



FAMILY INDEPENDENCE ADMINISTRATION


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Office of Procedures

POLICY BULLETIN #14-137-OPE

(This Policy Bulletin Obsoletes PB #13-103-OPE)

SCHEDULES FOR JANUARY – JUNE 2015

<p>Date: December 29, 2014</p>	<p>Subtopic: Forms</p>
<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 seven (7) desk guides for the recurring semiannual schedules have been revised to reflect the dates from January 2015 through June 2015.</p> <p>The 2015 semiannual schedules are:</p> <ul style="list-style-type: none"> • EBT Pick-up Schedule January – June 2015 (EBT-52A). This desk guide informs applicants of the date when their benefits will be available based on their case number toe digit. • Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (W-140XX). This desk guide 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 2015 (W-203A). This desk guide advises staff of the dates by which changes on the CA case must be processed in the Welfare Management System (WMS) to meet the next recurring cycle based on the case number toe digit. • NCA Toe Digit Deadline Schedule January – June 2015 (W-203EE). This desk guide advises staff of the date by which any changes on a SNAP case must be processed in WMS to meet the next recurring cycle based on the case number toe digit.

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

- Family Assistance and NCA SNAP Application Timeliness Schedule January – June 2015 (**W-204TT**). This desk guide advises staff of the eligibility decision due dates for Family Assistance and NCA SNAP applications.
- Safety Net Assistance Application Timeliness Schedule January – June 2015 (**W-205RR**). This desk guide advises staff of 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 desk guide instructs staff on how to manually enter certification periods on Forms **LDSS-4013A NYC**, **LDSS-4013B NYC**, **LDSS-4014A NYC**, and **LDSS-4014B NYC**.

The Check Replacement Schedule form (**W-203BB**) is no longer used and is now obsolete.

Samples of the revised schedules are attached.


Effective Immediately

Related Item:

[PB #14-62 OPE](#)

Attachments:

EBT-52A	EBT Pick-up Schedule January – June 2015 (Rev. 12/29/14)
W-140XX	Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 12/29/14)
W-203A	Recurring Roll Deadline Schedule January – June 2015 (Rev. 12/29/14)
W-203EE	NCA SNAP Toe Digit Deadline Schedule January – June 2015 (Rev. 12/29/14)
W-204TT	Family Assistance and NCA SNAP Application Timeliness Schedule January – June 2015 (Rev. 12/29/14)
W-205RR	Safety Net Assistance Application Timeliness Schedule January – June 2015 (Rev. 12/29/14)
W-205W	Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide January – June 2015 (Rev. 12/29/14)

 Please use Print on Demand to obtain copies of forms.

EBT Pick-up Schedule January - June 2015

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	2/2	2/17	3/2	3/16	4/1	4/16	5/1	5/16	6/1	6/16
1	1/3	1/17	2/3	2/18	3/3	3/17	4/2	4/17	5/2	5/18	6/2	6/17
2	1/5	1/20	2/4	2/19	3/4	3/18	4/3	4/20	5/4	5/19	6/3	6/18
3	1/6	1/21	2/5	2/20	3/5	3/19	4/6	4/21	5/5	5/20	6/4	6/19
4	1/7	1/22	2/6	2/21	3/6	3/20	4/7	4/22	5/6	5/21	6/5	6/20
5	1/8	1/23	2/9	2/23	3/7	3/23	4/8	4/23	5/7	5/22	6/8	6/22
6	1/9	1/26	2/10	2/24	3/9	3/24	4/9	4/24	5/8	5/23	6/9	6/23
7	1/12	1/27	2/11	2/25	3/10	3/25	4/10	4/25	5/9	5/26	6/10	6/24
8	1/13	1/28	2/12	2/26	3/11	3/26	4/11	4/27	5/11	5/27	6/11	6/25
9	1/14	1/29	2/13	2/27	3/12	3/27	4/13	4/28	5/12	5/28	6/12	6/26

