



OFFICE OF POLICY, PROCEDURES, AND TRAINING


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POLICY BULLETIN #15-110-OPE

(This Policy Bulletin Obsoletes PB #14-137-OPE)

SCHEDULES FOR JANUARY 2016 – JUNE 2016

Date: December 16, 2015	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that seven (7) desk guides for the recurring semi-annual schedules have been revised to reflect the dates from January 2016 through June 2016.</p> <p>The 2016 semi-annual schedules are:</p> <ul style="list-style-type: none"> • EBT Pick-up Schedule January – June 2016 (EBT-52A). This desk guide informs applicants of the date when their benefits will be available based on their case number toe digit. • Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (W-140XX). This desk guide advises staff on the various due dates for processing changes reported by households as well as information received from computer matches and other automated lists. • Recurring Roll Deadline Schedule January – June 2016 (W-203A). This desk guide advises staff of the dates by which changes on the Cash Assistance (CA) case must be processed in the Welfare Management System (WMS) to meet the next recurring cycle based on the case number toe digit. • NCA Toe Digit Deadline Schedule January – June 2016 (W-203EE). This desk guide advises staff of the date by which any changes on a SNAP case must be processed in WMS to meet the next recurring cycle based on the case number toe digit.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
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send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

- Family Assistance and NCA SNAP Application Timeliness Schedule January – June 2016 (**W-204TT**). This desk guide advises staff of the eligibility decision due dates for Family Assistance and NCA SNAP applications.
- Safety Net Assistance Application Timeliness Schedule January – June 2016 (**W-205RR**). This desk guide advises staff of the eligibility decision due dates and benefit availability dates for Safety Net Assistance (SNA) applications.

Note: 2016 is a leap year which requires February 29, 2016 to be included in the 45-day Safety Net Assistance (SNA) application period. This will impact all SNA applications received from January 16 through February 29.

- Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide (**W-205W**). This desk guide instructs staff on how to manually enter certification periods on Forms **LDSS-4013A NYC**, **LDSS-4013B NYC**, **LDSS-4014A NYC**, and **LDSS-4014B NYC**.

The Check Replacement Schedule form (**W-203BB**) is no longer used and is now obsolete.

Samples of the revised schedules are attached.

Effective Immediately

Reference:

[GIS 15 TA/DC053](#)

Related Item:

[PB #15-58-OPE](#)

Attachments:

EBT-52A	EBT Pick-up Schedule January – June 2016 (Rev. 12/16/15)
W-140XX	Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 12/16/15)
W-203A	Recurring Roll Deadline Schedule January – June 2016 (Rev. 12/16/15)

W-203EE	NCA SNAP Toe Digit Deadline Schedule January – June 2016 (Rev. 12/16/15)
W-204TT	Family Assistance and NCA SNAP Application Timeliness Schedule January – June 2016 (Rev. 12/16/15)
W-205RR	Safety Net Assistance Application Timeliness Schedule January – June 2016 (Rev. 12/16/15)
W-205W	Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide January – June 2016 (Rev. 12/16/15)
W-203BB	Check Replacement Schedule July-December 2013 (Obsolete)

EBT Pick-up Schedule January - June 2016

Toe Digit	January CA & SNAP		February CA & SNAP		March CA & SNAP		April CA & SNAP		May CA & SNAP		June CA & SNAP	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/2	1/16	2/1	2/16	3/1	3/16	4/1	4/16	5/2	5/16	6/1	6/16
1	1/4	1/19	2/2	2/17	3/2	3/17	4/2	4/18	5/3	5/17	6/2	6/17
2	1/5	1/20	2/3	2/18	3/3	3/18	4/4	4/19	5/4	5/18	6/3	6/18
3	1/6	1/21	2/4	2/19	3/4	3/19	4/5	4/20	5/5	5/19	6/4	6/20
4	1/7	1/22	2/5	2/20	3/5	3/21	4/6	4/21	5/6	5/20	6/6	6/21
5	1/8	1/23	2/6	2/22	3/7	3/22	4/7	4/22	5/7	5/21	6/7	6/22
6	1/9	1/25	2/8	2/23	3/8	3/23	4/8	4/23	5/9	5/23	6/8	6/23
7	1/11	1/26	2/9	2/24	3/9	3/24	4/9	4/25	5/10	5/24	6/9	6/24
8	1/12	1/27	2/10	2/25	3/10	3/25	4/11	4/26	5/11	5/25	6/10	6/25
9	1/13	1/28	2/11	2/26	3/11	3/26	4/12	4/27	5/12	5/26	6/11	6/27

