case-Type FA Invest# 00000 AL Y
 Lang Ind E Homeless N ISAS N Imm Need N Ref Rsns ___ ___ ___ Ref Dt 02/21/2013

STATUS: ----- APPOINTMENT KEPT ----- EFS N

Suf	LN	Cs-Type	Soc Sec	Last Name	First Name	MI	DOB	Kept
01	00	FA	000-00-0000	DOE	ANDREA		CUSTODIAN	Y
01	01	FA	- -	DOE	ANDREA		00/00/1968	Y
01	02	FA	000-00-000X	DOE	OMAR	P	00/00/2001	Y
01	04	FA	000-00-00XX	DOE	TIFFANIE	K	00/00/1990	Y

BEV Office Appointment Date

Appointment Kept Indicator

- If "Y" appears in the **Appointment kept indicator** field of the **EVR/FEDS Appointment Inquiry** screen, check the EVR/FEDS Case Inquiry screen for the BEV recommendation.

Note: If "FV-Req" field is blank, a BEV field visit has not been scheduled.

03/21/2013 EVR/FEDS CASE INQUIRY EVR0020
 Page 1 of 2

Doe Andrea IS-Ctr 067 IS-Wkr00000 App-Reg/Case# 0000000000
 123 MAIN ST Hmls N Im-Need HB N Ref-Rsn CILOCA N
 NEW YORK NY 99999 TD 26 LI E Appt-Dt 02/28/2013 Res
 Ofc-Inv# 00000 S Smith 718-000-0000 Sup 00000 FV-Req 03/15/2013
 Fld-Inv# 00X00 A Jones 718-000-0000 Sup 00000 Ref-Dt 03/17/2013
 Fld-Inv2 000X0 K Johnson 718-000-0000 EFS AL Y Cs-Rec/Rsn R 700
 Suf01: Appl-Dt 02/21/2013 Case-Type FA Status/Rsn/Dt

New CILOCA field

Sf	LN	DoB	SSN	Referral	AK	Name	RecRsn	St
01	00	Custodian	000-00-0000	02/21/2013	Y	Doe, Andrea	NA	
01	01	00/00/1968	- -	02/21/2013	Y	Doe, Andrea	R 700	
01	02	00/00/2001	000-00-000X	02/21/2013	Y	Doe, Omar P	R 700	

NOTES: LN#3-U697M[SRC31].[ONE FS H/H].PA HHC=3.RENT IS \$1000MTHLY.
 NOTES: LN#3-U697M[SRC31].[ONE FS H/H].PA HHC=3.RENT IS \$1000MTHLY.
 NOTES: LN#3-U697M[SRC31].[ONE FS H/H].PA HHC=3.RENT IS \$1000MTHLY.
 Next App-Reg/Case#

Application Date

Appointment Kept Indicator also appears in this screen.

BEV Office Appointment Date

BEV Field Visit Appointment Date

BEV Recommendation/Reason Code

Note: For information on Rec/Rsn codes, see [PD #06-26-OPE](#).

- If "N" appears in the appointment kept indicator field of the EVR/FEDS Appointment Inquiry screen, check the EVR/FEDS Case Inquiry screen for the BEV recommendation.

IMPORTANT: Under no circumstances should the JOS/Worker assume that the applicant did not keep the appointment if the Appointment Kept indicator = "N". "N" is a default code. BEV staff may not have updated MAPPER to change the default. The only way to be certain that the applicant did not keep the appointment is if the Recommendation Reason Code 900 (Failed To Keep Appointment With BEV) appears with an Investigator's ID number.

Note: An Investigator ID# is needed along with the Appointment Indicator "N" to confirm that the applicant failed to keep a BEV office appointment.

02/21/2013	EVR/FEDS Appointment Inquiry	EVR010			
IS-CTR: 067 (Linden, Brooklyn)		APP-REG/CASE# 0000000006			
Appt-Date 02/11/2013	Time 10:00 am	Appt-Case-Type FA Invest# 00000# AL Y			
Lang Ind E	Homeless N	ISAS N Imm Need N Ref Rsns _____ Ref Dt 02/17/2013			
STATUS: -----	APPOINTMENT NOT KEPT -----	EFS N			
Suf LN Cs-Type	Soc Sec	Last Name	First Name MI	DOB	Kept
01 01 SNCA	00-XX-0000	DOE	JANE	00/00/1980	N

Investigator ID#

Appointment Kept Indicator

Note: In this example, it is correct to determine the applicant has failed to keep a BEV office appointment. The BEV Recommendation Code 900, Ofc-Inv#, and Appointment Indicator "N" all appear.

