



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-165-OPE

(This Policy Bulletin Replaces PB #06-83-OPE)

JANUARY–JUNE 2007 APPLICATION SCHEDULES (EBT-52, W-140W, W-203, W-203B, W-203E, W-204T, W-205R AND W-205W)

Date: December 20, 2006	Subtopic(s): Forms
 This procedure can now be accessed on the FIAweb.	<p>This policy bulletin is to inform all Job Center and Non-Public Assistance (NPA) Food Stamp (FS) Office staff that the following recurring semiannual schedules have been revised for the January–June 2007 time frame:</p> <ul style="list-style-type: none">• EBT Pickup Schedule January–June 2007 (EBT-52)• Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (W-140W)• Recurring Roll Deadline Schedule January–June 2007 (W-203)• Check Replacement Schedule January–June 2007 (W-203B)• NPA/PA Food Stamp Toe Digit Deadline Schedule January–June 2007 (W-203E)• Family Assistance and NPA Food Stamp Applications Timeliness Schedule January–June 2007 (W-204T)• Safety Net Assistance Application Timeliness Schedule January–June 2007 (W-205R)• Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide (W-205W) <p>Center Directors and Office Site Managers must ensure that all previous versions of these forms are removed from circulation and recycled.</p> <p><i>Effective Immediately</i></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*

 Please use Print on Demand to obtain copies of forms

Attachments:

EBT-52	EBT Pickup Schedule January–June 2007 (Rev. 12/20/06)
W-140W	Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 12/20/06)
W-203	Recurring Roll Deadline Schedule January–June 2007 (Rev. 12/20/06)
W-203B	Check Replacement Schedule January–June 2007 (Rev. 12/20/06)
W-203E	NPA/PA Food Stamp Toe Digit Deadline Schedule January–June 2007 (Rev. 12/20/06)
W-204T	Family Assistance and NPA Food Stamp Applications Timeliness Schedule January–June 2007 (Rev. 12/20/06)
W-205R	Safety Net Assistance Application Timeliness Schedule January–June 2007 (Rev. 12/20/06)
W-205W	Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide (Rev. 12/20/06)



EBT Pickup Schedule January–June 2007

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



Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type

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

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UBI, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS (ACME, DISCHARGED STUDENTS, ETC.)				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 Receive	Due Date	Date Receive	Due Date	Date Receive	Due Date	Date Receive	Due Date	Date Receive	Due Date	Date Receive	Due Date
Holiday	----	Holiday	----	Holiday	----	Holiday	----	Holiday	----	Holiday	----
1/2	2/15	2/20	4/5	1/2	3/2	2/20	4/20	1/2	1/31	2/20	3/21
1/3	2/16	2/21	4/6	1/3	3/3	2/21	4/23*	1/3	2/1	2/21	3/22
1/4	2/19*	2/22	4/9*	1/4	3/5*	2/22	4/23*	1/4	2/2	2/22	3/23
1/5	2/19*	2/23	4/9*	1/5	3/5	2/23	4/23	1/5	2/5*	2/23	3/26*
1/8	2/21	2/26	4/11	1/8	3/8	2/26	4/26	1/8	2/6	2/26	3/27
1/9	2/22	2/27	4/12	1/9	3/9	2/27	4/27	1/9	2/7	2/27	3/28
1/10	2/23	2/28	4/13	1/10	3/12*	2/28	4/30*	1/10	2/8	2/28	3/29
1/11	2/26*	3/1	4/16*	1/11	3/12*	3/1	4/30*	1/11	2/9	3/1	3/30
1/12	2/26*	3/2	4/16*	1/12	3/12	3/2	4/30	1/12	2/12*	3/2	4/2*
Holiday	----	3/5	4/18	Holiday	----	3/5	5/3	Holiday	----	3/5	4/3
1/16	3/1	3/6	4/19	1/16	3/16	3/6	5/4	1/16	2/14	3/6	4/4
1/17	3/2	3/7	4/20	1/17	3/19*	3/7	5/7*	1/17	2/15	3/7	4/5
1/18	3/5*	3/8	4/23*	1/18	3/19*	3/8	5/7*	1/18	2/16	3/8	4/6
1/19	3/5*	3/9	4/23*	1/19	3/19	3/9	5/7	1/19	2/19*	3/9	4/9*
1/22	3/7	3/12	4/25	1/22	3/22	3/12	5/10	1/22	2/20	3/12	4/10
1/23	3/8	3/13	4/26	1/23	3/23	3/13	5/11	1/23	2/21	3/13	4/11
1/24	3/9	3/14	4/27	1/24	3/26*	3/14	5/14*	1/24	2/22	3/14	4/12
1/25	3/12*	3/15	4/30*	1/25	3/26*	3/15	5/14*	1/25	2/23	3/15	4/13
1/26	3/12*	3/16	4/30*	1/26	3/26	3/16	5/14	1/26	2/26*	3/16	4/16*
1/29	3/14	3/19	5/2	1/29	3/29	3/19	5/17	1/29	2/27	3/19	4/17
1/30	3/15	3/20	5/3	1/30	3/30	3/20	5/18	1/30	2/28	3/20	4/18
1/31	3/16	3/21	5/4	1/31	4/2*	3/21	5/21*	1/31	3/1	3/21	4/19
2/1	3/19*	3/22	5/7*	2/1	4/2*	3/22	5/21*	2/1	3/2	3/22	4/20
2/2	3/19*	3/23	5/7*	2/2	4/2	3/23	5/21	2/2	3/5*	3/23	4/23*
2/5	3/21	3/26	5/9	2/5	4/5	3/26	5/24	2/5	3/6	3/26	4/24
2/6	3/22	3/27	5/10	2/6	4/6	3/27	5/25	2/6	3/7	3/27	4/25
2/7	3/23	3/28	5/11	2/7	4/9*	3/28	5/28*	2/7	3/8	3/28	4/26
2/8	3/26*	3/29	5/14*	2/8	4/9*	3/29	5/28*	2/8	3/9	3/29	4/27
2/9	3/26*	3/30	5/14*	2/9	4/9	3/30	5/28	2/9	3/12*	3/30	4/30*
Holiday	----	4/2	5/16	Holiday	----	4/2	5/31	Holiday	----	4/2	5/1
2/13	3/29	4/3	5/17	2/13	4/13	4/3	6/1	2/13	3/14	4/3	5/2
2/14	3/30	4/4	5/18	2/14	4/16*	4/4	6/4*	2/14	3/15	4/4	5/3
2/15	4/2*	4/5	5/21*	2/15	4/16*	4/5	6/4*	2/15	3/16	4/5	5/4
2/16	4/2*	4/6	5/21*	2/16	4/16	4/6	6/4	2/16	3/19*	4/6	5/7*