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2016

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
Holiday	-----	2/19/2016	4/4/2016*	Holiday	-----	2/19/2016	4/20/2016	Holiday	-----	2/19/2016	3/21/2016*
1/4/2016	2/17/2016	2/22/2016	4/6/2016	1/4/2016	3/2/2016	2/22/2016	4/20/2016	1/4/2016	2/2/2016	2/22/2016	3/22/2016
1/5/2016	2/18/2016	2/23/2016	4/7/2016	1/5/2016	3/5/2016	2/23/2016	4/23/2016	1/5/2016	2/3/2016	2/23/2016	3/23/2016
1/6/2016	2/19/2016	2/24/2016	4/8/2016	1/6/2016	3/6/2016*	2/24/2016	4/24/2016*	1/6/2016	2/4/2016	2/24/2016	3/24/2016
1/7/2016	2/22/2016*	2/25/2016	4/11/2016*	1/7/2016	3/9/2016*	2/25/2016	4/27/2016*	1/7/2016	2/5/2016	2/25/2016	3/25/2016
1/8/2016	2/22/2016*	2/26/2016	4/11/2016*	1/8/2016	3/9/2016	2/26/2016	4/27/2016	1/8/2016	2/8/2016*	2/26/2016	3/28/2016*
1/11/2016	2/24/2016	2/29/2016	4/13/2016	1/11/2016	3/9/2016	2/29/2016	4/27/2016	1/11/2016	2/9/2016	2/29/2016	3/29/2016
1/12/2016	2/25/2016	3/1/2016	4/14/2016	1/12/2016	3/12/2016	3/1/2016	4/30/2016	1/12/2016	2/10/2016	3/1/2016	3/30/2016
1/13/2016	2/26/2016	3/2/2016	4/15/2016	1/13/2016	3/13/2016*	3/2/2016	5/1/2016*	1/13/2016	2/11/2016	3/2/2016	3/31/2016
1/14/2016	2/29/2016*	3/3/2016	4/18/2016*	1/14/2016	3/16/2016*	3/3/2016	5/4/2016*	1/14/2016	2/12/2016	3/3/2016	4/1/2016
1/15/2016	2/29/2016*	3/4/2016	4/18/2016*	1/15/2016	3/16/2016*	3/4/2016	5/4/2016	1/15/2016	2/13/2016*	3/4/2016	4/4/2016*
Holiday	-----	3/7/2016	4/20/2016	Holiday	3/16/2016	3/7/2016	5/4/2016	Holiday	-----	3/7/2016	4/5/2016
1/19/2016	3/3/2016	3/8/2016	4/21/2016	1/19/2016	-----	3/8/2016	5/7/2016	1/19/2016	2/17/2016	3/8/2016	4/6/2016
1/20/2016	3/4/2016	3/9/2016	4/22/2016	1/20/2016	3/20/2016*	3/9/2016	5/8/2016*	1/20/2016	2/18/2016	3/9/2016	4/7/2016
1/21/2016	3/7/2016*	3/10/2016	4/25/2016*	1/21/2016	3/23/2016*	3/10/2016	5/11/2016*	1/21/2016	2/19/2016	3/10/2016	4/8/2016
1/22/2016	3/7/2016*	3/11/2016	4/25/2016*	1/22/2016	3/23/2016	3/11/2016	5/11/2016	1/22/2016	2/22/2016*	3/11/2016	4/11/2016*
1/25/2016	3/9/2016	3/14/2016	4/27/2016	1/25/2016	3/23/2016	3/14/2016	5/11/2016	1/25/2016	2/23/2016	3/14/2016	4/12/2016
