



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #23-68-OPE (This Policy Bulletin Obsoletes PB #22-92-OPE)

SCHEDULES FOR JANUARY 2024 – JUNE 2024

Date: December 15, 2023	Subtopic(s): Forms
	<p>The purpose of this policy bulletin is to inform all Benefits Access Centers (BAC), HIV and AIDS Services Administration (HASA) Centers, and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that five (5) desk guides for the recurring semi-annual schedules and one (1) annual desk guide for certification periods have been revised to reflect the dates from January 2024 through June 2024.</p> <p>The 2024 schedules include:</p> <ul style="list-style-type: none"> • EBT Pick-up Schedule January - June 2024 (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 2024 (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 2024 (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?
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

- Cash Assistance and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Application Timeliness Schedule January - June 2024 (**W-204TT**). This desk guide advises staff of the eligibility decision due dates for Cash Assistance and NCA SNAP applications.
- 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**.

Safety Net Assistance Application Timeliness Schedule (**W-205RR**) is obsolete.

Samples of the revised schedules are attached.

Effective Immediately

Related Item:

[PB #23-31-OPE](#)

Attachments:

- | | |
|----------------|---|
| EBT-52A | EBT Pick-up Schedule January - June 2024 (Rev. 12/13/2023) |
| W-140XX | Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 12/13/2023) |
| W-203A | Recurring Roll Deadline Schedule January - June 2024 (Rev.12/13/2023) |
| W-203EE | NCA SNAP Toe Digit Deadline Schedule January - June 2024 (Rev.12/13/2023) |
| W-204TT | Cash Assistance and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Application Timeliness Schedule January - June 2024 (Rev.12/13/2023) |
| W-205W | Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide January – June 2024 (Rev.12/13/2023) |

EBT Pickup Schedule January - June 2024

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	5/1	5/16	6/1	6/17
1	1/3	1/17	2/2	2/17	3/4	3/18	4/2	4/17	5/2	5/17	6/3	6/18
2	1/4	1/18	2/5	2/20	3/5	3/19	4/3	4/18	5/3	5/20	6/4	6/20
3	1/5	1/19	2/6	2/21	3/6	3/20	4/4	4/19	5/6	5/21	6/5	6/21
4	1/8	1/22	2/7	2/22	3/7	3/21	4/5	4/22	5/7	5/22	6/6	6/22
5	1/9	1/23	2/8	2/23	3/8	3/22	4/8	4/23	5/8	5/23	6/7	6/24
6	1/10	1/24	2/9	2/26	3/11	3/25	4/9	4/24	5/9	5/24	6/10	6/25
7	1/11	1/25	2/12	2/27	3/12	3/26	4/10	4/25	5/10	5/28	6/11	6/26
8	1/12	1/26	2/13	2/28	3/13	3/27	4/11	4/26	5/13	5/29	6/12	6/27
9	1/13	1/29	2/14	2/29	3/14	3/29	4/12	4/29	5/14	5/30	6/13	6/28