02/21/2013	EVR/FEDS CASE INQUIRY	EVR0020
Page 1 of 1		1
Doe Jane	IS-Ctr 067 IS-Wkr00000	App-Reg/Case# 0000000006
	Hmles N Im-Need N HB N Ref-Rsn	CILOCA N
	TD 26	LI E Appt-Dt 02/11/2013 Res
Ofc-Inv# 00000	E JOHNSON	718-000-0000 Sup 6XXXX FV-Req
Fld-Inv#		Sup Rec-Dt 02/19/2013
Fld-Inv2		EFS N AL Y Cs-Rec/Rsn D 900
Suf01: Appl-Dt 02/03/2013	Case-Type SNCA	Status/Rsn/Dt

Sf LN	DoB	SSN	Referral	AK	Name	WMS RecRsn St
01 03	00/00/2007	000-XX-0000	02/03/2013	N	Doe, Jane	D 900

NOTES:

Office Investigator ID#

Appointment Kept Indicator

BEV Recommendation/Reason Code

NOTES:

Next App-Reg/Case#

- If there is no BEV Recommendation Code, the date of the BEV office appointment has passed, and the BEV field visit has either not been scheduled or has passed, the designated worker must contact BEV for further information.


Note: In this example, it is **not** correct to determine that the applicant failed to keep the BEV office appointment. The Appointment Indicator "N" appears by default. The Ofc-Inv # and Rec/Rsn fields are blank; therefore no information has been entered. The designated worker must contact BEV for further information.

02/21/2013		EVR/FEDS CASE INQUIRY			EVR0020	
Page 1 of 1		1				
Smith David		IS-Ctr 067 IS-Wkr00000		App-Reg/Case# 0000000007		
99 UNDOMICILED		Hmles Y Im-Need N		HB N Ref-Rsn 88 CILOCA N		
BROOKLYN NY 11201		TD 26		LI E Appt-Dt 02/20/2013 Res		
Ofc-Inv#				Sup FV-Req		
Fld-Inv#				Sup Rec-Dt		
Fld-Inv2				EFS N AL Cs-Rec/Rsn		
Suf01: App-Dt 02/02/2013		Case-Type SNCA		Status/Rsn/Dt		
Sf LN DoB SSN Referral AK Name				WMS RecRsn St		
01 01 00/00/1961 00-X0-0000 10/08/2009 N Smith, David						
NOTES:						
NOTES:						
NOTES:						
Next App-Reg/Case#		Ofc-Inv # field blank		Appointment Kept Indicator "N"		
				Rec/Rsn field blank		

Effective Immediately

Related Items:

- [PB #04-06-ELI](#)
- [PB #04-76-OPE](#)
- [PB #04-87-OPE](#)
- [PD #06-26-OPE](#)
- [PB #06-171-ELI](#)
- [PD #09-31-ELI](#)
- [PB #09-74-OPE](#)
- [PB #10-35-SYS](#)
- [PB #11-52-SYS](#)
- [PB #13-19-OPE](#)
- [PB #13-44-SYS](#)
- [PB #13-37-SYS](#)
- [PD #10-34-ELI](#)
- [Temporary Assistance Source Book \(TASB\) Chapter 3, Section I \(4\)](#)

 Please use Print on Demand to obtain copies of forms.

Attachments:

- Attachment A** CA POS Release Notes, Version 17.1.1, April 22, 2013
- Attachment B** Front End Detection System (FEDS) Codes

- W-523R** Notice To Applicant Referral To Bureau Of Eligibility Verification (Home Visit) (Rev. 7/24/2012)
- W-532R** Notice To Applicant Referral To Bureau Of Eligibility Verification (Rev. 7/12)
- W-593Y** Notice To Applicant Referral To Bureau Of Eligibility Verification (East River) (Rev. 7/12)

Updates to the POS BEV Referral Reasons Window

“Income/Resources” section

- “HRA Employee” will be changed to “NYC City employee”.
- “Client recently left work force” will be changed to “Client left workforce within the past ninety (90) days”.
- “Supported by loans from family/friends” will be changed to “Supported by loans/gifts from family or friends”.
- “Expenses exceed income/grant w/o explanation” will be changed to “Financial obligations are current, but stated expenses exceed income without a reasonable explanation”.
- “Self employed without business records” will be changed to “Self employed but without adequate business records to support financial assertions”.
- “Working off the books” will be changed to “Working off the books (currently or previously)”.
- “Concealed Income” will be changed to “Evidence of concealed personal assets/non real property resources”.
- “One-Shot: EAF/ESN application needs financial review” will be added.
- “Client income tax refund already received or is expected” will be added.
- “Evidence of ownership of personal assets” will be removed.