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2015

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	-----	2/19/2015	4/6/2015*	Holiday	-----	2/19/2015	4/20/2015*	Holiday	-----	2/19/2015	3/20/2015
1/2/2015	2/17/2015*	2/20/2015	4/6/2015*	1/2/2015	3/2/2105	2/20/2015	4/20/2015	1/2/2015	2/2/2015*	2/20/2015	3/23/2015*
1/5/2015	2/18/2015	2/23/2015	4/8/2015	1/5/2015	3/5/2105	2/23/2015	4/23/2015	1/5/2015	2/3/2015	2/23/2015	3/24/2015
1/6/2015	2/19/2015	2/24/2015	4/9/2015	1/6/2015	3/6/2105	2/24/2015	4/24/2015	1/6/2015	2/4/2015	2/24/2015	3/25/2015
1/7/2015	2/20/2015	2/25/2015	4/10/2015	1/7/2015	3/9/2015*	2/25/2015	4/27/2015*	1/7/2015	2/5/2015	2/25/2015	3/26/2015
1/8/2015	2/23/2015*	2/26/2015	4/13/2015*	1/8/2015	3/9/2015*	2/26/2015	4/27/2015*	1/8/2015	2/6/2015	2/26/2015	3/27/2015
1/9/2015	2/23/2015*	2/27/2015	4/13/2015*	1/9/2015	3/9/2015	2/27/2015	4/27/2015	1/9/2015	2/9/2015*	2/27/2015	3/30/2015*
1/12/2015	2/25/2015	3/2/2015	4/15/2015	1/12/2015	3/12/2015	3/2/2015	4/30/2015	1/12/2015	2/10/2015	3/2/2015	3/31/2015
1/13/2015	2/26/2015	3/3/2015	4/16/2015	1/13/2015	3/13/2015	3/3/2015	5/1/2015	1/13/2015	2/11/2015	3/3/2015	4/1/2015
1/14/2015	2/27/2015	3/4/2015	4/17/2015	1/14/2015	3/16/2015*	3/4/2015	5/4/2015*	1/14/2015	2/12/2015	3/4/2015	4/2/2015
1/15/2015	3/2/2015*	3/5/2015	4/20/2015*	1/15/2015	3/16/2015*	3/5/2015	5/4/2015*	1/15/2015	2/13/2015	3/5/2015	4/3/2015
1/16/2015	3/2/2015*	3/6/2015	4/20/2015*	1/16/2015	3/16/2015	3/6/2015	5/4/2015	1/16/2015	2/17/2015*	3/6/2015	4/6/2015*
Holiday	-----	3/9/2015	4/22/2015	Holiday	-----	3/9/2015	5/7/2015	Holiday	-----	3/9/2015	4/7/2015
1/20/2015	3/5/2015	3/10/2015	4/23/2015	1/20/2015	3/20/2015	3/10/2015	5/8/2015	1/20/2015	2/18/2015	3/10/2015	4/8/2015
1/21/2015	3/6/2015	3/11/2015	4/24/2015	1/21/2015	3/23/2015*	3/11/2015	5/11/2015*	1/21/2015	2/19/2015	3/11/2015	4/9/2015
1/22/2015	3/9/2015*	3/12/2015	4/27/2015	1/22/2015	3/23/2015*	3/12/2015	5/11/2015	1/22/2015	2/20/2015	3/12/2015	4/10/2015
1/23/2015	3/9/2015*	3/13/2015	4/27/2015*	1/23/2015	3/23/2015	3/13/2015	5/11/2015	1/23/2015	2/23/2015*	3/13/2015	4/13/2015*
