




FAMILY INDEPENDENCE ADMINISTRATION
 James K. Whelan, Executive Deputy Commissioner (Acting)

Stephen Fisher, Assistant Deputy Commissioner
 Office of Procedures

POLICY BULLETIN #14-79-OPE
(Use in Conjunction with PB #09-33-OPE)


**REVISIONS TO THE APPOINTMENT NOTICE (EXP-85C) AND
 THE SOCIAL SECURITY OFFICES LISTING (M-50B)**

<p>Date: July 21, 2014</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>This policy bulletin informs staff of the following change to the Appointment Notice (EXP-85C):</p> <ul style="list-style-type: none"> The mandatory language on the bottom of the EXP-85C has been changed to read as follows: <p><i>Please be advised that before you report to the above appointment, you should go to your nearest Social Security Administration office and apply for Social Security retirement benefits. According to our records you may have sufficient work history to possibly qualify for these benefits. The Social Security office will provide you with a receipt to confirm that you have applied. Please bring this receipt with you to your appointment.</i></p> <p>In addition, the Social Security Offices in New York City listing (M-50b) has been revised to list the locations where qualified applicants may apply for retirement benefits. The revised M-50b will be mailed out by MIS along with the EXP-85C.</p> <p>Job Center Directors must ensure that all previous versions of the EXP-85C and M-50b are removed from circulation and recycled.</p> <p>Samples of the revised notices are attached.</p> <p><i>Effective Immediately</i></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

Related Item:

[PB #09-33-OPE](#)

 Please use Print on Demand to obtain copies of forms.

Attachments:

- | | |
|--------------------|---|
| EXP-85C | Appointment Notice (Rev. 7/21/14) |
| EXP-85C (S) | Appointment Notice (Spanish) (Rev. 7/21/14) |
| M-50b | Social Security Offices In New York City (Rev. 7/21/14) |

Date: _____
Case Number: _____
Case Name: _____
Center: _____
Caseload: _____
Action Code: _____
Telephone Number: _____

Appointment Notice

Our records reflect that you are 62 years of age or older, and that you have not filed for Social Security Benefits.

The SeniorWorks Center works collaboratively with the Social Security Administration, community-based organizations, and other entities to assist older New Yorkers on cash assistance obtain all the benefits and services to which they may be entitled.

We are requesting that you come to SeniorWorks to discuss Social Security, and other benefits/services that may assist you in becoming self-sufficient and improve the quality of your life.

Your appointment has been scheduled for:

Appointment Date: _____ Time: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Travel Directions:

Please be advised that before you report to the above appointment, you should go to your nearest Social Security Administration office and apply for Social Security retirement benefits. According to our records you may have sufficient work history to possibly qualify for these benefits. The Social Security office will provide you with a receipt to confirm that you have applied. Please bring this receipt with you to your appointment.

Please bring copies of any correspondence that would assist us to better understand your issues so that we can help you overcome any barriers you may have that are preventing you from obtaining a better quality of life. If you have applied for Social Security benefits, please bring proof that you have done so. If you are working, please bring copies of your latest pay stubs.

This is a mandatory eligibility appointment. If you have any questions or are unable to keep this appointment, contact us at the above telephone number prior to your appointment date. You can also call this number if you have a physical, mental health, or learning problem that makes it difficult for you to keep this appointment.

FAILURE TO REPORT MAY RESULT IN A REDUCTION OR LOSS OF YOUR CASH ASSISTANCE BENEFITS.

Fecha: _____
Número de Caso: _____
Nombre de Caso: _____
Centro: _____
Unidad de Casos: _____
Código de Acción: _____
Número de Teléfono: _____

Aviso de Cita

Según nuestros archivos, usted tiene 62 años de edad o más, y no ha solicitado Beneficios de Seguro Social.

El Centro de SeniorWorks trabaja con la Administración de Seguro Social, organizaciones comunitarias y otras entidades para asistir a esos neoyorquinos mayores de edad que reciben asistencia en efectivo a obtener beneficios y servicios a los cuales pueden tener derecho.

