FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #15-60-SYS
(*This Policy Bulletin Replaces PB #10-39-OPE)*

ACCESSING HRA EDOCS, FIA WEB PAGE AND MULTI-LANGUAGE FORMS

Date: June 30, 2015	Subtopic: Procedures

🖥 This procedure can now be accessed on the FIAweb. HRA Homepage	**Revisions to the Original Policy Bulletin:** This policy bulletin is being revised to update staff on the use of HRA (Human Resources Administration) eDocs and the FIA (Family Independence Administration) Web page, both of which can be accessed from the HRA Homepage. It also provides instructions on how to access multi-language forms using eDocs and the FIA Web.

Click on **HRA eDocs**.

Click on **Family Independence Administration**.
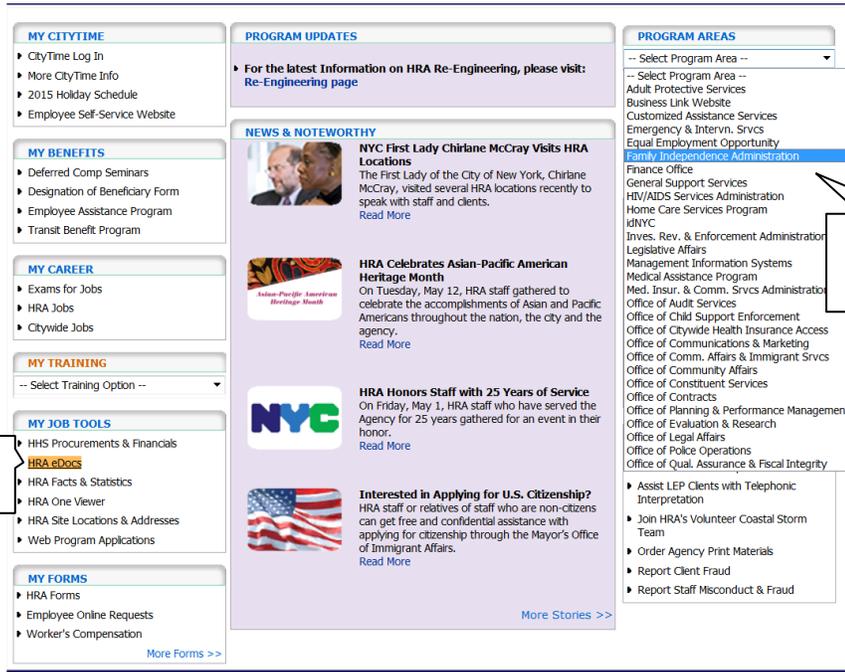
- To initiate a search for a document or form, click on **HRA eDocs** under **My Job Tools**, or click on the **Family Independence Administration** from the drop-down menu under **Program Area**.

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*

Distribution: X

HRA eDocs

- Click on **HRA eDocs** on the HRA Homepage to search for a document or a form.
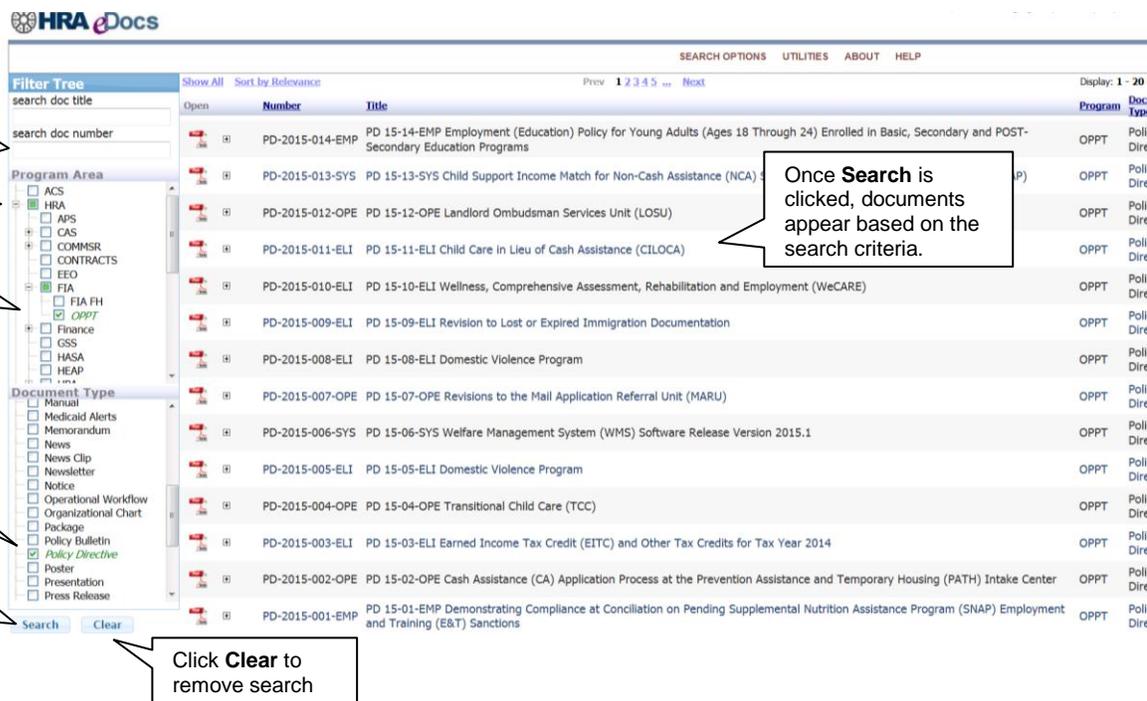
To Locate a Document on HRA eDocs