1/26/2015	3/11/2015	3/16/2015	4/29/2015	1/26/2015	3/26/2015	3/16/2015	5/14/2015	1/26/2015	2/24/2015	3/16/2015	4/14/2015
1/27/2015	3/12/2015	3/17/2015	4/30/2015	1/27/2015	3/27/2015	3/17/2015	5/15/2015	1/27/2015	2/25/2015	3/17/2015	4/15/2015
1/28/2015	3/13/2015	3/18/2015	5/1/2015	1/28/2015	3/30/2015*	3/18/2015	5/18/2015*	1/28/2015	2/26/2015	3/18/2015	4/16/2015
1/29/2015	3/16/2015*	3/19/2015	5/4/2015*	1/29/2015	3/30/2015*	3/19/2015	5/18/2015*	1/29/2015	2/27/2015	3/19/2015	4/17/2015
1/30/2015	3/16/2015*	3/20/2015	5/4/2015*	1/30/2015	3/30/2015	3/20/2015	5/18/2015	1/30/2015	3/2/2015*	3/20/2015	4/20/2015*
2/2/2015	3/18/2015	3/23/2015	5/6/2015	2/2/2015	4/2/2015	3/23/2015	5/21/2015	2/2/2015	3/3/2015	3/23/2015	4/21/2015
2/3/2015	3/19/2015	3/24/2015	5/7/2015	2/3/2015	4/3/2015	3/24/2015	5/22/2015	2/3/2015	3/4/2015	3/24/2015	4/22/2015
2/4/2015	3/20/2015	3/25/2015	5/8/2015	2/4/2015	4/6/2015*	3/25/2015	5/26/2015*	2/4/2015	3/5/2015	3/25/2015	4/23/2015
2/5/2015	3/23/2015*	3/26/2015	5/11/2015*	2/5/2015	4/6/2015*	3/26/2015	5/26/2015*	2/5/2015	3/6/2015	3/26/2015	4/24/2015
2/6/2015	3/23/2015*	3/27/2015	5/11/2015*	2/6/2015	4/6/2015	3/27/2015	5/26/2015*	2/6/2015	3/9/2015*	3/27/2015	4/27/2015*
2/9/2015	3/25/2015	3/30/2015	5/13/2015	2/9/2015	4/9/2015	3/30/2015	5/28/2015	2/9/2015	3/10/2015	3/30/2015	4/28/2015
2/10/2015	3/26/2015	3/31/2015	5/14/2015	2/10/2015	4/10/2015	3/31/2015	5/29/2015	2/10/2015	3/11/2015	3/31/2015	4/29/2015
2/11/2015	3/27/2015	4/1/2015	5/15/2015	2/11/2015	4/13/2015*	4/1/2015	6/1/2015*	2/11/2015	3/12/2015	4/1/2015	4/30/2015
2/12/2015	3/30/2015*	4/2/2015	5/18/2015*	2/12/2015	4/13/2015*	4/2/2015	6/1/2015*	2/12/2015	3/13/2015	4/2/2015	5/1/2015
2/13/2015	3/30/2015*	4/3/2015	5/18/2015*	2/13/2015	4/13/2015	4/3/2015	6/1/2015	2/13/2015	3/16/2015*	4/3/2015	5/4/2015*
Holiday	-----	4/6/2015	5/20/2015	Holiday	-----	4/6/2015	6/4/2015	Holiday	-----	4/6/2015	5/5/2015
2/17/2015	4/2/2015	4/7/2015	5/21/2015	2/17/2015	4/17/2015	4/7/2015	6/5/2015	2/17/2015	3/18/2015	4/7/2015	5/6/2015
2/18/2015	4/3/2015	4/8/2015	5/22/2015	2/18/2015	4/20/2015*	4/8/2015	6/8/2015*	2/18/2015	3/19/2015	4/8/2015	5/7/2015

