




OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #15-103-OPE

INTRODUCTION OF FORMS FOR OUTREACH SERVICES FOR LIVING IN COMMUNITIES (LINC) AND CITY FAMILY EVICTION PREVENTION SUPPLEMENT (CITYFEPS) RENTAL ASSISTANCE PROGRAMS

Date: October 29, 2015	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to announce four new Living in Communities (LINC) and City Family Eviction Prevention Supplement (CITYFEPS) forms to be used by IREA (Investigation, Revenue and Enforcement Administration) and the LINC Unit at 109 East 16th Street 3rd floor. The forms are informational for all other Staff.</p> <p>The forms were developed for use with outreach services to LINC and CITYFEPS participants to prevent case sanctions and closings. The forms are as follows:</p> <ul style="list-style-type: none"> • An HRA Representative is Coming to Your Home to Recertify You Form (FIA-1148) is a notice to participants from IREA informing him/her that a home visit has been scheduled because he/she missed a CA (Cash Assistance) recertification appointment or failed to return the 6 month CA mailer questionnaire. • Notice of Missed Cash Assistance Recertification Home Visit Appointment Form (FIA-1148a) informs participants that he/she was not available for his/her home visit by IREA, and that he/she must contact the Job Center to reschedule a recertification interview. • Important Information About Your Rental Assistance and Child Care Form (FIA-1148b) is an insert to participants warning him/her about the consequences of his/her case being sanctioned or closed. • Important Information, Notice of Intent Has Been Issued to Reduce or Close Your Cash Assistance Case (FIA-1148c) is a letter to participants informing him/her to report to his/her Job Center to be reassessed for an engagement activity.

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

For detailed information on engagement refer to PB #15-53-EMP, and for the Six Month Mailer refer to PD #09-30-OPE.

Effective Immediately

Related Items:

[PB #15-53-EMP](#)
[PD #09-30-OPE](#)

Attachments:

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

- FIA-1148** An HRA Representative is Coming to Your Home to Recertify You
- FIA-1148(S)** An HRA Representative is Coming to Your Home to Recertify You (Spanish)
- FIA-1148a** Notice of Missed Cash Assistance recertification Home Visit Appointment
- FIA-1148a(S)** Notice of Missed Cash Assistance recertification Home Visit Appointment (Spanish)
- FIA-1148b** Important Information About Your Rental Assistance and Child Care
- FIA-1148b(S)** Important Information About Your Rental Assistance and Child Care (Spanish)
- FIA-1148c** Important Information, Notice of Intent Has Been Issued to Reduce or Close Your Cash Assistance Case
- FIA-1148c(S)** Important Information, Notice of Intent Has Been Issued to Reduce or Close Your Cash Assistance Case (Spanish)

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

An HRA Representative is Coming to Your Home to Recertify You

Important information about your Cash Assistance (CA) Case and Your LINC or CITYFEPS Rental Assistance

Our records indicate that you missed your scheduled Cash Assistance (CA) recertification appointment or failed to return your 6 month CA mailer questionnaire. We are sending you this notice to inform you that a NYC Human Resources Administration (HRA) representative will visit your residence to help you complete your CA recertification. You must recertify to continue receiving CA. It is important for you to maintain continued eligibility for CA because it affects your Living in Communities (LINC) or City Family Eviction Prevention Supplement (CITYFEPS) rental assistance.

If you do not complete the CA recertification, you could lose your CA benefits and your LINC or CITYFEPS rental assistance.

Your home visit appointment is scheduled for:

Appointment date: _____ Time: _____ am/pm

If you are not able to keep this appointment, please call immediately to reschedule at: 718-254-0400.

If you have any questions, please call 718-254-0400.

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

Un Representante de la HRA Viene a su Hogar para Recertificarle

Información Importante sobre su Caso de Asistencia en Efectivo y Su Asistencia de Alquiler de LINC o CITYFEPS

Según nuestros archivos, usted faltó a su cita de recertificación de Asistencia en Efectivo (CA) programada o no devolvió como debido su cuestionario de envío postal para CA de 6 meses. Le enviamos este aviso para informarle de que visitará su residencia un representante de la Administración de Recursos Humanos de la Ciudad de Nueva York (HRA) para ayudarle a llevar a cabo su recertificación de CA. Usted debe recertificarse para seguir recibiendo CA. Es importante que usted mantenga su elegibilidad continua para CA, dado que afecta su asistencia de alquiler de Vivir en las Comunidades (LINC) o del Suplemento de la Ciudad para la Prevención del Desahucio de Familias (CITYFEPS).

Si usted no lleva a cabo la recertificación de CA, puede perder sus beneficios de CA y su asistencia de alquiler de LINC o CITYFEPS.

Su cita de visita al hogar se ha programado para el:

Fecha de la Cita: _____ **Hora:** _____ am/pm

Si no puede cumplir esta cita, por favor llame de inmediato al: 718-254-0400 para reprogramarla.

Si tiene cualquier pregunta, por favor llame al 718-254-0400.

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

Notice of Missed Cash Assistance Recertification Home Visit Appointment

Important Information About Your Cash Assistance Case and Your LINC Or CITYFEPS Rental Assistance

You are receiving this notice because you have not completed a recertification for Cash Assistance (CA). The NYC Human Resources Administration (HRA) scheduled a home visit appointment to help you complete a recertification on _____, but we did not reach you.

