



# FAMILY INDEPENDENCE ADMINISTRATION

James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #15-02-OPE

### TRANSFER OF OWNERSHIP OF THE REFERRAL FOR BFI APPOINTMENT (W-151P)

<b>Date:</b> January 21, 2015	<b>Subtopic(s):</b> Forms						
<p> This procedure can now be accessed on the FIAweb.</p> <p>See <a href="#">PB #08-64-SYS</a> for making BFI referrals</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 ownership of the Referral for BFI Appointment (<b>W-151P</b>) form is being transferred from the Family Independence Administration (FIA) to the Bureau of Fraud Investigation (BFI), therefore the <b>W-151P</b> is now obsolete. The form has been assigned the new number of <b>BFI-221</b>.</p> <p>All requests for revisions to the above form must be forwarded to and implemented by BFI.</p> <p>Effective immediately, staff must use the <b>BFI-221</b> to make the BFI referral.</p> <p>Center Directors must ensure that the <b>W-151P</b> and all multi-lingual versions are removed from circulation and recycled.</p> <p><i>Effective Immediately</i></p> <p><b>Attachments:</b></p> <table data-bbox="483 1344 1485 1459"> <tr> <td><b>W-151P</b></td> <td>Referral for BFI Appointment (OBSOLETE)</td> </tr> <tr> <td><b>W-151P (S)</b></td> <td>Referral for BFI Appointment (Spanish) (OBSOLETE)</td> </tr> <tr> <td><b>BFI-221</b></td> <td>Notice of Referral for BFI Appointment</td> </tr> </table>	<b>W-151P</b>	Referral for BFI Appointment (OBSOLETE)	<b>W-151P (S)</b>	Referral for BFI Appointment (Spanish) (OBSOLETE)	<b>BFI-221</b>	Notice of Referral for BFI Appointment
<b>W-151P</b>	Referral for BFI Appointment (OBSOLETE)						
<b>W-151P (S)</b>	Referral for BFI Appointment (Spanish) (OBSOLETE)						
<b>BFI-221</b>	Notice of Referral for BFI Appointment						

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

Date: \_\_\_\_\_  
Case Number/  
App-Reg: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Job Center: \_\_\_\_\_

### Referral for BFI Appointment

Dear \_\_\_\_\_,  
Applicant's Name

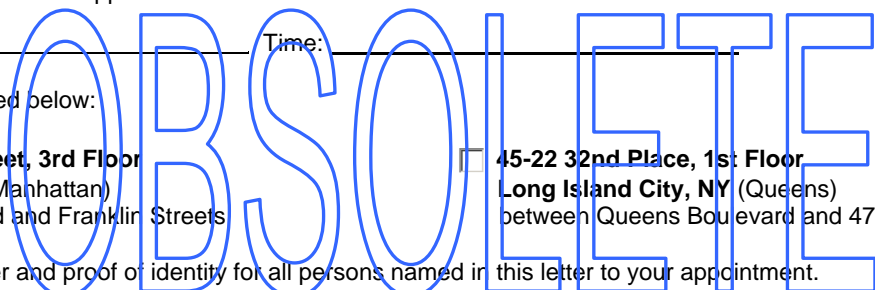
\_\_\_\_\_ is the subject of a pending investigation and must appear  
Subject's Name  
at the Bureau of Fraud Investigation. If the subject of the investigation is 17 years of age or younger, you must accompany him/her to the interview. The appointment is on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

at the address checked below:

**250 Church Street, 3rd Floor**  
**New York, NY (Manhattan)**  
between Leonard and Franklin Streets

**45-22 32nd Place, 1st Floor**  
**Long Island City, NY (Queens)**  
between Queens Boulevard and 47th Avenue



Please bring this letter and proof of identity for all persons named in this letter to your appointment.

If you cannot keep this appointment, call (212) 274-5037.

I understand that if the subject of the investigation fails to report for the interview, my application for Cash Assistance may be denied.

\_\_\_\_\_  
Casehead's Signature Date

**If the subject of the investigation is not the applicant and is 18 years of age or over he/she must sign below:**

I understand that I am the subject of an investigation and agree to appear for the interview.

\_\_\_\_\_  
Subject's Signature Date

**TRAVEL INSTRUCTIONS**

**To Manhattan Office:** 1 Train to Franklin Street or A, C, E, J, 2, or 3 to Chambers Street.  
The office is located between Leonard and Franklin Streets.