The HRA eDocs Page criteria allows for a search as follows:

- Enter a whole or partial title, name or number of the document in the **search doc title/number** field and click **Search.**

Partial number entered here.

By entering a partial number in the **search doc number** field, i.e., 15-25, a policy bulletin and a fax flash with that number appear.

- If the number or name of the document is unknown, the search can be refined which displays a number of documents as follows:

Enter the title or number of the document. Click **Search**, or

Click the **+** sign next to HRA.

Click the **+** sign next to FIA, then select **OPPT**.

Select a **Document Type**.

Click **Search** once search criteria has been entered above.

Once **Search** is clicked, documents appear based on the search criteria.

Click **Clear** to remove search

- Under **Program Area**, click on the **+** sign next to HRA to view the FIA Submenus and select **OPPT**. Scroll down to Document Type and select **Policy Directives**. **Policy Bulletins**, **Center Directive** (for CD Memos), **Desk Guide**, **Brochure**, **Fax Flash**, **Forms**, or **Transmittal**, or as appropriate. Click **Search** and a list of documents appear in the right hand column.

Multi-Language forms

To Locate Forms (multi-language included) on HRA eDocs

The HRA eDocs Page criteria allows for a search as follows:

- Enter the whole or partial specific title, name or number of the form in the **search doc title/number** field and click **Search** and the screen appears listing the form.

Enter the whole or partial title or number of the form.

Click on the **+** sign to display the multi-language versions of the form.
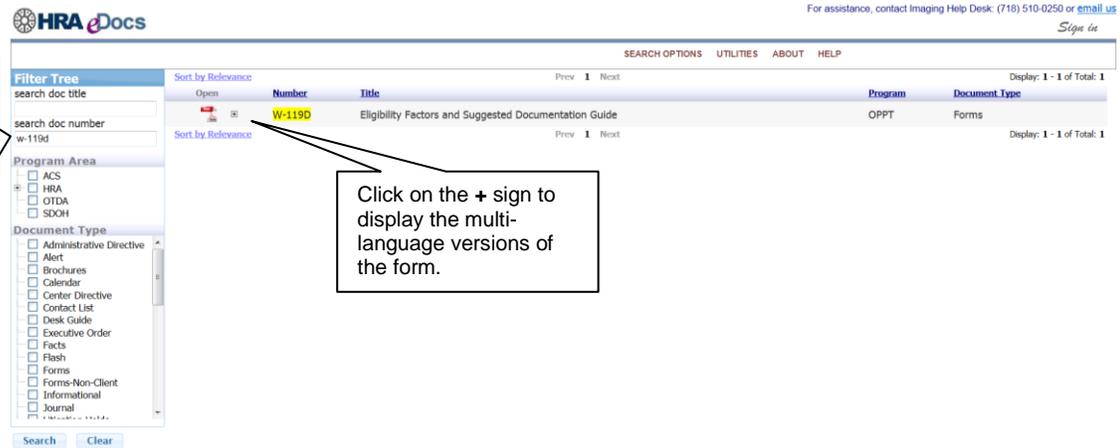
- To display the form, click the PDF icon.
- To display the multi-language versions of the form, click the + sign and the screen below appears listing the multi-language versions of the form.

