



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #15-30-OPE

REVISION TO THE DHS/SHELTER FACILITY REFERRAL FORM FOR SINGLE ADULTS WITH INCOME (W-145G)

Date: March 31, 2015	Subtopic(s): Forms, LINC
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the DHS/Shelter Facility Referral Form For Single Adults With Income (W-145G) has been revised to include the Union Square Job Center #39.</p> <p>Center Directors must ensure that all previous versions of the W-145G are removed from circulation and recycled.</p> <p>A sample of the above mentioned form is attached.</p> <p><i>Effective Immediately</i></p> <p>Related Item:</p> <p>PB #15-01-OPE</p> <p>Attachment:</p> <p>W-145G DHS Shelter Facility Referral Form For Single Adults With Income (Rev. 3/31/15)</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

Date: _____

Resident's Name: _____

Shelter Entry Date: _____

To: East River Job Center #37
32-20 Northern Boulevard
Long Island City, NY 11101

Union Square Job Center #39
109 East 16th Street – 3rd Floor
New York, NY 10003

From: _____ DHS/Shelter Facility
_____ Facility code
_____ Address

SAMPLE
**DHS/Shelter Facility Referral Form
For Single Adults With Income**

Please be advised that we are referring _____ to apply for Cash Assistance because he/she is potentially eligible for one of the Living in Communities (LINC) Rental Assistance Programs (check only one box) He/she has resided in the shelter since the date indicated above.

The household is potentially eligible for one of the following LINC Programs (Check One):

LINC IV

LINC V

DHS Worker's Signature