1/26/2016	3/10/2016	3/15/2016	4/28/2016	1/26/2016	3/26/2016	3/15/2016	5/14/2016	1/26/2016	2/24/2016	3/15/2016	4/13/2016
1/27/2016	3/11/2016	3/16/2016	4/29/2016	1/27/2016	3/27/2016*	3/16/2016	5/15/2016*	1/27/2016	2/25/2016	3/16/2016	4/14/2016
1/28/2016	3/14/2016*	3/17/2016	5/2/2016*	1/28/2016	3/30/2016*	3/17/2016	5/18/2016*	1/28/2016	2/26/2016	3/17/2016	4/15/2016
1/29/2016	3/14/2016*	3/18/2016	5/2/2016*	1/29/2016	3/30/2016	3/18/2016	5/18/2016	1/29/2016	2/29/2016*	3/18/2016	4/18/2016*
2/1/2016	3/16/2016	3/21/2016	5/4/2016	2/1/2016	3/30/2016	3/21/2016	5/18/2016	2/1/2016	3/1/2016	3/21/2016	4/19/2016
2/2/2016	3/17/2016	3/22/2016	5/5/2016	2/2/2016	4/2/2016	3/22/2016	5/21/2016	2/2/2016	3/2/2016	3/22/2016	4/20/2016
2/3/2016	3/18/2016	3/23/2016	5/6/2016	2/3/2016	4/3/2016*	3/23/2016	5/22/2016*	2/3/2016	3/3/2016	3/23/2016	4/21/2016
2/4/2016	3/21/2016*	3/24/2016	5/9/2016*	2/4/2016	4/6/2016*	3/24/2016	5/26/2016*	2/4/2016	3/4/2016	3/24/2016	4/22/2016
2/5/2016	3/21/2016*	3/25/2016	5/9/2016*	2/5/2016	4/6/2016	3/25/2016	5/26/2016	2/5/2016	3/7/2016*	3/25/2016	4/25/2016*
2/8/2016	3/23/2016	3/28/2016	5/11/2016	2/8/2016	4/6/2016	3/28/2016	5/26/2016	2/8/2016	3/8/2016	3/28/2016	4/26/2016
2/9/2016	3/24/2016	3/29/2016	5/12/2016	2/9/2016	4/9/2016	3/29/2016	5/28/2016	2/9/2016	3/9/2016	3/29/2016	4/27/2016
2/10/2016	3/25/2016	3/30/2016	5/13/2016	2/10/2016	4/10/2016*	3/30/2016	5/29/2016*	2/10/2016	3/10/2016	3/30/2016	4/28/2016
2/11/2016	3/28/2016*	3/31/2016	5/16/2016*	2/11/2016	4/13/2016*	3/31/2016	6/1/2016*	2/11/2016	3/11/2016	3/31/2016	4/29/2016
2/12/2016	3/28/2016*	4/1/2016	5/16/2016*	2/12/2016	4/13/2016	4/1/2016	6/1/2016	2/12/2016	3/14/2016*	4/1/2016	5/2/2016*
Holiday	-----	4/4/2016	5/18/2016	Holiday	4/13/2016	4/4/2016	6/1/2016	Holiday	-----	4/4/2016	5/3/2016
2/16/2016	3/31/2016	4/5/2016	5/19/2016	2/16/2016	-----	4/5/2016	6/4/2016	2/16/2016	3/16/2016	4/5/2016	5/4/2016
2/17/2016	4/1/2016	4/6/2016	5/20/2016	2/17/2016	4/17/2016*	4/6/2016	6/5/2016*	2/17/2016	3/17/2016	4/6/2016	5/5/2016
2/18/2016	4/4/2016*	4/7/2016	5/23/2016*	2/18/2016	4/20/2016*	4/7/2016	6/8/2016*	2/18/2016	3/18/2016	4/7/2016	5/6/2016

*Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2016

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
4/8/2016	5/23/2016*	5/27/2016	7/11/2016*	4/8/2016	6/6/2016	5/27/2016	7/25/2016	4/8/2016	5/9/2016*	5/27/2016	6/27/2016*
4/11/2016	5/25/2016	Holiday	-----	4/11/2016	6/9/2016	Holiday	-----	4/11/2016	5/10/2016	Holiday	-----
4/12/2016	5/26/2016	5/31/2016	7/14/2016	4/12/2016	6/10/2016	5/31/2016	7/29/2016	4/12/2016	5/11/2016	5/31/2016	6/29/2016
4/13/2016	5/27/2016	6/1/2016	7/15/2016	4/13/2016	6/13/2016*	6/1/2016	8/1/2016*	4/13/2016	5/12/2016	6/1/2016	6/30/2016
4/14/2016	5/31/2016*	6/2/2016	7/18/2016*	4/14/2016	6/13/2016*	6/2/2016	8/1/2016*	4/14/2016	5/13/2016	6/2/2016	7/1/2016
4/15/2016	5/31/2016*	6/3/2016	7/18/2016*	4/15/2016	6/13/2016	6/3/2016	8/1/2016*	4/15/2016	5/16/2016*	6/3/2016	7/5/2016*
4/18/2016	6/1/2016	6/6/2016	7/20/2016	4/18/2016	6/16/2016	6/6/2016	8/4/2016*	4/18/2016	5/17/2016	6/6/2016	7/5/2016
4/19/2016	6/2/2016	6/7/2016	7/21/2016	4/19/2016	6/17/2016	6/7/2016	8/5/2016*	4/19/2016	5/18/2016	6/7/2016	7/6/2016
4/20/2016	6/3/2016	6/8/2016	7/22/2016	4/20/2016	6/20/2016*	6/8/2016	8/8/2016*	4/20/2016	5/19/2016	6/8/2016	7/7/2016
4/21/2016	6/6/2016*	6/9/2016	7/25/2016*	4/21/2016	6/20/2016*	6/9/2016	8/8/2016*	4/21/2016	5/20/2016	6/9/2016	7/8/2016
4/22/2016	6/6/2016*	6/10/2016	7/25/2016*	4/22/2016	6/20/2016*	6/10/2016	8/8/2016*	4/22/2016	5/23/2016*	6/10/2016	7/11/2016*
4/25/2016	6/8/2016	6/13/2016	7/27/2016	4/25/2016	6/23/2016	6/13/2016	8/11/2016*	4/25/2016	5/24/2016	6/13/2016	7/12/2016
4/26/2016	6/9/2016	6/14/2016	7/28/2016	4/26/2016	6/24/2016	6/14/2016	8/12/2016*	4/26/2016	5/25/2016	6/14/2016	7/13/2016
4/27/2016	6/10/2016	6/15/2016	7/29/2016	4/27/2016	6/27/2016*	6/15/2016	8/15/2016*	4/27/2016	5/26/2016	6/15/2016	7/14/2016
4/28/2016	6/13/2016*	6/16/2016	8/1/2016*	4/28/2016	6/27/2016*	6/16/2016	8/15/2016*	4/28/2016	5/27/2016	6/16/2016	7/15/2016
4/29/2016	6/13/2016*	6/17/2016	8/1/2016*	4/29/2016	6/27/2016	6/17/2016	8/15/2016	4/29/2016	5/31/2016*	6/17/2016	7/18/2016*
5/2/2016	6/15/2016	6/20/2016	8/3/2016	5/2/2016	6/30/2016	6/20/2016	8/18/2016	5/2/2016	5/31/2016	6/20/2016	7/19/2016
5/3/2016	6/16/2016	6/21/2016	8/4/2016	5/3/2016	7/1/2016	6/21/2016	8/19/2016	5/3/2016	6/1/2016	6/21/2016	7/20/2016
5/4/2016	6/17/2016	6/22/2016	8/5/2016	5/4/2016	7/5/2016*	6/22/2016	8/22/2016*	5/4/2016	6/2/2016	6/22/2016	7/21/2016
5/5/2016	6/20/2016*	6/23/2016	8/8/2016*	5/5/2016	7/5/2016*	6/23/2016	8/22/2016*	5/5/2016	6/3/2016	6/23/2016	7/22/2016
5/6/2016	6/20/2016*	6/24/2016	8/8/2016*	5/6/2016	7/5/2016	6/24/2016	8/22/2016	5/6/2016	6/6/2016*	6/24/2016	7/25/2016*
5/9/2016	6/22/2016	6/27/2016	8/10/2016	5/9/2016	7/7/2016	6/27/2016	8/25/2016	5/9/2016	6/7/2016	6/27/2016	7/26/2016
5/10/2016	6/23/2016	6/28/2016	8/11/2016	5/10/2016	7/8/2016	6/28/2016	8/26/2016	5/10/2016	6/8/2016	6/28/2016	7/27/2016
5/11/2016	6/24/2016	6/29/2016	8/12/2016	5/11/2016	7/11/2016*	6/29/2016	8/29/2016*	5/11/2016	6/9/2016	6/29/2016	7/28/2016
5/12/2016	6/27/2016*	6/30/2016	8/15/2016*	5/12/2016	7/11/2016*	6/30/2016	8/29/2016*	5/12/2016	6/10/2016	6/30/2016	7/29/2016
5/13/2016	6/27/2016*			5/13/2016	7/11/2016			5/13/2016	6/13/2016*		
5/16/2016	6/29/2016			5/16/2016	7/14/2016			5/16/2016	6/14/2016		
5/17/2016	6/30/2016			5/17/2016	7/15/2016			5/17/2016	6/15/2016		
5/18/2016	7/1/2016			5/18/2016	7/18/2016*			5/18/2016	6/16/2016		
5/19/2016	7/5/2016*			5/19/2016	7/18/2016*			5/19/2016	6/17/2016		
5/20/2016	7/5/2016*			5/20/2016	7/18/2016			5/20/2016	6/20/2016*		
5/23/2016	7/6/2016			5/23/2016	7/21/2016			5/23/2016	6/21/2016		
5/24/2016	7/7/2016			5/24/2016	7/22/2016			5/24/2016	6/22/2016		
5/25/2016	7/8/2016			5/25/2016	7/25/2016*			5/25/2016	6/23/2016		
5/26/2016	7/11/2016*			5/26/2016	7/25/2016*			5/26/2016	6/24/2016		

*Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

Recurring Roll Deadline Schedule January – June 2016

DIGIT	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	12/21	1/8	1/25	2/8	2/23	3/7	3/21	4/4	4/19	5/5	5/23	6/6
1	12/22	1/11	1/26	2/9	2/24	3/8	3/22	4/5	4/20	5/6	5/24	6/7
2	12/23	1/12	1/27	2/10	2/25	3/9	3/23	4/6	4/21	5/9	5/25	6/8
3	12/28	1/13	1/28	2/11	2/25	3/10	3/24	4/7	4/22	5/10	5/26	6/9
4	12/29	1/14	1/29	2/11	2/26	3/11	3/25	4/8	4/25	5/12	5/26	6/10
5	12/30	1/15	2/1	2/12	2/29	3/14	3/28	4/11	4/26	5/13	5/27	6/13
6	1/4	1/19	2/2	2/16	3/1	3/15	3/29	4/12	4/27	5/16	5/31	6/14
7	1/5	1/20	2/3	2/17	3/2	3/16	3/30	4/13	4/29	5/17	6/1	6/15
8	1/6	1/21	2/4	2/18	3/3	3/17	3/31	4/14	5/2	5/18	6/2	6/16
9	1/7	1/22	2/5	2/19	3/4	3/18	4/1	4/15	5/3	5/19	6/3	6/17

NCA SNAP Toe Digit Deadline Schedule January - June 2016

DIGIT	January	February	March	April	May	June
0	12/21	1/25	2/23	3/21	4/19	5/23
1	12/22	1/26	2/24	3/22	4/20	5/24
2	12/23	1/27	2/25	3/23	4/21	5/25
3	12/28	1/28	2/25	3/24	4/22	5/26
4	12/29	1/29	2/26	3/25	4/25	5/26
5	12/30	2/1	2/29	3/28	4/26	5/27
6	1/4	2/2	3/1	3/29	4/27	5/31
7	1/5	2/3	3/2	3/30	4/29	6/1
8	1/6	2/4	3/3	3/31	5/2	6/2
9	1/7	2/5	3/4	4/1	5/3	6/3

Note: The Toe digit is the last digit in your case number.

Family Assistance and Non Cash Assistance Supplemental Nutritional Assistance Program (NCA SNAP) Application Timeliness Schedule January – June 2016

File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date
-----	-----	2/8	3/3	3/21	4/14	5/2	5/26	6/13	7/7
-----	-----	2/9	3/4	3/22	4/15	5/3	5/27	6/14	7/8
-----	-----	2/10	3/4*	3/23	4/15*	5/4	5/27*	6/15	7/8*
-----	-----	2/11	3/4*	3/24	4/15*	5/5	5/27*	6/16	7/8*
Holiday	-----	2/12	3/7	3/25	4/18	5/6	5/27*	6/17	7/11
1/2**	1/25	2/13**	3/8	3/26**	4/19	5/7**	5/31	6/18**	7/12
1/4	1/28	Holiday	-----	3/28	4/21	5/9	6/2	6/20	7/14
1/5	1/29	2/16	3/11	3/29	4/22	5/10	6/3	6/21	7/15
1/6	1/29*	2/17	3/11*	3/30	4/22*	5/11	6/3*	6/22	7/15*
1/7	1/29*	2/18	3/11*	3/31	4/22*	5/12	6/3*	6/23	7/15*
1/8	2/1	2/19	3/14	4/1	4/25	5/13	6/6	6/24	7/18
1/9**	2/2	2/20**	3/15	4/2**	4/26	5/14**	6/7	6/25**	7/19
1/11	2/4	2/22	3/17	4/4	4/23	5/16	6/9	6/27	7/21
1/12	2/5	2/23	3/18	4/5	4/29	5/17	6/10	6/28	7/22
1/13	2/5*	2/24	3/18*	4/6	4/29*	5/18	6/10*	6/29	7/22*
1/14	2/5*	2/25	3/18*	4/7	4/29*	5/19	6/10*	6/30	7/22*
1/15	2/8	2/26	3/21	4/8	5/2	5/20	6/13	-----	-----
1/16**	2/9	2/27**	3/22	4/9**	5/3	5/21**	6/14	-----	-----
Holiday	-----	2/29	3/24	4/11	5/5	5/23	6/16	-----	-----
1/19	2/12	3/1	3/25	4/12	5/6	5/24	6/17	-----	-----
1/20	2/12*	3/2	3/25*	4/13	5/6*	5/25	6/17*	-----	-----
1/21	2/12*	3/3	3/25*	4/14	5/6*	5/26	6/17*	-----	-----
1/22	2/12*	3/4	3/28	4/15	5/9	5/27	6/20	-----	-----
1/23**	2/16	3/5**	3/29	4/16**	5/10	5/28**	6/21	-----	-----
1/25	2/18	3/7	3/31	4/18	5/12	Holiday	-----	-----	-----
1/26	2/19	3/8	4/1	4/19	5/13	5/31	6/24	-----	-----
1/27	2/19*	3/9	4/1*	4/20	5/13*	6/1	6/24*	-----	-----
1/28	2/19*	3/10	4/1*	4/21	5/13*	6/2	6/24*	-----	-----
1/29	2/22	3/11	4/4	4/22	5/16	6/3	6/27	-----	-----
1/30**	2/23	3/12**	4/5	4/23**	5/17	6/4**	6/28	-----	-----
2/1	2/25	3/14	4/7	4/25	5/19	6/6	6/30	-----	-----
2/2	2/26	3/15	4/8	4/26	5/20	6/7	7/1	-----	-----
2/3	2/26*	3/16	4/8*	4/27	5/20*	6/8	7/1*	-----	-----
2/4	2/26*	3/17	4/8*	4/28	5/20*	6/9	7/1*	-----	-----
2/5	2/29	3/18	4/11	4/29	5/23	6/10	7/1*	-----	-----
2/6**	3/1	3/19**	4/12	4/30**	5/24	6/11**	7/5	-----	-----