*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 2015

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 RECURT/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
4/9/2015	5/26/2015*	5/28/2015	7/13/2015*	4/9/2015	6/8/2015*	5/28/2015	7/27/2015*	4/9/2015	5/8/2015	5/28/2015	6/26/2015
4/10/2015	5/26/2015*	5/29/2015	7/13/2015*	4/10/2015	6/8/2015	5/29/2015	7/27/2015	4/10/2015	5/11/2015*	5/29/2015	6/29/2015*
4/13/2015	5/27/2015	6/1/2015	7/15/2015	4/13/2015	6/11/2015	6/1/2015	7/30/2015	4/13/2015	5/12/2015	6/1/2015	6/30/2015
4/14/2015	5/28/2015	6/2/2015	7/16/2015	4/14/2015	6/12/2015	6/2/2015	7/31/2015	4/14/2015	5/13/2015	6/2/2015	7/1/2015
4/15/2015	5/29/2015	6/3/2015	7/17/2015	4/15/2015	6/15/2015*	6/3/2015	8/3/2015*	4/15/2015	5/14/2015	6/3/2015	7/2/2015
4/16/2015	6/1/2015*	6/4/2015	7/20/2015*	4/16/2015	6/15/2015*	6/4/2015	8/3/2015*	4/16/2015	5/15/2015	6/4/2015	7/6/2015*
4/17/2015	6/1/2015*	6/5/2015	7/20/2015*	4/17/2015	6/15/2015	6/5/2015	8/3/2015	4/17/2015	5/18/2015*	6/5/2015	7/6/2015*
4/20/2015	6/3/2015	6/8/2015	7/22/2015	4/20/2015	6/18/2015	6/8/2015	8/6/2015	4/20/2015	5/19/2015	6/8/2015	7/7/2015
4/21/2015	6/4/2015	6/9/2015	7/23/2015	4/21/2015	6/19/2015	6/9/2015	8/7/2015	4/21/2015	5/20/2015	6/9/2015	7/8/2015
4/22/2015	6/5/2015	6/10/2015	7/24/2015	4/22/2015	6/22/2015*	6/10/2015	8/10/2015*	4/22/2015	5/21/2015	6/10/2015	7/9/2015
4/23/2015	6/8/2015*	6/11/2015	7/27/2015*	4/23/2015	6/22/2015*	6/11/2015	8/10/2015*	4/23/2015	5/22/2015	6/11/2015	7/10/2015
4/24/2015	6/8/2015*	6/12/2015	7/27/2015*	4/24/2015	6/22/2015	6/12/2015	8/10/2015	4/24/2015	5/26/2015*	6/12/2015	7/13/2015*
4/27/2015	6/10/2015	6/15/2015	7/29/2015	4/27/2015	6/25/2015	6/15/2015	8/13/2015	4/27/2015	5/26/2015	6/15/2015	7/14/2015
4/28/2015	6/11/2015	6/16/2015	7/30/2015	4/28/2015	6/26/2015	6/16/2015	8/14/2015	4/28/2015	5/27/2015	6/16/2015	7/15/2015
