



**FAMILY INDEPENDENCE ADMINISTRATION**

Matthew Brune, Executive Deputy Commissioner

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Policy, Procedures, and Training

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Office of Procedures

**POLICY BULLETIN #14-25-OPE**

**OBSOLETION OF FORM W-575W**

<p><b>Date:</b> February 28, 2014</p>	<p><b>Subtopic(s):</b> Form</p>		
<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purpose of this policy bulletin is to inform all staff that the following form is now obsolete because it is either outdated and/or no longer in use :</p> <ul style="list-style-type: none"> <li>• With Child Care Automated Phone System (CAPS) and Your Phone you can . . . <b>(W-575w)</b></li> </ul> <p>Center Directors must ensure that all previous versions of the form and its multilingual equivalents are removed from circulation and recycled.</p> <p><i>Effective Immediately</i></p> <p><b>Attachments:</b></p> <table border="0"> <tr> <td><b>W-575w</b></td> <td>With Child Care Automated Phone System (CAPS) and Your Phone you can . . . (Obsolete)</td> </tr> </table>	<b>W-575w</b>	With Child Care Automated Phone System (CAPS) and Your Phone you can . . . (Obsolete)
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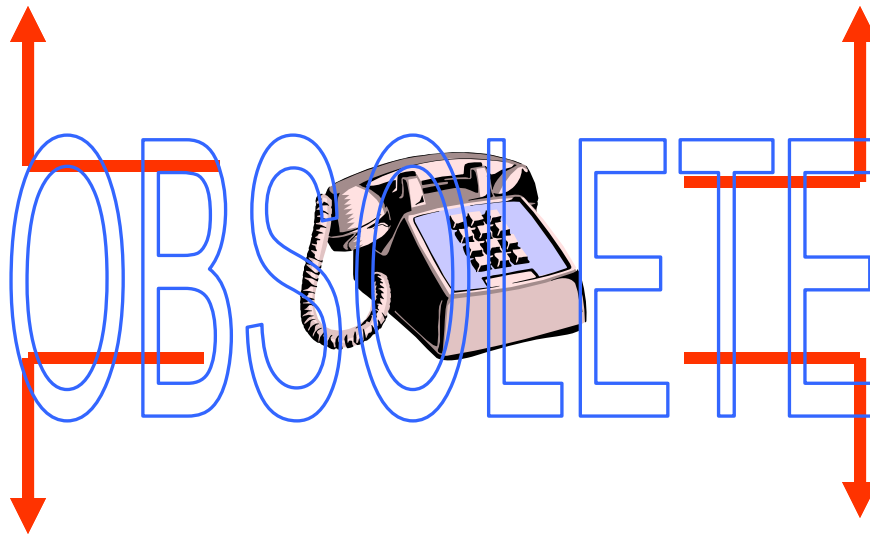
HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298



**With CAPS and Your Phone  
you can . . .**

Record Attendance  
Monthly

Check Payment  
Status



Check the status of  
a child

Remove a child  
from care

**Use CAPS in Queens Starting in December**  
Beginning with November's Attendance

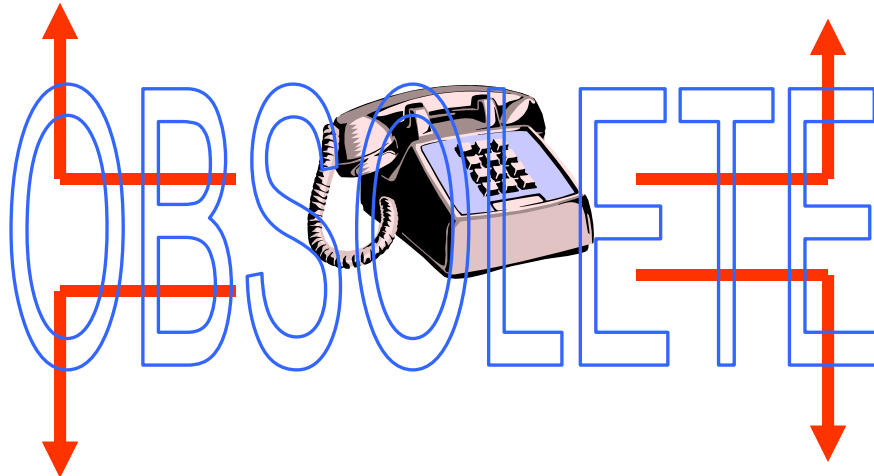




**Con Su Teléfono y CAPS  
usted puede . . .**

Registrar la Asistencia  
Mensualmente

Verificar el  
Estado de sus  
Pagos



Verificar el estado  
de su niño

Retirar a un niño  
del cuidado

**Utilize CAPS en Queens a Partir de diciembre**  
Empezando con la Asistencia de noviembre