*Due dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

**Some NCA SNAP locations are open on Saturday for applications.

Safety Net Assistance Application Timeliness Schedule January – June 2016

January			February			March		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
-----	-----	-----	2/1/2016	2/25/2016	3/16/2016	-----	-----	-----
-----	-----	-----	2/2/2016	2/26/2016	3/17/2016	3/1/2016	3/25/2016	4/14/2016
-----	-----	-----	2/3/2016	2/26/2016*	3/18/2016	3/2/2016	3/25/2016*	4/15/2016
-----	-----	-----	2/4/2016	2/26/2016*	3/19/2016	3/3/2016	3/25/2016*	4/16/2016
Holiday	-----	-----	2/5/2016	2/29/2016	3/20/2016	3/4/2016	3/28/2016	4/17/2016
1/4/2016	1/28/2016	2/17/2016	2/8/2016	3/3/2016	3/23/2016	3/7/2016	3/31/2016	4/20/2016
1/5/2016	1/29/2016	2/18/2016	2/9/2016	3/4/2016	3/24/2016	3/8/2016	4/1/2016	4/21/2016
1/6/2016	1/29/2016*	2/19/2016	2/10/2016	3/4/2016*	3/25/2016	3/9/2016	4/1/2016*	4/22/2016
1/7/2016	1/29/2016*	2/20/2016	2/11/2016	3/4/2016*	3/26/2016	3/10/2016	4/1/2016*	4/23/2016
1/8/2016	2/1/2016	2/21/2016	2/12/2016	3/7/2016	3/27/2016	3/11/2016	4/4/2016	4/24/2016
1/11/2016	2/4/2016	2/24/2016	Holiday	-----	-----	3/14/2016	4/7/2016	4/27/2016
1/12/2016	2/5/2016	2/25/2016	2/16/2016	3/11/2016	3/31/2016	3/15/2016	4/8/2016	4/28/2016
1/13/2016	2/5/2016*	2/26/2016	2/17/2016	3/11/2016*	4/1/2016	3/16/2016	4/8/2016*	4/29/2016
1/14/2016	2/5/2016*	2/27/2016	2/18/2016	3/11/2016*	4/2/2016	3/17/2016	4/8/2016*	4/30/2016
1/15/2016	2/8/2016	2/28/2016	2/19/2016	3/14/2016	4/3/2016	3/18/2016	4/11/2016	5/1/2016
Holiday	-----	-----	2/22/2016	3/17/2016	4/6/2016	3/21/2016	4/14/2016	5/4/2016
1/19/2016	2/12/2016	3/3/2016	2/23/2016	3/18/2016	4/7/2016	3/22/2016	4/15/2016	5/5/2016
1/20/2016	2/12/2016*	3/4/2016	2/24/2016	3/18/2016*	4/8/2016	3/23/2016	4/15/2016*	5/6/2016
1/21/2016	2/12/2016*	3/5/2016	2/25/2016	3/18/2016*	4/9/2016	3/24/2016	4/15/2016*	5/7/2016
1/22/2016	2/12/2016*	3/6/2016	2/26/2016	3/21/2016	4/10/2016	3/25/2016	4/18/2016	5/8/2016
1/25/2016	2/18/2016	3/9/2016	2/29/2016	3/24/2016	4/13/2016	3/28/2016	4/21/2016	5/11/2016
1/26/2016	2/19/2016	3/10/2016	-----	-----	-----	3/29/2016	4/22/2016	5/12/2016
1/27/2016	2/19/2016*	3/11/2016	-----	-----	-----	3/30/2016	4/22/2016*	5/13/2016
1/28/2016	2/19/2016*	3/12/2016	-----	-----	-----	3/31/2016	4/22/2016*	5/14/2016
1/29/2016	2/22/2016	3/13/2016	-----	-----	-----	-----	-----	-----

* Decision dates that fall on a Saturday, Sunday or holidays are listed for the preceding workday.