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type

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
1/02/2024	2/15/2024	2/20/2024	4/04/2024	1/02/2024	3/01/2024	2/20/2024	4/19/2024	1/02/2024	1/31/2024	2/20/2024	3/20/2024
1/03/2024	2/16/2024	2/21/2024	4/05/2024	1/03/2024	3/04/2024	2/21/2024	4/22/2024	1/03/2024	2/01/2024	2/21/2024	3/21/2024
1/04/2024	2/20/2024	2/22/2024	4/08/2024	1/04/2024	3/04/2024	2/22/2024	4/22/2024	1/04/2024	2/02/2024	2/22/2024	3/22/2024
1/05/2024	2/20/2024	2/23/2024	4/08/2024	1/05/2024	3/04/2024	2/23/2024	4/22/2024	1/05/2024	2/05/2024	2/23/2024	3/25/2024
1/08/2024	2/21/2024	2/26/2024	4/10/2024	1/08/2024	3/07/2024	2/26/2024	4/25/2024	1/08/2024	2/06/2024	2/26/2024	3/26/2024
1/09/2024	2/22/2024	2/27/2024	4/11/2024	1/09/2024	3/08/2024	2/27/2024	4/26/2024	1/09/2024	2/07/2024	2/27/2024	3/27/2024
1/10/2024	2/23/2024	2/28/2024	4/12/2024	1/10/2024	3/11/2024	2/28/2024	4/29/2024	1/10/2024	2/08/2024	2/28/2024	3/28/2024
1/11/2024	2/26/2024	2/29/2024	4/15/2024	1/11/2024	3/11/2024	2/29/2024	4/29/2024	1/11/2024	2/09/2024	2/29/2024	3/29/2024
1/12/2024	2/26/2024	3/01/2024	4/15/2024	1/12/2024	3/11/2024	3/01/2024	4/29/2024	1/12/2024	2/12/2024	3/01/2024	4/01/2024
1/16/2024	2/29/2024	3/04/2024	4/17/2024	1/16/2024	3/15/2024	3/04/2024	5/02/2024	1/16/2024	2/14/2024	3/04/2024	4/02/2024
1/17/2024	3/01/2024	3/05/2024	4/18/2024	1/17/2024	3/18/2024	3/05/2024	5/03/2024	1/17/2024	2/15/2024	3/05/2024	4/03/2024
1/18/2024	3/04/2024	3/06/2024	4/19/2024	1/18/2024	3/18/2024	3/06/2024	5/06/2024	1/18/2024	2/16/2024	3/06/2024	4/04/2024
1/19/2024	3/04/2024	3/07/2024	4/22/2024	1/19/2024	3/18/2024	3/07/2024	5/06/2024	1/19/2024	2/16/2024	3/07/2024	4/05/2024
1/22/2024	3/06/2024	3/08/2024	4/22/2024	1/22/2024	3/18/2024	3/08/2024	5/06/2024	1/22/2024	2/20/2024	3/08/2024	4/08/2024
1/22/2024	3/06/2024	3/11/2024	4/24/2024	1/22/2024	3/21/2024	3/11/2024	5/09/2024	1/22/2024	2/20/2024	3/11/2024	4/09/2024
1/23/2024	3/07/2024	3/12/2024	4/25/2024	1/23/2024	3/22/2024	3/12/2024	5/10/2024	1/23/2024	2/21/2024	3/12/2024	4/10/2024
1/24/2024	3/08/2024	3/13/2024	4/26/2024	1/24/2024	3/25/2024	3/13/2024	5/13/2024	1/24/2024	2/22/2024	3/13/2024	4/11/2024