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type

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

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



Recurring Roll Deadline Schedule January–June 2007

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



Check Replacement Schedule January–June 2007

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



NPA/PA Food Stamp Toe Digit Deadline Schedule January–June 2007

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



Family Assistance and NPA Food Stamp Applications Timeliness Schedule January – July 2007

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

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

†Some NPA FS locations are open on Saturdays for applications.



Safety Net Assistance Application Timeliness Schedule January–June 2007

January

February

March

Application Date	Decision Date	First Benefit Date
Holiday	----	----
1/2	1/26	2/15
1/3	1/26*	2/16
1/4	1/26*	2/17
1/5	1/29	2/18
1/8	2/1	2/21
1/9	2/2	2/22
1/10	2/2*	2/23
1/11	2/2*	2/24
1/12	2/5	2/25
Holiday	----	----
1/16	2/9	3/1
1/17	2/9*	3/2
1/18	2/9*	3/3
1/19	2/12	3/4
1/22	2/15	3/7
1/23	2/16	3/8
1/24	2/16*	3/9
1/25	2/16*	3/10
1/26	2/19	3/11
1/29	2/22	3/14
1/30	2/23	3/15
1/31	2/23*	3/16

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

Application Date	Decision Date	First Benefit Date
3/1	3/23*	4/14
3/2	3/26	4/15
3/5	3/29	4/18
3/6	3/30	4/19
3/7	3/30*	4/20
3/8	3/30*	4/21
3/9	4/2	4/22
3/12	4/5	4/25
3/13	4/6	4/26
3/14	4/6*	4/27
3/15	4/6*	4/28
3/16	4/9	4/29
3/19	4/12	5/2
3/20	4/13	5/3
3/21	4/13*	5/4
3/22	4/13*	5/5
3/23	4/16	5/6
3/26	4/19	5/9
3/27	4/20	5/10
3/28	4/20*	5/11
3/29	4/20*	5/12
3/30	4/23	5/13

SAMPLE

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

Safety Net Assistance Application Timeliness Schedule January–June 2007

April

May

June

Application Date	Decision Date	First Benefit Date
4/2	4/26	5/16
4/3	4/27	5/17
4/4	4/27*	5/18
4/5	4/27*	5/19
4/6	4/30	5/20
4/9	5/3	5/23
4/10	5/4	5/24
4/11	5/4*	5/25
4/12	5/4*	5/26
4/13	5/7	5/27
4/16	5/10	5/30
4/17	5/11	5/31
4/18	5/11*	6/1
4/19	5/11*	6/2
4/20	5/14	6/3
4/23	5/17	6/6
4/24	5/18	6/7
4/25	5/18*	6/8
4/26	5/18*	6/9
4/27	5/21	6/10
4/30	5/24	6/13

