



FAMILY INDEPENDENCE ADMINISTRATION


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POLICY BULLETIN #14-38-OPE

REVISIONS TO THE OFFICE OF CHILD SUPPORT ENFORCEMENT (OCSE) APPOINTMENT NOTICE (M-384)

Date: March 27, 2014	Subtopic(s): Forms, Child Support
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PB #12-97-OPE for the FIA referral process to OCSE.</p>	<p>The purpose of this policy bulletin is to advise all Job Center staff that the Office of Child Support Enforcement (OCSE) Appointment Notice (M-384) has been revised as follows:</p> <ul style="list-style-type: none"> Information in the paragraph explaining the penalty for failure to cooperate with OCSE, has been changed to: <p><i>If you do not keep this appointment and cooperate with the Office of Child Support Enforcement (OCSE), your household's Cash Assistance standard of need will be reduced by 25% and you may not be eligible to receive or continue to receive medical assistance for yourself. The standard of need is used to determine your household's Cash Assistance eligibility and benefit level. The 25% standard of need reduction and the loss of medical assistance eligibility will remain in effect until you cooperate with OCSE.</i></p> The following sentence has been added: <p>Note: <i>If you are applying for Cash Assistance and you receive a notice that says you are not eligible for benefits but your remaining household members have been approved, you must still keep this appointment and cooperate with OCSE to avoid a reduction in the Cash Assistance standard of need for the remaining eligible household members.</i></p> <p>Job Center Directors must ensure that all previous versions of Form M-384 are removed from circulation and recycled.</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

A sample of the revised form is attached.

Effective Immediately


Related Item:

[PB #12-97-OPE](#) Revisions to the FIA's Referral Process to the Office of Child Support Enforcement (OCSE)

Attachments:

M-384 Office of Child Support Enforcement (OCSE)
Appointment Notice (Rev. 3/27/14)

M-384 (S) Office of Child Support Enforcement (OCSE)
Appointment Notice (Spanish) (Rev. 3/27/14)

 Please use Print on Demand to obtain copies of forms.

Date: _____
Case Number: _____
Case Name: _____
Center: _____

Office of Child Support Enforcement (OCSE) Appointment Notice

A child support interview has been scheduled:

Date: _____ Time: _____ Telephone: _____
Location Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

For an interview regarding the noncustodial parent(s) and his/her child(ren).

Noncustodial Parent's Name	Child's First Name	Child's CIN	Child's WMS Line No.
SAMPLE			

If you are unable to keep this appointment, it is important that you call _____ at least 24 hours in advance.

Please bring the completed Information about Child Support Services and Application/Referral for Child Support Services (**LDSS-4882**) booklet with you. See page A-7 of the **LDSS-4882** booklet for the list of documents that you should copy and take with you to your appointment with OCSE.

If you do not want to cooperate with the child support program because you fear the noncustodial parent will retaliate with physical or emotional harm, let the Worker know. You will be referred to a domestic violence liaison who will decide if you should be excused from some or all of the requirements to cooperate with the child support program.

This is a mandatory eligibility appointment. If you do not keep this appointment and cooperate with the Office of Child Support Enforcement (OCSE), your household's Cash Assistance standard of need will be reduced by 25% and you may not be eligible to receive or continue to receive medical assistance for yourself. The standard of need is used to determine your household's Cash Assistance eligibility and benefit level. The 25% standard of need reduction and the loss of medical assistance eligibility will remain in effect until you cooperate with OCSE.

Note: If you are applying for Cash Assistance and you receive a notice that says you are not eligible for benefits but your remaining household members have been approved, you must still keep this appointment and cooperate with OCSE to avoid a reduction in the Cash Assistance standard of need for the remaining eligible household members.

Travel Directions:

✖ Click here to insert a picture

Applicant/Participant's Signature

Date

Opening/Applications Reopening/Undercare Changes or Updates

Child support helps you provide for your children!

Fecha: _____
 Número del Caso: _____
 Nombre del Caso: _____
 Centro: _____

Aviso de Cita de la Oficina de Ejecución de Manutención de Niños (OCSE)

Una entrevista de manutención de niños ha sido programada

Fecha: _____ Hora: _____ Teléfono: _____
 Nombre del Local: _____
 Dirección: _____
 Ciudad: _____ Estado: _____ Código Postal: _____

Para una entrevista sobre el/la siguiente padre/madre(s) sin custodia y su(s) hijo(s):

Noncustodial Parent's Name	Child's First Name	Child's CIN	Child's WMS Line No.
SAMPLE			

En caso de que no pueda presentarse a esta cita, es importante que llame al _____ por lo menos con 24 horas de anticipación.

Favor de traer consigo el panfleto Información sobre Servicios de Manutención de Niños y Solicitud/Envío para Servicios de Manutención de Niños (**LDSS-4882**) llenado. Vea la página A-7 del panfleto **LDSS-4882** para la lista de documentos que usted debe copiar y traer consigo a su cita con OCSE.

Si usted no desea cooperar con el programa de manutención de niños por temor que el padre o madre sin custodia tome represalias con agresiones físicas o emocionales, infórmele a su trabajador. Usted será enviado(a) al enlace de violencia doméstica, para determinar si usted debería ser excusado de algunos o de todos los requisitos de cooperación con el programa de manutención de niños.

Esta cita de elegibilidad es obligatoria. Si usted no cumple esta cita y no coopera con la Oficina de Ejecución para Manutención de Niños (Office of Child Support Enforcement - OCSE), el criterio de necesidad para Asistencia en Efectivo de su hogar se reducirá en un 25% y puede que usted no reúna los requisitos para recibir o seguir recibiendo asistencia médica para usted mismo. El criterio de necesidad se usa para determinar la elegibilidad y el nivel de beneficios para Asistencia en Efectivo de su hogar. La reducción del criterio de necesidad del 25% y la pérdida de elegibilidad para asistencia médica seguirán vigentes hasta que usted coopere con OCSE.

Aviso: Si usted está solicitando Asistencia en Efectivo y recibe un aviso informándole que usted no reúne los requisitos para beneficios pero que se han aprobado los otros miembros de su hogar, aún se debe cumplir esta cita y cooperar con OCSE para evitar una reducción del criterio de necesidad para Asistencia en Efectivo para los miembros restantes elegibles de su hogar.

Indicaciones de Viaje:

 Click here to insert a picture

Firma del Solicitante/Participante

Fecha

Opening/Applications Reopening/Undercare Changes or Updates

¡La manutención de niños le ayuda a proveer para sus hijos!