1/25/2024	3/11/2024	3/14/2024	4/29/2024	1/25/2024	3/25/2024	3/14/2024	5/13/2024	1/25/2024	2/23/2024	3/14/2024	4/12/2024
1/26/2024	3/11/2024	3/15/2024	4/29/2024	1/26/2024	3/25/2024	3/15/2024	5/13/2024	1/26/2024	2/26/2024	3/15/2024	4/15/2024
1/29/2024	3/13/2024	3/18/2024	5/01/2024	1/29/2024	3/28/2024	3/18/2024	5/16/2024	1/29/2024	2/27/2024	3/18/2024	4/16/2024
1/30/2024	3/14/2024	3/19/2024	5/02/2024	1/30/2024	3/29/2024	3/19/2024	5/17/2024	1/30/2024	2/28/2024	3/19/2024	4/17/2024
1/31/2024	3/15/2024	3/20/2024	5/03/2024	1/31/2024	4/01/2024	3/20/2024	5/20/2024	1/31/2024	3/29/2024	3/20/2024	4/18/2024
2/01/2024	3/20/2024	3/21/2024	5/06/2024	2/01/2024	4/01/2024	3/21/2024	5/20/2024	2/01/2024	3/01/2024	3/21/2024	4/19/2024
2/02/2024	3/20/2024	3/22/2024	5/06/2024	2/02/2024	4/01/2024	3/22/2024	5/20/2024	2/02/2024	3/04/2024	3/22/2024	4/22/2024
2/05/2024	3/20/2024	3/25/2024	5/08/2024	2/05/2024	4/04/2024	3/25/2024	5/23/2024	2/05/2024	3/05/2024	3/25/2024	4/23/2024
2/06/2024	3/21/2024	3/26/2024	5/09/2024	2/06/2024	4/05/2024	3/26/2024	5/24/2024	2/06/2024	3/06/2024	3/26/2024	4/24/2024
2/07/2024	3/22/2024	3/27/2024	5/10/2024	2/07/2024	4/08/2024	3/27/2024	5/28/2024	2/07/2024	3/07/2024	3/27/2024	4/25/2024
2/08/2024	3/25/2024	3/28/2024	5/13/2024	2/08/2024	4/08/2024	3/28/2024	5/28/2024	2/08/2024	3/08/2024	3/28/2024	4/26/2024
2/09/2024	3/25/2024	3/29/2024	5/13/2024	2/09/2024	4/08/2024	3/29/2024	5/28/2024	2/09/2024	3/11/2024	3/29/2024	4/29/2024
2/12/2024	3/27/2024	4/01/2024	5/15/2024	2/12/2024	4/11/2024	4/01/2024	5/30/2024	2/12/2024	3/12/2024	4/01/2024	4/30/2024
2/13/2024	3/28/2024	4/02/2024	5/16/2024	2/13/2024	4/12/2024	4/02/2024	5/31/2024	2/13/2024	3/13/2024	4/02/2024	5/01/2024
2/14/2024	3/29/2024	4/03/2024	5/17/2024	2/14/2024	4/15/2024	4/03/2024	6/03/2024	2/14/2024	3/14/2024	4/03/2024	5/02/2024
2/15/2024	4/01/2024	4/04/2024	5/20/2024	2/15/2024	4/15/2024	4/04/2024	6/03/2024	2/15/2024	3/15/2024	4/04/2024	5/03/2024
2/16/2024	4/01/2024	4/05/2024	5/20/2024	2/16/2024	4/15/2024	4/05/2024	6/03/2024	2/16/2024	3/18/2024	4/05/2024	5/06/2024