4/29/2015	6/12/2015	6/17/2015	7/31/2015	4/29/2015	6/29/2015*	6/17/2015	8/17/2015*	4/29/2015	5/28/2015	6/17/2015	7/16/2015
4/30/2015	6/15/2015*	6/18/2015	8/3/2015*	4/30/2015	6/29/2015*	6/18/2015	8/17/2015*	4/30/2015	5/29/2015	6/18/2015	7/17/2015
5/1/2015	6/15/2015*	6/19/2015	8/3/2015*	5/1/2015	6/29/2015	6/19/2015	8/17/2015	5/1/2015	6/1/2015*	6/19/2015	7/20/2015*
5/4/2015	6/17/2015	6/22/2015	8/5/2015	5/4/2015	7/2/2015	6/22/2015	8/20/2015	5/4/2015	6/2/2015	6/22/2015	7/21/2015
5/5/2015	6/18/2015	6/23/2015	8/6/2015	5/5/2015	7/6/2015*	6/23/2015	8/21/2015	5/5/2015	6/3/2015	6/23/2015	7/22/2015
5/6/2015	6/19/2015	6/24/2015	8/7/2015	5/6/2015	7/6/2015*	6/24/2015	8/24/2015*	5/6/2015	6/4/2015	6/24/2015	7/23/2015
5/7/2015	6/22/2015*	6/25/2015	8/10/2015*	5/7/2015	7/6/2015*	6/25/2015	8/24/2015*	5/7/2015	6/5/2015	6/25/2015	7/24/2015
5/8/2015	6/22/2015*	6/26/2015	8/10/2015*	5/8/2015	7/6/2015	6/26/2015	8/24/2015	5/8/2015	6/8/2015*	6/26/2015	7/27/2015*
5/11/2015	6/24/2015	6/29/2015	8/12/2015	5/11/2015	7/9/2015	6/29/2015	8/27/2015	5/11/2015	6/9/2015	6/29/2015	7/28/2015
5/12/2015	6/25/2015	6/30/2015	8/13/2015	5/12/2015	7/10/2015	6/30/2015	8/28/2015	5/12/2015	6/10/2015	6/30/2015	7/29/2015
5/13/2015	6/26/2015			5/13/2015	7/13/2015*			5/13/2015	6/11/2015		
5/14/2015	6/29/2015*			5/14/2015	7/13/2015*			5/14/2015	6/12/2015		
5/15/2015	6/29/2015*			5/15/2015	7/13/2015			5/15/2015	6/15/2015*		
5/18/2015	7/1/2015			5/18/2015	7/16/2015			5/18/2015	6/16/2015		
5/19/2015	7/2/2015			5/19/2015	7/17/2015			5/19/2015	6/17/2015		
5/20/2015	7/6/2015*			5/20/2015	7/20/2015*			5/20/2015	6/18/2015		
5/21/2015	7/6/2015*			5/21/2015	7/20/2015*			5/21/2015	6/19/2015		
5/22/2015	7/6/2015*			5/22/2015	7/20/2015			5/22/2015	6/22/2015*		
Holiday	-----			Holiday	-----			Holiday	-----		
5/26/2015	7/9/2015			5/26/2015	7/24/2015			5/26/2015	6/24/2015		
5/27/2015	7/10/2015			5/27/2015	7/27/2015*			5/27/2015	6/25/2015		