Le pedimos que venga a SeniorWorks para platicar sobre el Seguro Social y otros beneficios/servicios que pueden ayudarle lograr a la autosuficiencia y mejorar la calidad de su vida.

Su cita esta programada para:

Fecha de la Cita: _____ Hora: _____
Dirección: _____
Ciudad: _____ Estado: _____ Código Postal: _____

Indicaciones de Viaje:

Favor de tener en cuenta antes de que usted se presente a la cita de arriba que debe de presentarse a la oficina local de la Administración de Seguridad Social y solicitar beneficios de jubilación de Seguridad Social. Según nuestros archivos, puede que usted tenga un historial de trabajo suficiente para reunir los requisitos de estos beneficios. La oficina de Seguridad Social le expedirá un recibo para confirmar que usted ha presentado su solicitud. Por favor traiga este recibo consigo a su cita.

Favor de traer copias de cualquier correspondencia que nos pueda ayudar a comprender mejor su situación. Para que podamos ayudarle a superar esos obstáculos que le estén impidiendo obtener una vida mejor. Si usted solicitó beneficios de Seguro Social, favor de traer prueba de que usted ya solicitó. Si usted está trabajando, favor de traer copias de sus más recientes talones de paga.

Esta cita de elegibilidad es obligatoria. Si usted tiene cualquier pregunta o si no puede cumplir esta cita, favor de comunicarse con nosotros al número que aparece arriba para obtener la fecha de su cita. También puede llamar a ese número si usted tiene un problema físico, salud mental o de aprendizaje que le dificulta mantener esta cita.

EL NO PRESENTARSE COMO DEBIDO PUEDE RESULTAR EN LA REDUCCIÓN O PÉRDIDA DE SUS BENEFICIOS DE ASISTENCIA EN EFECTIVO.

Social Security Offices in New York City

Bronx	Brooklyn	Manhattan	Queens / Staten Island
Bronx Hub 820 Concourse Village West 3rd Floor Bronx, NY 10451	South Brooklyn 7714 17th Avenue Brooklyn, NY 11214	Downtown 123 William Street 4th Floor New York, NY 10038	Astoria/Long Island City 31-08 37th Avenue Ground Floor Long Island City, NY 11001
East Bronx 1380 Parker Street 2nd Floor Bronx, NY 10461	Bedford Heights 1540 Fulton Street Brooklyn, NY 11216	East Harlem 345 East 102nd Street 4th Floor New York, NY 10029	Rockaway 113-06 Rockaway Beach Boulevard Rockaway Park, NY 11694
Hunts Point 1029 East 163rd Street 3rd Floor Bronx, NY 10459	Boro Hall 195 Montague Street 7th Floor Brooklyn, NY 11201	East Village 650 East 12th Street New York, NY 10009	Rego Park/Glendale 63-44 Austin Street Rego Park, NY 11374
Laconia Avenue 3247 Laconia Avenue Bronx, NY 10469	Bushwick/Williamsburg 1111 Myrtle Avenue Brooklyn, NY 11206	Midtown 237 West 48th Street 5th Floor New York, NY 10036	Jamaica 155-10 Jamaica Avenue 3rd Floor Queens, NY 11432
North Bronx 2720 Jerome Avenue Bronx, NY 10468	Canarsie 1871 Rockaway Parkway Brooklyn, NY 11236	Uptown 55 West 125th Street 6th Floor New York, NY 10027	Hyland Boulevard 1510 Hyland Boulevard 2nd Floor Staten Island, NY 10305
West Farms 1829 Southern Boulevard Bronx, NY 10460	Cypress Hills/ East New York 3386 Fulton Street Brooklyn, NY 11208	Washington Heights 4292 Broadway New York, NY 10033	Staten Island Richmond Avenue 2389 Richmond Avenue Staten Island, NY 10314
	Flatbush 2250 Nostrand Avenue Brooklyn, NY 11210		