Safety Net Assistance Application Timeliness Schedule January – June 2016

April			May			June		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
-----	-----	-----	5/2/2016	5/26/2016	6/15/2016	-----	-----	-----
-----	-----	-----	5/3/2016	5/27/2016	6/16/2016	-----	-----	-----
-----	-----	-----	5/4/2016	5/27/2016*	6/17/2016	6/1/2016	6/24/2016*	7/15/2016
-----	-----	-----	5/5/2016	5/27/2016*	6/18/2016	6/2/2016	6/24/2016*	7/16/2016
4/1/2016	4/25/2016	5/15/2016	5/6/2016	5/27/2016*	6/19/2016	6/3/2016	6/27/2016	7/17/2016
4/4/2016	4/28/2016	5/18/2016	5/9/2016	6/2/2016	6/22/2016	6/6/2016	6/30/2016	7/20/2016
4/5/2016	4/29/2016	5/19/2016	5/10/2016	6/3/2016	6/23/2016	6/7/2016	7/1/2016	7/21/2016
4/6/2016	4/29/2016*	5/20/2016	5/11/2016	6/3/2016*	6/24/2016	6/8/2016	7/1/2016*	7/22/2016
4/7/2016	4/29/2016*	5/21/2016	5/12/2016	6/3/2016*	6/25/2016	6/9/2016	7/1/2016*	7/23/2016
4/8/2016	5/2/2016	5/22/2016	5/13/2016	6/6/2016	6/26/2016	6/10/2016	7/1/2016*	7/24/2016
4/11/2016	5/5/2016	5/25/2016	5/16/2016	6/9/2016	6/29/2016	6/13/2016	7/7/2016	7/27/2016
4/12/2016	5/6/2016	5/26/2016	5/17/2016	6/10/2016	6/30/2016	6/14/2016	7/8/2016	7/28/2016
4/13/2016	5/6/2016*	5/27/2016	5/18/2016	6/10/2016*	7/1/2016	6/15/2016	7/8/2016*	7/29/2016
4/14/2016	5/6/2016*	5/28/2016	5/19/2016	6/10/2016*	7/2/2016	6/16/2016	7/8/2016*	7/30/2016
4/15/2016	5/9/2016	5/29/2016	5/20/2016	6/13/2016	7/3/2016	6/17/2016	7/11/2016	7/31/2016
4/18/2016	5/12/2016	6/1/2016	5/23/2016	6/16/2016	7/6/2016	6/20/2016	7/14/2016	8/3/2016
4/19/2016	5/13/2016	6/2/2016	5/24/2016	6/17/2016	7/7/2016	6/21/2016	7/15/2016	8/4/2016
4/20/2016	5/13/2016*	6/3/2016	5/25/2016	6/17/2016*	7/8/2016	6/22/2016	7/15/2016*	8/5/2016
4/21/2016	5/13/2016*	6/4/2016	5/26/2016	6/17/2016*	7/9/2016	6/23/2016	7/15/2016*	8/6/2016
4/22/2016	5/16/2016	6/5/2016	5/27/2016	6/20/2016	7/10/2016	6/24/2016	7/18/2016	8/7/2016
4/25/2016	5/19/2016	6/8/2016	Holiday	-----	-----	6/27/2016	7/21/2016	8/10/2016
4/26/2016	5/20/2016	6/9/2016	5/31/2016	6/24/2016	7/14/2016	6/28/2016	7/22/2016	8/11/2016
4/27/2016	5/20/2016*	6/10/2016	-----	-----	-----	6/29/2016	7/22/2016*	8/12/2016
4/28/2016	5/20/2016*	6/11/2016	-----	-----	-----	6/30/2016	7/22/2016*	8/13/2016
4/29/2016	5/23/2016*	6/12/2016	-----	-----	-----	-----	-----	-----

* Decision dates that fall on a Saturday, Sunday or holidays are listed for the preceding workday.

Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide

Instructions for Entering Certification Periods on Forms LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

Forms **LDSS-4013A NYC/LDSS-4013B NYC** and **LDSS-4014A NYC/LDSS-4014B NYC** will automatically be generated by the Client Notices System (CNS). A manual notice is required if the Worker suppresses this notice by entering an **A, T** or **1** in the **M3e** field of the TAD.

If a manual notice is required for a case that is being accepted or recertified:

- Prepare either Forms **LDSS-4013A NYC** and **LDSS-4013B NYC** (case acceptances) or Forms **LDSS-4014A NYC** and **LDSS-4014B NYC** (recertifications).
 - For recertifications, even if there is no change, check the "continue" box and indicate the current grant amount for Cash Assistance and SNAP.
- Using the tables below, enter the participant's certification period for Cash Assistance and SNAP.
- On Forms **LDSS-4013A NYC** and **LDSS-4013B NYC**, enter the certification information on the line "Accepted for the period from _____ to _____."
- On Forms **LDSS-4014A NYC** and **LDSS-4014B NYC**, enter the certification information on the line "Recertified for the period from _____ to _____."
- Sign your name legibly and enter the date.
- Be sure to enter the Fair Hearing and Conference (FH&C) Unit telephone number of your Center in the space to the right of the participant's name and address.