**To Queens Office:** 7 Train to 33rd Street/Rawson. Applicants coming from Manhattan or Brooklyn should transfer at 42nd Street/Grand Central or Times Square for the 7 train. Applicants coming from the Bronx should take the 4, 5, or 6 train to 42nd Street/Grand Central and then transfer to a Queens-bound 7 train to 33rd Street/Rawson.

Fecha: \_\_\_\_\_  
Número del Caso/  
Cita-Registro: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro de Trabajo: \_\_\_\_\_

### Envío para Cita de BFI

Estimado \_\_\_\_\_,  
Nombre del Solicitante

\_\_\_\_\_ es objeto de una investigación pendiente y debe presentarse ante la  
Nombre del Objeto de la Investigación  
Oficina de Investigación de Fraude (Bureau of Fraud Investigation – BFI). Si el objeto de la investigación tiene 17 años de  
edad o menos, usted tiene que acompañarle a la entrevista. La cita es el:

Fecha: \_\_\_\_\_ Hora: \_\_\_\_\_

en la dirección marcada más abajo:

**250 Church Street, 3er Piso**  
**New York, NY (Manhattan)**  
entre Leonard Street y Franklin Street

**45-22 32nd Place, 1er Piso**  
**Long Island City, NY (Queens)**  
entre Queens Boulevard y 47th Avenue

Favor de traer a su cita esta carta y prueba de identidad para todas las personas nombradas en esta carta.

Si no puede asistir a esta cita, llame al (212) 274-5037.

Entiendo que si el objeto de la investigación no se presenta a la entrevista como debido, mi solicitud de Asistencia en Efectivo podría ser rechazada.

\_\_\_\_\_  
Firma de la Cabeza del Caso

\_\_\_\_\_  
Fecha

**Si el objeto de la investigación no es el solicitante, y además tiene 18 años de edad o más, él/ella tiene que firmar más abajo:**

Entiendo que yo soy el objeto de una investigación y acuerdo presentarme a la entrevista.

\_\_\_\_\_  
Firma del Objeto de la Investigación

\_\_\_\_\_  
Fecha

#### **INDICACIONES DE VIAJE**

**A la Oficina de Manhattan:** El tren 1 a Franklin Street o el A, C, E, J, 2, o el 3 a Chambers Street.  
La oficina está ubicada entre las calles Leonard y Franklin.

**A La Oficina de Queens:** El tren 7 a la parada 33 Street/Rawson. Solicitantes viajando desde Manhattan o Brooklyn deben cambiarse en la parada de 42nd Street/Grand Central o Times Square al tren 7. Solicitantes viajando desde el Bronx deben tomar el tren 4, 5, o 6 a la parada 42nd Street/Grand Central y después cambiarse al tren 7 que va hacia Queens, hasta la parada 33rd Street/Rawson.

Date: \_\_\_\_\_  
Case Number/App Reg: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Job Center: \_\_\_\_\_

### Notice of Referral for BFI Appointment

Dear \_\_\_\_\_,  
Applicant's Name

\_\_\_\_\_ is the subject of a pending

Subject's Name  
investigation and must appear at the Bureau of Fraud Investigation. If the subject of the investigation is 18 years of age or younger, you must accompany him/her to the interview. The appointment is on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

at the address checked below:

**250 Church Street, 3rd Floor**  
**New York, NY (Manhattan)**  
between Leonard and Franklin Streets

**151 West Broadway, 7th Floor**  
**New York, NY (Manhattan)**  
between Worth and Thomas Streets

Please bring this letter and proof of identity for all persons named in this letter to the appointment.

If you cannot keep this appointment, call (718) 722-8001.

I understand that if the subject of the investigation fails to report for the interview, the application will be denied.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**If the subject of the investigation is not the applicant and is over 18, s/he must sign below:**

I understand that I am the subject of an investigation and agree to appear for the interview.

\_\_\_\_\_  
Subject's Signature

\_\_\_\_\_  
Date

**TRAVEL INSTRUCTIONS**

**To Manhattan Office ( 250 CHURCH ST):** 1 Train to Franklin Street or A,C,E to Chambers Street Office Located between Leonard and Franklin Streets.

**To Manhattan Office (151 WEST BROADWAY):** 1 Train to Franklin Street or A,C,E to Chambers Street Office Located on West Broadway between Worth and Thomas Streets.