



FAMILY INDEPENDENCE ADMINISTRATION

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Policy Bulletin #06-125-OPE

(This Policy Bulletin Replaces PB #05-29-OPE)

REVISIONS TO THE PUBLIC ASSISTANCE RECERTIFICATION KIT

<p>Date: September 1, 2006</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Please refer to PB #06-116-OPE and PB # 06-56-OPE and PB #06-85-OPE.</p>	<p>The purpose of this policy bulletin is to continue to reinforce at Job Centers the need to distribute at the recertification interview all of the forms included in the public assistance (PA) Recertification Kit and to inform staff that the following forms have been removed from the recertification kit, as they are now obsolete:</p> <ul style="list-style-type: none"> • M-322c Domestic Violence Informational Handout • M-322d Domestic Violence Screening Form • W-700W Become a U.S. Citizen • W-273B Child Care Provider Application and Voucher Form – Part 1 • W-273D How to Fill Out the Child Care Provider Application and Voucher Form (W-273B) – Part 1 <p>Previously the list of forms required for the PA Recertification Kit was identified as Attachment A (in PB #05-29-OPE). Now the list has been given an official form number and title - Forms Required for the PA Recertification Kit (M-90D) (See attached sample). The M-90D reflects the changes to the public assistance recertification indicated above.</p> <p>The forms required for the PA Recertification Kit are available through Print on Demand (POD). There is also a link on the FIAWeb that lists the forms contained on the M-90D. Each Job Center has designated staff responsible for preparing the PA Recertification Kit. The designated staff must ensure that all forms listed on the M-90D are included in the PA Recertification Kit.</p> <p>The PA Recertification Kit will be available in two separate formats. The standard kit will contain information for all PA households. The kit for households with children will include all of the forms from the standard kit <u>and</u> five additional forms that relate to child care and child support.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Management Information Systems (MIS) will mail the Notice of Recertification Appointment (**W-908T**) and the Notice of Recertification (**W-908T Insert**) to the participant prior to the recertification interview. The complete PA Recertification Kit must be given to the participant at the PA recertification interview.


Note: MIS will mail the Notice of Homebound Recertification Appointment (**W-908SS**) to homebound participants. The Worker will hand-deliver the appropriate kit to the participant at the homebound interview.

Center Directors must ensure that the appropriate kits are prepared and distributed at the PA recertification interview and that all previous versions of the **M-322c**, **M-322d** and **W-700W** are removed from circulation and recycled.

Effective Immediately

Attachment:

M-90D Forms Required for the PA Recertification Kit

 Please use Print on Demand to obtain copies of forms.

PA Recertification Kit Forms

Forms included in the standard Recertification Kit:

Item	Title	Form Number	Agency
1	Requirement to Report a Lump Sum Payment (from 03 ADM-10)	Attachment A	State
2	Food Stamp Change Report Form	LDSS-3151*	State
3	What You Should Know About Your Rights and Responsibilities	LDSS-4148A*	State
4	What You Should Know About Social Services Programs	LDSS-4148B*	State
5	What You Should Know if You Have an Emergency	LDSS-4148C*	State
6	How to Complete the Recertification Form	PUB-1313*	State
7	What You Should Know About Your Rights If You Have a Disability	EXP-78F*	FIA
8	Explanation of the Medicaid Buy-In Program for Working People with Disabilities	MAP-252	MAP
9	Attention: Applicants/Participants	W-116U	FIA
10	Important: Using Common Benefit Identification Card (CBIC) for Medical Services	W-126E*	FIA
11	Notice of DASIS Benefits and Services	W-139E	FIA
12	Welfare Fraud Pamphlet	W-151M	BFI
13	Notice to Applicants and Participants Regarding Third Party Health Insurance	W-299	FIA
14	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W	FIA
15	Language Questionnaire	W-680FF*	FIA
16	Are You Disabled?	W-681A	FIA
17	Notice to Applicants/Participants	W-904DD*	FIA
18	Essential Persons	W-912K	FIA

*Denotes forms that are available in multiple languages. Staff must include the appropriate foreign language version of forms in the PA Recertification KIT based on the Language Read indicator in element **255** of the Turn-Around Document (TAD).

PA Recertification Kit Forms

Recertification Kits for households with children include the forms on the first page and those listed below:

Item	Title	Form Number	Agency
1	Recertification Absent Parent Questionnaire	M-384d*	FIA
2	HRA Will Pay for Your Child Care	W-273E	FIA
3	Child Care Fact Sheet and Planner	W-574EE*	FIA
4	Enrollment Form for Provider of Legally-Exempt Family Child and Legally-Exempt In-Home Child Care	OCFS LDSS-4699	MAP
5	Employment of Minors Form	OCFS LDSS-4699.1	State
6	Employment of Minors Form, Information	OCFS LDSS-4699.1A	State
7	Parental Responsibilities When Employing a Legally-Exempt In-Home Child Care Provider	OCFS LDSS-4699.2A	State
8	Legally-Exempt In-Home Child Care Provider Agreement Form	OCFS LDSS-4699.2	State
9	Enrollment Form for Provider of Legally-Exempt Group Child Care	OCFS LDSS-4700	State

SAMPLE

*Denotes forms that are available in multiple languages. Staff must include the appropriate foreign language version of forms in the PA Recertification KIT based on the Language Read indicator in element **255** of the Turn-Around Document (TAD).