




FAMILY INDEPENDENCE ADMINISTRATION
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Office of Procedures

POLICY BULLETIN #14-86-OPE

CHANGE TO THE SCHEDULING OF AN OFFICE OF CHILD SUPPORT ENFORCEMENT (OCSE) REFERRAL FOR CASH ASSISTANCE (CA) APPLICANTS

<p>Date: August 5, 2014</p>	<p>Subtopic(s): CA, OCSE, POS, NYCWAY, MIS</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Refer to PB #12-97-OPE</p>	<p>The purpose of this policy bulletin is to advise all Job Center staff that the initial referral to the Office of Child Support Enforcement (OCSE) for an applicant will now be scheduled at least twenty calendar days out from the date that the referral is initiated.</p> <p>If the Paperless Office System (POS) determines that a referral to OCSE is necessary for an applicant, the Job Opportunity Specialist (JOS)/Worker must schedule a mandatory appointment with OCSE using the POS OCSE Referral window. The POS OCSE Referral window schedules the OCSE appointment for the case using the New York City Work Accountability and You (NYCWAY) system.</p> <p>When the JOS/Worker clicks on the Make a New Appointment button, the available appointment dates and times displayed in the Schedule the Appointment window will be at least twenty calendar days out from the date that the referral is initiated. The JOS/Worker should choose an OCSE appointment date and time for which the applicant is available, taking his/her schedule into consideration.</p> <p>Management Information Systems (MIS) will mail the applicant the OCSE Appointment Reminder (OCSE-224), fourteen days prior to the date of the scheduled OCSE appointment.</p> <p>The referral process for participants to OCSE remains unchanged.</p> <p>A sample of the form is attached.</p> <p><i>Effective August 18, 2014.</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 Items:

- [PB #14-38-OPE](#)
- [PB #13-28-OPE](#)
- [PB #12-97-OPE](#)
- [PB #07-151-SYS](#)

Attachments:

☞ Please use Print on Demand to obtain copies of forms.

- OCSE-224 (E)** OCSE Appointment Reminder (4/12/2012)
- OCSE-224 (S)** OCSE Appointment Reminder (4/30/2012) (Spanish)

Notice Date: _____

Case Number: _____

Case Name: _____

Center: _____

OCSE APPOINTMENT REMINDER

This is a reminder that you are scheduled to appear for an interview at the **Office of Child Support Enforcement (OCSE)** on _____ at _____.

The location of your interview is below:

Location Name: _____

Telephone: _____

Address: _____

City: _____

State: _____

Zip Code: _____

The interview is regarding the noncustodial parent of your child(ren):

Please bring the following documents with you *(if both parents of the child(ren) to be listed on the petition are absent from the home, please provide the requested documents/information for both parents)*:

- Documents showing the noncustodial parent's Social Security Number;
- Birth certificate for each child to be listed on the petition;
- Marriage certificate, divorce decree or separation papers, if applicable;
- Voluntary Acknowledgement of Paternity or Order of Filiations from Family Court, if applicable;
- The noncustodial parent's address, telephone numbers and employer's information;
- The noncustodial parent's date and place of birth, and parents' names; and
- Recent photograph of the noncustodial parent.

This is a mandatory eligibility appointment.

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

If you do not keep this appointment and cooperate fully with OCSE, the cash benefits for the children will be reduced by 25%, but your food stamp benefits will not change. The penalty will remain in effect unless and until you provide the specific information requested and comply with child support.

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, please keep this appointment and let the child support 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.

Also, if your cash assistance case closes, all the current child support income collected will be forwarded to you. Even while you are receiving cash benefits, you will receive up to the first \$100, or \$200 if you have two or more children. This is above your cash benefit amount.

The cost of raising a child is high and the cost should be shared by both parents.

For travel directions, please call the MTA at 718-330-1234 or visit <http://www.mta.info/>

Fecha del aviso: _____

Número del caso: _____

Nombre del caso: _____

Centro: _____

RECORDATORIO DE CITA EN LA OCSE

Este es un recordatorio de que usted está programado para presentarse a una entrevista en la **Oficina de Ejecución de Sustento de Menores (Office of Child Support Enforcement, OCSE)** el _____ en _____.

La sede de su entrevista está a continuación:

Nombre de la sede: _____

Teléfono: _____

Dirección: _____

Ciudad: _____

Estado: _____

Código postal: _____

La entrevista es con relación al padre/madre sin tutela de su(s) hijo(a) (s)

Traiga los siguientes documentos con usted (*si ambos padres del (de los) niño(a) (s) que se indican en la petición están ausentes en el hogar, proporcione los documentos/información solicitados para ambos padres*):

- Documentos que muestren el Número de Seguro Social del(de la) padre/madre;
- Certificado de nacimiento de cada niño(a) que se indica(n) en la petición;
- Certificado de matrimonio, sentencia de divorcio o documentos de separación, si corresponde;
- Reconocimiento voluntario de paternidad u orden de filiación del tribunal de familia, si corresponde;
- La dirección, números de teléfono e información del empleador del (de la) padre/madre sin tutela.
- La fecha y lugar de nacimiento del(de la) padre/madre sin tutela y los nombres del(de la) padre/madre; y
- Fotografía reciente del (de la) padre/madre sin tutela.

Esta es una cita obligatoria de elegibilidad.

Si no puede cumplir con esta cita, es importante que llame al _____ por lo menos con 24 horas de anticipación.

Si no cumple con esta cita y no coopera completamente con la OCSE, se reducirán los beneficios en efectivo para los niños en un 25%, pero no cambiarán sus beneficios de cupones de alimentos. La penalización continuará vigente, hasta que usted proporcione la información específica solicitada y cumpla con el sustento de menores.

Si no quiere cooperar con el programa de sustento de menores porque teme que el (la) padre/madre sin tutela le cause daño físico o emocional como represalia, cumpla con esta cita y dígaselo al (la) trabajador(a) de sustento de menores. Se le referirá a un enlace contra la violencia doméstica, que decidirá si se le excusa de alguno o de todos los requisitos de colaboración del programa de sustento de menores.

También, si se cierra su caso de ayuda económica, todos los ingresos recaudados por sustento de menores se le enviarán a usted. Incluso mientras esté recibiendo beneficios en efectivo, usted recibirá hasta los primeros \$100 o \$200 si tiene dos o más hijos. Esto está por encima de su monto de beneficio en efectivo.

El costo de criar a un(a) hijo(a) es alto y lo deberían compartir ambos padres.

Para obtener indicaciones para llegar, llame a MTA al 718-330-1234 o visite <http://www.mta.info/>