“Address/Household Composition” section

- “Questionable Landlord signature/document” will be changed to “Documents or information provided are questionable or inconsistent with application, such as different name used for signature, forms completed by the client(s) and document erasures”.
- “PO Box used as mailing address” will be changed to “P.O. Box is used as a mailing address without a reasonable explanation, e.g., high crime area”.
- “Frequent address changes” will be changed to “Suspected of not residing at given address or four (4) or more address changes within the past twelve (12) months”.
- “Client unsure of own address” will be changed to “Unsure of own address”.
- “Questionable address or suspect mail drop” will be changed to “Questionable address, suspected mail drop or unusual amount of recipients at address”.
- “Primary tenant with no utilities” will be changed to “Primary tenant with no utility bills (e.g., phone or electric) in his/her name”.
- “Landlord does not verify household composition” will be changed to “Landlord does not verify household composition or provides information inconsistent with the application”.
- “Household Composition” will be removed.

Attachment A

- The following referral reasons will be added:
 - “Spouse/legally-responsible person not on application suspected of residing in household”
 - “Dependent child under 18 years old not on application suspected of residing in household”
 - “Non-Legally Responsible Relative suspected of residing in household”
 - “Child included on application suspected of not residing in household”

“Other” section

- “Social security validation match” will be changed to “Social Security Validation Match is not eight (8)”.
- “Previously active with spouse or parent” will be changed to “Previously active with a spouse or parent, spouse or significant other recently left household”.
- “An individual has no identification to verify identity” will be changed to “No documentation to verify identity or documentation of identity is questionable”.
- “Client states they managed by living on streets” will be changed to “Client states has currently or previously managed by living off the streets or through criminal/illegal activities”.
- “Children/adults in household w/o birth certificates” will be changed to “Child(ren) or adults in the household with out-of-state, home birth or no birth certificates”.
- “Prior history of case closing” will be changed to “Prior history of denial, case closing or overpayments resulting from an investigation”.
- “Applicant is inconsistent” will be changed to “Applicant is inconsistent with prior case information”.
- “Missing absent parent information” will be changed to “No absent parent information or information is inconsistent with application”.
- “Client's past maintenance is questionable” will be changed to “Client's statement of past maintenance is questionable”.
- “Aliens with no documentation” will be changed to “Non-citizens with questionable or no documentation to substantiate immigration status”.
- “PARIS Match recipient in another state unresolved” will be changed to “PARIS Match - Active recipient in another state; current status unresolved”.
- The following referral reasons will be removed:
 - “Sanctioned individual in household”
 - “Questionable documents/shelter forms”
 - “Other applications requiring investigation”
 - “Lives alone but accompanied by an adult”

Front End Detection System (FEDS) Codes

Section	Description	FEDS Code
Address/Household Composition	P.O. Box is used as a mailing address without a reasonable explanation, e.g., high crime area	20
Address/Household Composition	Questionable address, suspected mail drop or unusual amount of recipients at address	21
Address/Household Composition	Landlord does not verify household composition or provides information inconsistent with the application	23
Address/Household Composition	Documents or information provided are questionable or inconsistent with application, such as different name used for signature, forms completed by the client(s) and document erasures	24
Address/Household Composition	Primary tenant with no utility bills (e.g., phone or electric) in his/her name	25
Address/Household Composition	Not primary tenant	26
Address/Household Composition	Unsure of own address	27
Address/Household Composition	Moved into country within last six (6) months	28
Address/Household Composition	Out of state applicant	29
Address/Household Composition	Rent paid to a relative	30
Address/Household Composition	Suspected of not residing at given address or four (4) or more address changes within the past twelve (12) months	31
Address/Household Composition	Spouse/legally-responsible person not on application suspected of residing in household.	45

Attachment B

Section	Description	FEDS Code
Address/Household Composition	Dependent child under 18 years old not on application suspected of residing in household	46
Address/Household Composition	Non-Legally Responsible Relative suspected of residing in household	47
Address/Household Composition	Child included on application suspected of not residing in household	48
Income/Resources	Financial obligations are current, but stated expenses exceed income without a reasonable explanation	10
Income/Resources	Working off the books (currently or previously)	11
Income/Resources	Supported by loans/gifts from family or friends	12
Income/Resources	Self-employed but without adequate business records to support financial assertions	13
Income/Resources	Client left workforce within the past ninety (90) days	14
Income/Resources	Resource file integrations (RFI) hit	17
Income/Resources	Evidence of concealed personal assets/non real property resources	18
Income/Resources	Evidence of real property ownership	35
Income/Resources	One-Shot: EAF/ESN application needs financial review	36
Income/Resources	NYC City employee	66
Income/Resources	Client income tax refund already received or is expected	81