* 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

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
4/08/2024	5/22/2024	-----	-----	4/08/2024	6/06/2024	-----	-----	4/08/2024	5/07/2024	-----	-----
4/09/2024	5/23/2024	5/28/2024	7/11/2024	4/09/2024	6/07/2024	5/28/2024	7/26/2024	4/09/2024	5/08/2024	5/28/2024	6/26/2024
4/10/2024	5/24/2024	5/29/2024	7/12/2024	4/10/2024	6/10/2024	5/29/2024	7/29/2024	4/10/2024	5/09/2024	5/29/2024	6/27/2024
4/11/2024	5/28/2024	5/30/2024	7/15/2024	4/11/2024	6/10/2024	5/30/2024	7/29/2024	4/11/2024	5/10/2024	5/30/2024	6/28/2024
4/12/2024	5/28/2024	5/31/2024	7/15/2024	4/12/2024	6/10/2024	5/31/2024	7/29/2024	4/12/2024	5/13/2024	5/31/2024	7/02/2024
4/15/2024	5/29/2024	6/03/2024	7/17/2024	4/15/2024	6/13/2024	6/03/2024	8/01/2024	4/15/2024	5/14/2024	6/03/2024	7/02/2024
4/16/2024	5/30/2024	6/04/2024	7/18/2024	4/16/2024	6/14/2024	6/04/2024	8/02/2024	4/16/2024	5/15/2024	6/04/2024	7/03/2024
4/17/2024	5/31/2024	6/05/2024	7/19/2024	4/17/2024	6/17/2024	6/05/2024	8/05/2024	4/17/2024	5/16/2024	6/05/2024	7/05/2024
4/18/2024	6/03/2024	6/06/2024	7/22/2024	4/18/2024	6/17/2024	6/06/2024	8/05/2024	4/18/2024	5/17/2024	6/06/2024	7/05/2024
4/19/2024	6/03/2024	6/07/2024	7/22/2024	4/19/2024	6/17/2024	6/07/2024	8/05/2024	4/19/2024	5/20/2024	6/07/2024	7/08/2024
4/22/2024	6/05/2024	6/10/2024	7/24/2024	4/22/2024	6/20/2024	6/10/2024	8/08/2024	4/22/2024	5/21/2024	6/10/2024	7/09/2024
4/23/2024	6/06/2024	6/11/2024	7/25/2024	4/23/2024	6/21/2024	6/11/2024	8/09/2024	4/23/2024	5/22/2024	6/11/2024	7/10/2024
4/24/2024	6/07/2024	6/12/2024	7/26/2024	4/24/2024	6/24/2024	6/12/2024	8/12/2024	4/24/2024	5/23/2024	6/12/2024	7/11/2024
4/25/2024	6/10/2024	6/13/2024	7/29/2024	4/25/2024	6/24/2024	6/13/2024	8/12/2024	4/25/2024	5/24/2024	6/13/2024	7/12/2024
4/26/2024	6/10/2024	6/14/2024	7/29/2024	4/26/2024	6/24/2024	6/14/2024	8/12/2024	4/26/2024	5/28/2024	6/14/2024	7/15/2024
4/29/2024	6/12/2024	6/17/2024	7/31/2024	4/29/2024	6/27/2024	6/17/2024	8/15/2024	4/29/2024	5/28/2024	6/17/2024	7/16/2024
4/30/2024	6/13/2024	6/18/2024	8/01/2024	4/30/2024	6/28/2024	6/18/2024	8/16/2024	4/30/2024	5/29/2024	6/18/2024	7/17/2024
5/01/2024	6/14/2024	-----	-----	5/01/2024	7/01/2024	-----	-----	5/01/2024	5/30/2024	-----	-----
5/02/2024	6/17/2024	6/20/2024	8/05/2024	5/02/2024	7/01/2024	6/20/2024	8/19/2024	5/02/2024	5/31/2024	6/20/2024	7/19/2024
5/03/2024	6/17/2024	6/21/2024	8/05/2024	5/03/2024	7/01/2024	6/21/2024	8/19/2024	5/03/2024	6/03/2024	6/21/2024	7/22/2024
5/06/2024	6/20/2024	6/24/2024	8/07/2024	5/06/2024	7/05/2024	6/24/2024	8/22/2024	5/06/2024	6/04/2024	6/24/2024	7/23/2024
5/07/2024	6/20/2024	6/25/2024	8/08/2024	5/07/2024	7/05/2024	6/25/2024	8/23/2024	5/07/2024	6/05/2024	6/25/2024	7/24/2024
5/08/2024	6/21/2024	6/26/2024	8/09/2024	5/08/2024	7/08/2024	6/26/2024	8/26/2024	5/08/2024	6/06/2024	6/26/2024	7/25/2024
5/09/2024	6/24/2024	6/27/2024	8/12/2024	5/09/2024	7/08/2024	6/27/2024	8/26/2024	5/09/2024	6/07/2024	6/27/2024	7/26/2024
5/10/2024	6/24/2024	6/28/2024	8/12/2024	5/10/2024	7/08/2024	6/28/2024	8/26/2024	5/10/2024	6/10/2024	6/28/2024	7/29/2024
5/13/2024	6/26/2024	-----	-----	5/13/2024	7/11/2024	-----	-----	5/13/2024	6/11/2024	-----	-----
5/14/2024	6/27/2024	-----	-----	5/14/2024	7/12/2024	-----	-----	5/14/2024	6/12/2024	-----	-----
5/15/2024	6/28/2024	-----	-----	5/15/2024	7/15/2024	-----	-----	5/15/2024	6/13/2024	-----	-----
5/16/2024	7/01/2024	-----	-----	5/16/2024	7/15/2024	-----	-----	5/16/2024	6/14/2024	-----	-----
5/17/2024	7/01/2024	-----	-----	5/17/2024	7/15/2024	-----	-----	5/17/2024	6/17/2024	-----	-----
5/20/2024	7/03/2024	-----	-----	5/20/2024	7/18/2024	-----	-----	5/20/2024	6/18/2024	-----	-----
5/21/2024	7/05/2024	-----	-----	5/21/2024	7/19/2024	-----	-----	5/21/2024	6/20/2024	-----	-----
5/22/2024	7/05/2024	-----	-----	5/22/2024	7/22/2024	-----	-----	5/22/2024	6/20/2024	-----	-----
5/23/2024	7/08/2024	-----	-----	5/23/2024	7/22/2024	-----	-----	5/23/2024	6/21/2024	-----	-----
5/24/2024	7/08/2024	-----	-----	5/24/2024	7/22/2024	-----	-----	5/24/2024	6/24/2024	-----	-----