Languages are listed here
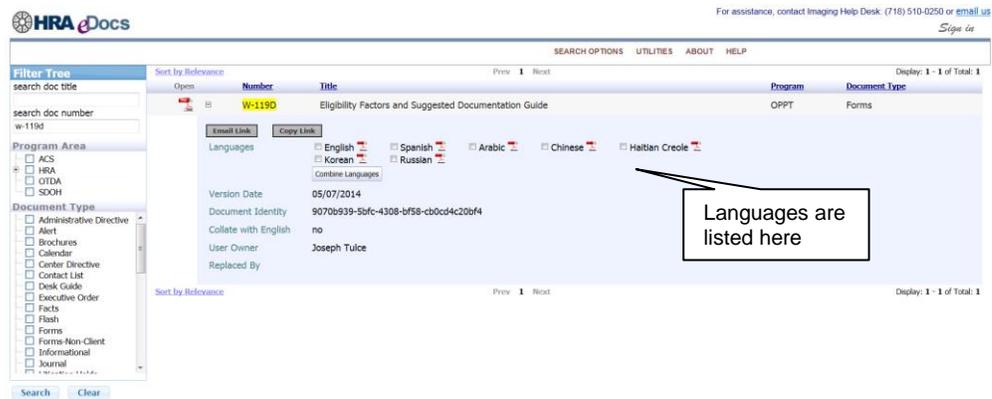
- To display the form, click the PDF icon next to the desired language and print.

FIA Web

- Click **Family Independence Administration** (FIA) from the drop down menu under Program Area on the HRA Homepage to search for a document or a form.

Click on **Office of Procedures**.

- Click **Office of Procedures**, and the FIA Web Page appears.

The page displays three months of published procedures.

To Locate a document on the FIA Web page

Click on **Policy Documents** and the Drop-down menu appears listing the document types.

List of Document Types
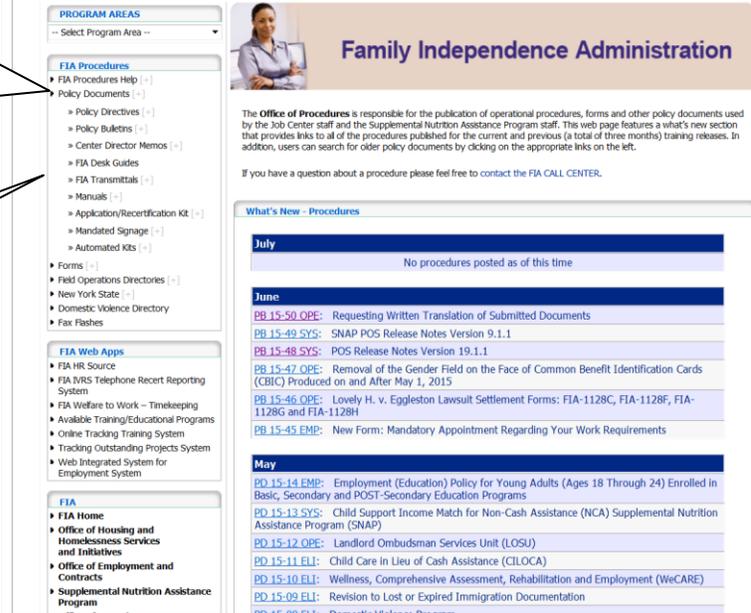
- Click Policy Documents to display the Drop-down menu listing document types, then click the **+** sign for the type of document being searched for (i.e., policy directive). The Drop-down menu below will display the year of publication for Policy Bulletins, Policy Directives and Center Director Memos.
- If the link does not have a **+** sign, click the link and a window will open displaying all of the documents in that folder (i.e., FIA Desk Guides).

Drop-down menu for Policy Documents

If Policy Directives was selected, choose from the Drop-down menu list of timeframes for the document.
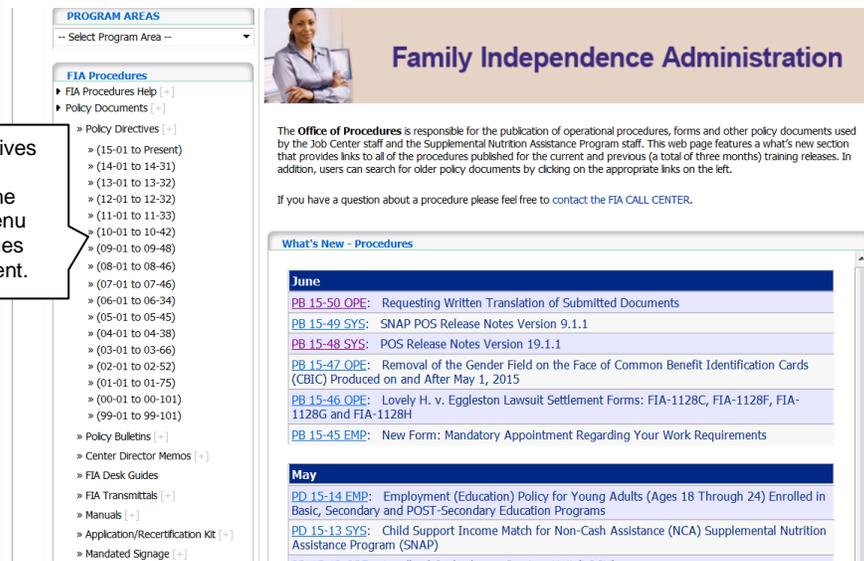
- Click the year the Policy Directive was published and the following window will appear.