Attachment B

Section	Description	FEDS Code
Income/Resources	New Hires Match	88
Other	Client states has currently or previously managed by living off the streets or through criminal/illegal activities	15
Other	Client's statement of past maintenance is questionable	16
Other	No documentation to verify identity or documentation of identity is questionable	40
Other	Non-citizens with questionable or no documentation to substantiate immigration status	41
Other	Child(ren) or adults in the household with out-of-state, home birth or no birth certificates	42
Other	Prior history of denial, case closing or overpayments resulting from an investigation	50
Other	Application is inconsistent with prior case information	51
Other	No absent parent information or information is inconsistent with application	52
Other	Previously active with a spouse or parent, spouse or significant other recently left household	53
Other	Social Security Validation Match is not eight (8).	56
Other	Duplicate assistance: another active case	58
Other	PARIS Match - Active recipient in another state; current status unresolved	89

NOTICE TO APPLICANT REFERRAL TO BUREAU OF ELIGIBILITY VERIFICATION

€ NEW € REAPP

Job Center : _____ Caseload: _____ Date: _____

Case Type: _____ Suffix: _____

Case Name: _____ Case Number: _____

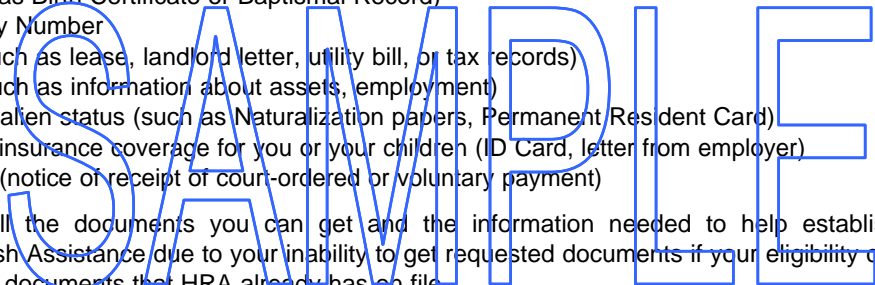
YOUR CASE HAS BEEN SELECTED FOR A BUREAU OF ELIGIBILITY VERIFICATION (BEV) REVIEW HOME VISIT.

This review will be conducted by BEV Investigators. The purpose of this BEV review is to verify certain items you stated on your application form or at your interview. This review will be conducted at your home by BEV investigators who will show you identification when they come to your home. The confidentiality of your application will be respected.

The BEV investigators may also contact other individuals and organizations to obtain information regarding your eligibility including residence, income and resources.

At the time of this interview you will need to have the following documents ready for review and to show proof of:

- Identity (such as Birth Certificate or Baptismal Record)
- Social Security Number
- Residence (such as lease, landlord letter, utility bill, or tax records)
- Resources (such as information about assets, employment)
- Citizenship or alien status (such as Naturalization papers, Permanent Resident Card)
- Private health insurance coverage for you or your children (ID Card, letter from employer)
- Child Support (notice of receipt of court-ordered or voluntary payment)



You must provide all the documents you can get and the information needed to help establish your eligibility. You cannot be denied Cash Assistance due to your inability to get requested documents if your eligibility can be otherwise established based on documents that HRA already has on file.

Compliance with the BEV review is part of the application process. Your application for Cash Assistance will not be considered complete if you fail, without good cause, to be home on the scheduled date or if you fail to contact the BEV office at the number indicated below to reschedule this appointment.

If you are unable to keep the BEV appointment, please call BEV at (718) 254-0400 prior to the appointment to reschedule. To reschedule this office appointment after the day of the appointment, you must contact your worker. Your request should show good cause for failure to attend your original appointment.

If there are animals on the premises they must be securely restrained during the home visit.

Appointment Date: _____ between 9:00 AM and 5:00 PM.

(Applicant Signature)

(Worker Signature)

**NOTICE TO APPLICANT
REFERRAL TO BUREAU OF ELIGIBILITY VERIFICATION**

Job Center : _____ Caseload: _____ Date: _____
Case Type: _____ Suffix: _____
Case Name: _____ Case Number: _____

YOUR CASE HAS BEEN SELECTED FOR A BUREAU OF ELIGIBILITY VERIFICATION (BEV) REVIEW.