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

Application Date	Decision Date	First Benefit Date
6/1	6/25	7/15
6/4	6/28	7/18
6/5	6/29	7/19
6/6	6/29*	7/20
6/7	6/29*	7/21
6/8	7/2	7/22
6/11	7/5	7/25
6/12	7/6	7/26
6/13	7/6*	7/27
6/14	7/6*	7/28
6/15	7/9	7/29
6/18	7/12	8/1
6/19	7/13	8/2
6/20	7/13*	8/3
6/21	7/13*	8/4
6/22	7/16	8/5
6/25	7/19	8/8
6/26	7/20	8/9
6/27	7/20*	8/10
6/28	7/20*	8/11
6/29	7/23	8/12

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



Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide

Instructions for Entering Certification Periods on Forms LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC, LDSS-4015A NYC/LDSS-4015B NYC.

The **LDSS-4013A NYC/LDSS-4013B NYC**, **LDSS-4014A NYC/LDSS-4014B NYC** and **LDSS-4015A NYC/LDSS-4015B NYC** will automatically be generated by the Client Notice System (CNS). A manual notice is required if the Worker suppresses this notice by entering an A, T or 1 on the **M3e** field of the TAD.

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

- Prepare either the **LDSS-4013A NYC/LDSS-4013B NYC** (for case acceptance) or the **LDSS-4014A NYC/LDSS-4014B NYC** (recertifications)
 - For recertifications, even if there is no change, check the "continue" box and indicate the current grant amount for public assistance and food stamps
- Using the tables below, enter the participant's certification period for public assistance and food stamps.
- On form **LDSS-4013A NYC/LDSS-4013B NYC**, enter the certification information on the line "Accepted for the period from _____ to _____."
- On forms **LDSS-4014A NYC/LDSS-4014B NYC** and **LDSS-4015A NYC/LDSS-4015B 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 Food Stamp Expiration Date on Recertification Call-In Letter (W-908T)

- For recertification, refer to the line indicating the date (month/year) of the recertification schedule (WINRO32/WINRO/32X) on which the participant's name appears.
- Enter the Food Stamp expiration date from column 2 on the designated line in the "Food Stamp" box of the **W-908T**.

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,
LDSS-4015A NYC/LDSS-4015B NYC**

From To or To
↓ ↓ ↓

1 Recertification Schedule Date WINRO32, WINRO32X	2 Food Stamp Benefits Expire	3 Next Certification Period Begins ("From" Date)	Next Certification Period Ends ("To" Date)	
			4 Low-Risk Cases (One Year)	5 Earned Income and DASIS Cases Only (Six Months)
January 2007	2/28/2007	3/1/2007	2/29/2008	8/31/2007
February 2007	3/31/2007	4/1/2007	3/31/2008	9/30/2007
March 2007	4/30/2007	5/1/2007	4/30/2008	10/31/2007
April 2007	5/31/2007	6/1/2007	5/31/2008	11/30/2007
May 2007	6/30/2007	7/1/2007	6/30/2008	12/31/2007
June 2007	7/31/2007	8/1/2007	7/31/2008	1/31/2008
July 2007	8/31/2007	9/1/2007	8/31/2008	2/29/2008
August 2007	9/30/2007	10/1/2007	9/30/2008	3/31/2008
September 2007	10/31/2007	11/1/2007	10/31/2008	4/30/2008
October 2007	11/30/2007	12/1/2007	11/30/2008	5/31/2008
November 2007	12/31/2007	1/1/2008	12/31/2008	6/30/2008
December 2007	1/31/2007	2/1/2008	1/31/2009	7/31/2008

Certification Desk Guide

New Acceptance and Cases Reopened Using Eligibility Subsystem

Enter appropriate "From" and "To" dates on forms LDSS-4013A NYC, LDSS-4013B NYC and LDSS-3152		
	From ↓	To ↓
6 Month of Acceptance	7 Certification Period Begins ("From" Date)	8 Certification Period Ends ("To" Date)
January 2007	1/*/2007	6/30/2007
February 2007	2/*/2007	7/31/2007
March 2007	3/*/2007	8/31/2007
April 2007	4/*/2007	9/30/2007
May 2007	5/*/2007	10/31/2007
June 2007	6/*/2007	11/30/2007
July 2007	7/*/2007	12/31/2007
August 2007	8/*/2007	1/31/2008
September 2007	9/*/2007	2/29/2008
October 2007	10/*/2007	3/31/2008
November 2007	11/*/2007	4/30/2008
December 2007	12/*/2007	5/31/2008

* Food Stamp Application filing date