New HRA eDocs page listing the documents selected

This window displays in numerical order all of the Policy Directives published for the year selected. Click the PDF icon to display the document.

To Locate forms (multi-language included) on the FIAWeb

Click on **Forms** and select **FIA Forms**.

FIA Forms

- Click **Forms** and select **FIA Forms**.

Enter the whole or partial number of the form.

Enter the whole or partial name of the form.

Search

Title: _____ Number: _____ [Search]

Scope (Clear Scope)
Document Type: Forms, Forms-Non-Client
Program Area: FIA, FIA FH, OPPT, OQA&FI

Attention: Documents will **only** be returned for matches of your defined scope. Clear the scope to search all public documents.

Show All   Prev 1 2 3 4 5 ... Next

Open	Doc Number	Title
⊞	W-908F	W-908F Notice of Rescheduled Supplemental Nutrition Assistance Program (SNAP) Telephone Recertification Interview
⊞	W-908EE	Automated Telephone Recertification
⊞	W-908E	Automated Telephone Recertification Letter
⊞	W-908D	Data Sheet
⊞	W-907RR	Notice of Appointment for Home Visit
⊞	W-907MM	Office of Eligibility and Employment Monitoring
⊞	W-907HH	Notice to landlords in reference to questionnaire
⊞	W-904JJ	W-904JJ Designation of Food Stamp Status of Foster Child
⊞	W-904	Residential Treatment Service Center
⊞	W-901K	W-901K IncompleteSupplemental Nutrition Assistance Program Form

- Enter the whole or partial name or number of the form in the **Title/Number** field, click **Search** and the screen appears below listing the form.

Search

Title: _____ Number: 901k [Search]

Scope (Clear Scope)
Document Type: Forms, Forms-Non-Client
Program Area: FIA,

Click the **+** sign for multi-language versions of the form.

Attention: Docum ... matches of your defined scope. Clear the scope to search all public documents.

Sort by Relevance   Prev 1 Next

PDF icon

Open	Doc Number	Title
⊞	W-**901K**	W-901K IncompleteSupplemental Nutrition Assistance Program Form

Sort by Relevance   Prev 1 Next

- To display the form, click on the **PDF** icon.
- To display the multi-language versions of the form as below, click the **+** sign.

Search

Title: _____ Number: 901k [Search]

Scope (Clear Scope)
Document Type: Forms, Forms-Non-Client
Program Area: FIA, FIA FH, OPPT, OQA&FI

Attention: Documents will **only** be returned for matches of your defined scope. Clear the scope to search all public documents.

Sort by Relevance   Prev 1 Next   Display: 1 -

Open	Doc Number	Title	Program	Doc Type
⊞	W-**901K**	W-901K IncompleteSupplemental Nutrition Assistance Program Form	OPPT	Forms

[Email Link] [Copy Link]

Languages: ☐ English 📄 ☐ Spanish 📄 ☐ Arabic 📄 ☐ Chinese 📄 ☐ Haitian Creole 📄
☐ Korean 📄 ☐ Russian 📄
[Combine Languages]

Version Date: 03/31/2015
Last Modified: 04/27/2015

Languages are displayed here.

Sort by Relevance   Prev 1 Next   Display: 1 -

- Click on the PDF icon next to the desired version of the form to display and print.

Refer to PB #15-51-OPE	Refer to PB 06-76-SYS for details on accessing the FIA Web from the Paperless Office System (POS). If a policy document or form cannot be located, JOS/Workers should call the FIA Call Center at 718-557-1313, press 3 at the prompt followed by 1. *Effective Immediately* **Related Items:** PB #06-76-SYS PB #15-51-OPE