You must recertify to continue receiving Cash Assistance. It is important for you to maintain continued eligibility for Cash Assistance because it affects your Living in Communities (LINC) or City Family Eviction Prevention Supplement (CITYFEPS) rental assistance.

If you do not complete the CA recertification you could lose your Cash Assistance benefits and your LINC or CITYFEPS rental assistance.

Please bring this letter to your Job Center within five business days of receiving the letter for a recertification interview. If you do not go to your Job Center to complete the CA recertification, you could lose your Cash Assistance benefits and your LINC or CITYFEPS rental assistance.

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

Aviso de Cita en el Hogar Faltada de Recertificación de Asistencia en Efectivo

Información Importante sobre su Caso de Asistencia en Efectivo y Su Asistencia de Alquiler de LINC o CITYFEPS

Le enviamos este aviso porque usted no llevó a cabo la recertificación para Asistencia en Efectivo (CA). La Administración de Recursos Humanos (HRA) de la Ciudad de Nueva York programó una cita en el hogar para ayudarle a usted a llevar a cabo la recertificación e _____, pero no pudimos comunicarnos con usted.

Usted tiene que recertificarse para continuar recibiendo CA. Es importante que mantenga su elegibilidad continua para CA porque ello afecta su asistencia de alquiler de Vivir en las Comunidades (LINC) o del Suplemento de la Ciudad de Prevención de Desahucio de Familias (CITYFEPS).

Si usted no lleva a cabo la recertificación de CA, puede perder sus beneficios de CA y su asistencia de alquiler de LINC o CITYFEPS.

Favor de traer esta carta consigo a su Centro de Trabajo dentro de cinco días laborables de recibir la carta para la cita de recertificación. Si usted no se presenta a su Centro de Trabajo para llevar a cabo la recertificación de CA, puede perder sus beneficios de CA y su asistencia de alquiler de LINC o CITYFEPS.

IMPORTANT INFORMATION ABOUT YOUR RENTAL ASSISTANCE AND CHILD CARE

If you are sanctioned, your benefits will be reduced or if your Cash Assistance (CA) case closes, your benefits will be discontinued.

You may lose your child care and Living in Communities (LINC) or City Family Eviction Prevention Supplement (CITYFEPS) rental assistance.

Please see the enclosed appointment notice.

Please keep this appointment.

Don't risk losing your child care and your LINC or CITYFEPS rental assistance.

SAMPLE

INFORMACIÓN IMPORTANTE SOBRE SU ASISTENCIA DE ALQUILER Y CUIDADO INFANTIL

Si se le sanciona a usted, se reducirán sus beneficios. O, si se cierra su caso de Asistencia en Efectivo (CA), se discontinuarán sus beneficios.

Puede que usted pierda su cuidado infantil y asistencia de alquiler de Vivir en las Comunidades (LINC) o el Suplemento de la Ciudad para la Prevención del Desalojo de Familias (CITYFEPS).

Favor de ver el aviso de cita en adjunto.

Por favor cumpla esta cita.

No se arriesgue a perder su cuidado infantil y su asistencia de alquiler de LINC o CITYFEPS.

Important Information

Notice of Intent Has Been Issued to Reduce or Close Your Cash Assistance Case

You are at risk of losing or reducing your Cash Assistance (CA) benefits, Child Care and Living in Communities (LINC) OR City Family Eviction Prevention Supplement (CITYFEPS) rental assistance.

Our records indicate that you missed your scheduled Cash Assistance (CA) engagement appointment and did not respond to a Conciliation Notification. We are sending you this notice to inform you that a NOTICE OF INTENT (NOI) to reduce or discontinue your CA benefits has been issued and mailed to you under separate cover.

If your CA case is sanctioned your benefits will be reduced. If your case is closed you will lose your CA benefits and your child care. You could also lose your Living in Communities (LINC) or City Family Eviction Prevention Supplement (CITYFEPS) rental assistance.

You must report to your Job Center no later than the date on the NOI letter to be reassessed for an engagement activity and prevent your case from closing.

It is important for you to maintain continued eligibility for CA because it affects your LINC or CITYFEPS rental assistance.

SAMPLE

Información Importante

Se ha Expedido el Aviso de la Intención de Reducir o Cerrar su Caso de Asistencia en Efectivo

Usted corre riesgo de que se cancelen o reduzcan sus beneficios de Asistencia en Efectivo (CA), de Cuidado Infantil y su asistencia de alquiler de Vivir en las Comunidades (LINC) O del Suplemento de la Ciudad para la Prevención del Desahucio de Familias (CITYFEPS).

Según nuestros archivos, usted faltó a su cita programada de participación de Asistencia en Efectivo (CA) y no respondió a un Aviso de Conciliación. Por el presente aviso le informamos que se le ha emitido y enviado por correo un AVISO DE LA INTENCIÓN (NOI) por separado de reducir o discontinuar sus beneficios de CA.

Se reducirán sus beneficios si su caso de CA se ve sancionado. Si se cierra su caso, usted perderá sus beneficios de CA y de cuidado infantil. Además, puede perder su asistencia de alquiler de Vivir en las Comunidades (LINC) o del Suplemento de la Ciudad para la Prevención del Desahucio de Familias (CITYFEPS).

Usted debe presentarse a su Centro de Trabajo, a más tardar la fecha indicada en la carta de NOI, para que se le reevalúe para una actividad de participación y para prevenir que se cierre su caso.

Es importante que usted mantenga la elegibilidad continua para CA, puesto que ésta afecta su asistencia de alquiler de LINC o CITYFEPS.