* 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 2024

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

SNAP Toe Digit Deadline Schedule January - June 2024

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

Cash Assistance and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Application Timeliness Schedule January - June 2024

File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date
01/01/24	01/25/24	02/12/24	03/07/24	03/25/24	04/18/24	05/06/24	05/30/24	06/17/24	07/11/24
-----	-----	02/13/24	03/08/24	03/26/24	04/19/24	05/07/24	05/31/24	06/18/24	07/12/24
01/03/24	01/26/24*	02/14/24	03/08/24*	03/27/24	04/19/24*	05/08/24	05/31/24*	-----	-----
01/04/24	01/26/24*	02/15/24	03/08/24*	03/28/24	04/19/24*	05/09/24	06/01/24*	06/20/24	07/12/24*
01/05/24	01/29/24	02/16/24	03/11/24	03/29/24	04/22/24	05/10/24	06/03/24	06/21/24	07/15/24
01/06/24*	01/30/24	02/17/24*	03/12/24	03/30/24*	04/23/24	05/11/24*	06/04/24	06/22/24*	07/16/24
01/08/24	02/01/24	-----	-----	04/01/24	04/25/24	05/13/24	06/06/24	06/24/24	07/18/24
01/09/24	02/02/24	02/20/24	03/15/24	04/02/24	04/26/24	05/14/24	06/07/24	06/25/24	07/19/24
01/10/24	02/02/24*	02/21/24	03/15/24*	04/03/24	04/26/24*	05/15/24	06/07/24*	06/26/24	07/19/24*
01/11/24	02/02/24*	02/22/24	03/15/24*	04/04/24	04/26/24*	05/16/24	06/07/24*	06/27/24	07/19/24*
01/12/24	02/05/24	02/23/24	03/18/24	04/05/24	04/29/24	05/17/24	06/10/24	06/28/24	07/22/24
01/13/24*	02/06/24	02/24/24*	03/19/24	04/06/24*	04/30/24	05/18/24*	06/11/24	06/29/24*	07/23/24
-----	-----	02/26/24	03/21/24	04/08/24	05/02/24	05/20/24	06/13/24	-----	-----
01/16/24	02/09/24	02/27/24	03/22/24	04/09/24	05/03/24	05/21/24	06/14/24	-----	-----
01/17/24	02/09/24*	02/28/24	03/22/24*	04/10/24	05/03/24*	05/22/24	06/14/24*	-----	-----
01/18/24	02/09/24*	02/29/24	03/22/24*	04/11/24	05/03/24*	05/23/24	06/14/24*	-----	-----
01/19/24	02/12/24	03/01/24	03/25/24	04/12/24	05/06/24	05/24/24	06/17/24	-----	-----
01/20/24*	02/13/24	03/02/24*	03/26/24	04/13/24*	05/07/24	05/25/24*	06/18/24	-----	-----
01/22/24	02/15/24	03/04/24	03/28/24	04/15/24	05/09/24	-----	-----	-----	-----
01/23/24	02/16/24	03/05/24	03/29/24	04/16/24	05/10/24	05/28/24	06/21/24	-----	-----
01/24/24	02/16/24*	03/06/24	03/29/24*	04/17/24	05/10/24*	05/29/24	06/21/24*	-----	-----
01/25/24	02/16/24*	03/07/24	03/29/24*	04/18/24	05/10/24*	05/30/24	06/21/24*	-----	-----
01/26/24	02/16/24*	03/08/24	04/01/24	04/19/24	05/13/24	05/31/24	06/24/24	-----	-----
01/27/24*	02/20/24	03/09/24*	04/02/24	04/20/24*	05/14/24	06/01/24*	06/25/24	-----	-----
01/29/24	02/22/24	03/11/24	04/04/24	04/22/24	05/16/24	06/03/24	06/27/24	-----	-----
01/30/24	02/23/24	03/12/24	04/05/24	04/23/24	05/17/24	06/04/24	06/28/24	-----	-----
01/31/24	02/23/24*	03/13/24	04/05/24*	04/24/24	05/17/24*	06/05/24	06/28/24*	-----	-----
02/01/24	02/23/24*	03/14/24	04/05/24*	04/25/24	05/17/24*	06/06/24	06/28/24*	-----	-----
02/02/24	02/26/24	03/15/24	04/08/24	04/26/24	05/20/24	06/07/24	07/01/24	-----	-----
02/03/24*	02/27/24	03/16/24*	04/09/24	04/27/24*	05/21/24	06/08/24*	07/02/24	-----	-----
02/05/24	02/29/24	03/18/24	04/11/24	04/29/24	05/23/24	06/10/24	07/03/24*	-----	-----
02/06/24	03/01/24	03/19/24	04/12/24	04/30/24	05/24/24	06/11/24	07/05/24	-----	-----
02/07/24	03/01/24*	03/20/24	04/12/24*	05/01/24	05/24/24*	06/12/24	07/05/24*	-----	-----
02/08/24	03/01/24*	03/21/24	04/12/24*	05/02/24	05/24/24*	06/13/24	07/05/24*	-----	-----
02/09/24	03/04/24	03/22/24	04/15/24	05/03/24	05/24/24*	06/14/24	07/08/24	-----	-----
02/10/24*	03/05/24	03/23/24*	04/16/24	05/04/24*	05/28/24	06/15/24*	07/09/24	-----	-----