*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 2015

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

NCA SNAP Toe Digit Deadline Schedule January - June 2015

DIGIT	January	February	March	April	May	June
0	12/22	1/21	2/18	3/23	4/20	5/20
1	12/23	1/22	2/19	3/24	4/21	5/21
2	12/26	1/23	2/20	3/25	4/22	5/22
3	12/29	1/26	2/23	3/26	4/23	5/26
4	12/30	1/27	2/24	3/27	4/24	5/27
5	1/2	1/28	2/25	3/30	4/27	5/28
6	1/5	1/29	2/26	3/31	4/28	5/29
7	1/6	1/30	2/27	4/1	4/29	6/1
8	1/6	2/2	3/2	4/2	4/30	6/2
9	1/7	2/3	3/3	4/3	5/1	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 2015

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

*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 2015

January			February			March		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
-----	-----	-----	2/2/2015	2/26/2015	3/18/2015	3/2/2015	3/26/2015	4/15/2015
-----	-----	-----	2/3/2015	2/27/2015	3/19/2015	3/3/2015	3/27/2015	4/16/2015
-----	-----	-----	2/4/2015	2/27/2015*	3/20/2015	3/4/2015	3/27/2015*	4/17/2015
Holiday	-----	-----	2/5/2015	2/27/2015*	3/21/2015	3/5/2015	3/27/2015*	4/18/2015
1/2/2015	1/26/2015	2/15/2015	2/6/2015	3/2/2015	3/22/2015	3/6/2015	3/30/2015	4/19/2015
1/5/2015	1/29/2015	2/18/2015	2/9/2015	3/5/2015	3/25/2015	3/9/2015	4/2/2015	4/22/2015
1/6/2015	1/30/2015	2/19/2015	2/10/2015	3/6/2015	3/26/2015	3/10/2015	4/3/2015	4/23/2015
1/7/2015	1/30/2015*	2/20/2015	2/11/2015	3/6/2015*	3/27/2015	3/11/2015	4/3/2015*	4/24/2015
1/8/2015	1/30/2015*	2/21/2015	2/12/2015	3/6/2015*	3/28/2015	3/12/2015	4/3/2015*	4/25/2015
1/9/2015	2/2/2015	2/22/2015	2/13/2015	3/9/2015	3/29/2015	3/13/2015	4/6/2015	4/26/2015
1/12/2015	2/5/2015	2/25/2015	Holiday	-----	-----	3/16/2015	4/9/2015	4/29/2015
1/13/2015	2/6/2015	2/26/2015	2/17/2015	3/13/2015	4/2/2015	3/17/2015	4/10/2015	4/30/2015
1/14/2015	2/6/2015*	2/27/2015	2/18/2015	3/13/2015*	4/3/2015	3/18/2015	4/10/2015*	5/1/2015
1/15/2015	2/6/2015*	2/28/2015	2/19/2015	3/13/2015*	4/4/2015	3/19/2015	4/10/2015*	5/2/2015
1/16/2015	2/9/2015	3/1/2015	2/20/2015	3/16/2015	4/5/2015	3/20/2015	4/13/2015	5/3/2015
Holiday	-----	-----	2/23/2015	3/19/2015	4/8/2015	3/23/2015	4/16/2015	5/6/2015
1/20/2015	2/13/2015	3/5/2015	2/24/2015	3/20/2015	4/9/2015	3/24/2015	4/17/2015	5/7/2015
1/21/2015	2/13/2015*	3/6/2015	2/25/2015	3/20/2015*	4/10/2015	3/25/2015	4/17/2015*	5/8/2015
1/22/2015	2/13/2015*	3/7/2015	2/26/2015	3/20/2015*	4/11/2015	3/26/2015	4/17/2015*	5/9/2015
1/23/2015	2/13/2015*	3/8/2015	2/27/2015	3/23/2015	4/12/2015	3/27/2015	4/20/2015	5/10/2015
1/26/2015	2/19/2015	3/11/2015	-----	-----	-----	3/30/2015	4/23/2015	5/13/2015
1/27/2015	2/20/2015	3/12/2015	-----	-----	-----	3/31/2015	4/24/2015	5/14/2015
1/28/2015	2/20/2015*	3/13/2015	-----	-----	-----	-----	-----	-----
1/29/2015	2/20/2015*	3/14/2015	-----	-----	-----	-----	-----	-----
1/30/2015	2/23/2015	3/15/2015	-----	-----	-----	-----	-----	-----