Instructions for Entering SNAP Expiration Date on the Notice of Recertification Appointment (W-908T) Form

- For recertification, refer to the line indicating the date (month/year) of the recertification schedule (**WINRO32/WINRO32X**) on which the participant's name appears.
- Enter the SNAP benefits expiration date from column 2 on the designated line in the "SNAP Benefits" section of the **W-908T** form.

Recertifications and Cases Reopened Using Undercare Subsystem

Enter appropriate "From" and "To" dates on forms
LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

1 Recertification Schedule Date WINRO32, WINRO32X	2 SNAP Benefits Expire	3 FROM Next Certification Period Begins ("From" Date)	TO Next Certification Period Ends ("To" Date)		
			4 Low-Risk Cases (One Year)	5 Earned Income and HIV/AIDS Services Administration (HASA) Cases Only (Six Months)	6 All Adults are Aged/Disabled (Two Years)
January 2016	2/29/2016	3/1/2016	2/28/2017	8/31/2016	2/28/2018
February 2016	3/31/2016	4/1/2016	3/31/2017	9/30/2016	3/31/2018
March 2016	4/30/2016	5/1/2016	4/30/2017	10/31/2016	4/30/2018
April 2016	5/31/2016	6/1/2016	5/31/2017	11/30/2016	5/31/2018
May 2016	6/30/2016	7/1/2016	6/30/2017	12/31/2016	6/30/2018
June 2016	7/31/2016	8/1/2016	7/31/2017	1/31/2017	7/31/2018
July 2016	8/31/2016	9/1/2016	8/31/2017	2/28/2017	8/31/2018
August 2016	9/30/2016	10/1/2016	9/30/2017	3/31/2017	9/30/2018
September 2016	10/31/2016	11/1/2016	10/31/2017	4/30/2017	10/31/2018
October 2016	11/30/2016	12/1/2016	11/30/2017	5/31/2017	11/30/2018
November 2016	12/31/2016	1/1/2017	12/31/2017	6/30/2017	12/31/2018
December 2016	1/31/2017	2/1/2017	1/31/2018	7/31/2017	1/31/2019

Cash Assistance, Medical Assistance, and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide (Continued)

Enter appropriate "From" and "To" dates on forms LDSS-4013A NYC/ LDSS-4013B NYC and LDSS-3152 NYC		
New Acceptance and Cases Reopened Using the Eligibility Subsystem		
7	8	9
Month of Acceptance	FROM Certification Period Begins ("From" Date)	TO Certification Period Ends ("To" Date)
January 2016	1*/2016	6/30/2016
February 2016	2*/2016	7/31/2016
March 2016	3*/2016	8/31/2016
April 2016	4*/2016	9/30/2016
May 2016	5*/2016	10/31/2016
June 2016	6*/2016	11/30/2016
July 2016	7*/2016	12/31/2016
August 2016	8*/2016	1/31/2017
September 2016	9*/2016	2/28/2017
October 2016	10*/2016	3/31/2017
November 2016	11*/2016	4/30/2017
December 2016	12*/2016	5/31/2017

* SNAP Application filing date

Check Replacement Schedule January – June 2014

Toe Digit	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/10	1/27	2/10	2/25	3/11	3/25	4/8	4/22	5/6	5/20	6/4	6/18
1	1/13	1/28	2/11	2/26	3/12	3/26	4/9	4/23	5/7	5/21	6/5	6/19
2	1/14	1/29	2/12	2/27	3/13	3/27	4/10	4/24	5/8	5/22	6/6	6/20
3	1/15	1/30	2/13	2/28	3/14	3/28	4/11	4/25	5/9	5/23	6/9	6/23
4	1/16	1/31	2/14	3/3	3/17	3/31	4/14	4/28	5/12	5/27	6/10	6/24
5	1/17	2/3	2/18	3/4	3/18	4/1	4/15	4/29	5/13	5/28	6/11	6/25
6	1/21	2/4	2/19	3/5	3/19	4/2	4/16	4/30	5/14	5/29	6/12	6/26
7	1/22	2/5	2/20	3/6	3/20	4/3	4/17	5/1	5/15	5/30	6/13	6/27
8	1/23	2/6	2/21	3/7	3/21	4/4	4/18	5/2	5/16	6/2	6/16	6/30
9	1/24	2/7	2/24	3/10	3/24	4/7	4/21	5/5	5/19	6/3	6/17	7/1