*Due dates that fall on a Saturday, Sunday or holiday 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-4014A NYC/LDSS-4014B NYC

The client Notices System (CNS) will automatically generate a notice when a recertification is approved. However, if a worker suppresses the notice by entering an **A**, **T**, or **1** in the **M3e** field, or if the recertification is a multi-suffix case, then a manual notice is required.

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

- Prepare either 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-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 Conference by Phone telephone number (718-557-1399) Fair Hearing and Conference (FH&C) Unit space to the right of the participant's name and address.

Recertifications and Cases Reopened Using Undercare Subsystem		Enter appropriate "From" and "To" dates on forms LDSS-4014A NYC/LDSS-4014B NYC		
1	2	3	TO	
Recertification Schedule Date WINRO32, WINRO32X	SNAP Benefits Expire	FROM Next Certification Period Begins ("From" Date)	4 Low-Risk Cases (One Year)	5 All Adults are Aged/Disabled or Non-Parent Caregiver Case Not in Receipt of SNAP (Two Years)
January 2024	2/29/2024	3/1/2024	2/28/2025	2/28/2026
February 2024	3/31/2024	4/1/2024	3/31/2025	3/31/2026
March 2024	4/30/2024	5/1/2024	4/30/2025	4/30/2026
April 2024	5/31/2024	6/1/2024	5/31/2025	5/31/2026
May 2024	6/30/2024	7/1/2024	6/30/2025	6/30/2026
June 2024	7/31/2024	8/1/2024	7/31/2025	7/31/2026
July 2024	8/31/2024	9/1/2024	8/31/2025	8/31/2026
August 2024	9/30/2024	10/1/2024	9/30/2025	9/30/2026
September 2024	10/31/2024	11/1/2024	10/31/2025	10/31/2026
October 2024	11/30/2024	12/1/2024	11/30/2025	11/30/2026
November 2024	12/31/2024	1/1/2025	12/31/2025	12/31/2026
December 2024	1/31/2025	2/1/2025	1/31/2026	1/31/2027