The purpose of this BEV Review is to verify certain items you stated on your application form or at your interview. The BEV review includes an interview at the BEV office and, if you have a residence, a home visit, where BEV investigators will show identification. BEV investigators may also contact other individuals and organizations to obtain information regarding your eligibility, including residence, income and resources. The confidentiality of your application will be respected.

A mandatory interview has been scheduled for: _____

At: _____ 253 Schermerhorn Street Floor: _____
Brooklyn, NY 11201

On: _____ At: _____

***** Please arrive ONLY at your scheduled time. *****

You MUST bring whatever documents you have, or can get, to show:

- Identity (such as Birth Certificate or Baptisma Record)
- Social Security Number
- Residence (such as lease, landlord letter, utility bill, or tax records)
- Resources (such as information about assets, employment)
- Citizenship or alien status (such as Naturalization papers, Permanent Resident Card)
- Private health insurance coverage for you or your children (ID Card, letter from employer)
- Child Support (notice of receipt of court-ordered or voluntary payment)

You cannot be denied Cash Assistance due to your inability to get requested documents if your eligibility can otherwise be established based on documents that HRA already has on file .

Compliance with the BEV review is part of the application process. Your application for Cash Assistance will not be considered complete if you fail to report for the interview or fail to comply with a home visit .

If you are unable to keep the BEV appointment, please call BEV at (718) 254-0400 prior to the appointment to reschedule. To reschedule this office appointment after the day of the appointment, you must contact your worker. Your request should show good cause for failure to attend your original appointment.

(Applicant Signature)

(Worker Signature)

TRAVEL INSTRUCTIONS:

By Train : A, C, G - Hoyt/Schermerhorn St.
B,Q,R - Dekalb Street
2,3 Hoyt Street

By Bus: B26 - Fulton Bond Streets
B63 - Atlantic Avenue Bond St
B65 - Atlantic and Nevins Streets
B37, B41, B45, B67, B103 - Livingston and Hoyt Streets
B25, B36, B38, B52 - Fulton Hoyt Streets
B54 - Fulton/Duffield Street

TTY Hearing Impaired Please Call: (718) 254-0445

NOTICE TO APPLICANT REFERRAL TO BUREAU OF ELIGIBILITY VERIFICATION

Job Center : East River Caseload: _____ Date: _____
Case Type: _____ Suffix: _____
Case Name: _____ Case Number: _____

YOUR CASE HAS BEEN SELECTED FOR A BUREAU OF ELIGIBILITY VERIFICATION (BEV) REVIEW.

The purpose of this BEV Review is to verify certain items you stated on your application form or at your interview. The BEV review includes an interview at the BEV office with all adults listed on the application and, if you have a residence, a home visit, where BEV investigators will show identification. BEV investigators may also contact other individuals and organizations to obtain information regarding your eligibility, including residence, income and resources. The confidentiality of your application will be respected.

A mandatory interview has been scheduled for: _____

At: One Honeywell Street, Long Island City, New York 11101 Floor: 4

On: _____ At: _____

***** Please arrive ONLY at your scheduled time. *****

You MUST bring whatever documents you have, or can get, to show:

- Identity (such as Birth Certificate or Baptismal Record)
- Social Security Number
- Residence (such as lease, landlord letter, utility bill, or tax records)
- Resources (such as information about assets, employment)
- Citizenship or alien status (such as Naturalization papers, Permanent Resident Card)
- Private health insurance coverage for you or your children (ID Card, letter from employer)
- Child Support (notice of receipt of court-ordered or voluntary payment)

You cannot be denied Cash Assistance due to your inability to get requested documents if your eligibility can otherwise be established based on documents that HRA already has on file.

Compliance with the BEV review is part of the application process. Your application for Cash Assistance will not be considered complete if you fail to report for the interview or fail to comply with a home visit.

If you are unable to keep the BEV appointment, please call BEV at (718) 254-0400 prior to the appointment to reschedule. To reschedule this office appointment after the day of the appointment, you must contact your worker. Your request should show good cause for failure to attend your original appointment.

(Applicant Signature)

(Worker Signature)

TRAVEL INSTRUCTIONS:

By Train: G, R, M to 36th Street
N or Q to 39th Avenue

By bus: Q101 to Northern Boulevard/39th Avenue
Q102 to 31st Street/Northern Boulevard
Q60 to Queens Boulevard/Northern Boulevard

TTY Hearing Impaired Please Call: (718) 254-0445