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

Safety Net Assistance Application Timeliness Schedule January – June 2015

April			May			June		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
-----	-----	-----	-----	-----	-----	6/1/2015	6/25/2015	7/15/2015
-----	-----	-----	-----	-----	-----	6/2/2015	6/26/2015	7/16/2015
4/1/2015	4/24/2015*	5/15/2015	-----	-----	-----	6/3/2015	6/26/2015*	7/17/2015
4/2/2015	4/24/2015*	5/16/2015	-----	-----	-----	6/4/2015	6/26/2015*	7/18/2015
4/3/2015	4/27/2015	5/17/2015	5/1/2015	5/22/2015*	6/14/2015	6/5/2015	6/29/2015	7/19/2015
4/6/2015	4/30/2015	5/20/2015	5/4/2015	5/28/2015	6/17/2015	6/8/2015	7/2/2015	7/22/2015
4/7/2015	5/1/2015	5/21/2015	5/5/2015	5/29/2015	6/18/2015	6/9/2015	7/2/2015*	7/23/2015
4/8/2015	5/1/2015*	5/22/2015	5/6/2015	5/29/2015*	6/19/2015	6/10/2015	7/2/2015*	7/24/2015
4/9/2015	5/1/2015*	5/23/2015	5/7/2015	5/29/2015*	6/20/2015	6/11/2015	7/2/2015*	7/25/2015
4/10/2015	5/4/2015	5/24/2015	5/8/2015	6/1/2015	6/21/2015	6/12/2015	7/6/2015	7/26/2015
4/13/2015	5/7/2015	5/27/2015	5/11/2015	6/4/2015	6/24/2015	6/15/2015	7/9/2015	7/29/2015
4/14/2015	5/8/2015	5/28/2015	5/12/2015	6/5/2015	6/25/2015	6/16/2015	7/10/2015	7/30/2015
4/15/2015	5/8/2015*	5/29/2015	5/13/2015	6/5/2015*	6/26/2015	6/17/2015	7/10/2015*	7/31/2015
4/16/2015	5/8/2015*	5/30/2015	5/14/2015	6/5/2015*	6/27/2015	6/18/2015	7/10/2015*	8/1/2015
4/17/2015	5/11/2015	5/31/2015	5/15/2015	6/8/2015	6/28/2015	6/19/2015	7/13/2015	8/2/2015
4/20/2015	5/14/2015	6/3/2015	5/18/2015	6/11/2015	7/1/2015	6/22/2015	7/16/2015	8/5/2015
4/21/2015	5/15/2015	6/4/2015	5/19/2015	6/12/2015	7/2/2015	6/23/2015	7/17/2015	8/6/2015
4/22/2015	5/15/2015*	6/5/2015	5/20/2015	6/12/2015*	7/3/2015	6/24/2015	7/17/2015*	8/7/2015
4/23/2015	5/15/2015*	6/6/2015	5/21/2015	6/12/2015*	7/4/2015	6/25/2015	7/17/2015*	8/8/2015
4/24/2015	5/18/2015	6/7/2015	5/22/2015	6/15/2015	7/5/2015	6/26/2015	7/20/2015	8/9/2015
4/27/2015	5/21/2015	6/10/2015	Holiday	-----	-----	6/29/2015	7/23/2015	8/12/2015
4/28/2015	5/22/2015	6/11/2015	5/26/2015	6/19/2015	7/9/2015	6/30/2015	7/24/2015	8/13/2015
4/29/2015	5/22/2015*	6/12/2015	5/27/2015	6/19/2015*	7/10/2015	-----	-----	-----
4/30/2015	5/22/2015*	6/13/2015	5/28/2015	6/19/2015*	7/11/2015	-----	-----	-----
-----	-----	-----	5/29/2015	6/22/2015	7/12/2015	-----	-----	-----

* 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 2015	2/28/2015	3/1/2015	2/28/2016	8/31/2015	2/29/2017
February 2015	3/31/2015	4/1/2015	3/31/2016	9/30/2015	3/31/2017
March 2015	4/30/2015	5/1/2015	4/30/2016	10/31/2015	4/30/2017
April 2015	5/31/2015	6/1/2015	5/31/2016	11/30/2015	5/31/2017
May 2015	6/30/2015	7/1/2015	6/30/2016	12/31/2015	6/30/2017
June 2015	7/31/2015	8/1/2015	7/31/2016	1/31/2016	7/31/2017
July 2015	8/31/2015	9/1/2015	8/31/2016	2/28/2016	8/31/2017
August 2015	9/30/2015	10/1/2015	9/30/2016	3/31/2016	9/30/2017
September 2015	10/31/2015	11/1/2015	10/31/2016	4/30/2016	10/31/2017
October 2015	11/30/2015	12/1/2015	11/30/2016	5/31/2016	11/30/2017
November 2015	12/31/2015	1/1/2016	12/31/2016	6/30/2016	12/31/2017
December 2015	1/31/2016	2/1/2016	1/31/2017	7/31/2016	1/31/2018

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 2015	1*/2015	6/30/2015
February 2015	2*/2015	7/31/2015
March 2015	3*/2015	8/31/2015
April 2015	4*/2015	9/30/2015
May 2015	5*/2015	10/31/2015
June 2015	6*/2015	11/30/2015
July 2015	7*/2015	12/31/2015
August 2015	8*/2015	1/31/2016
September 2015	9*/2015	2/28/2016
October 2015	10*/2015	3/31/2016
November 2015	11*/2015	4/30/2016
December 2015	12*/2015	5/31/2016

* SNAP Application filing date