FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-147-OPE
(This Policy Bulletin Replaces PB #07-101-OPE)

REVISIONS TO THE FORMS INCLUDED IN THE CASH ASSISTANCE APPLICATION KIT FORMS (M-90C) AND CASH ASSISTANCE RECERTIFICATION KIT FORMS (M-90D)

Date: December 4, 2007	Subtopic(s): Forms, Child Care
🖳 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Job Center staff about a change to the CA application and recertification kits. The Cash Assistance Application Kit Forms (**M-90c**) (Rev. 12/04/07)and the Cash Assistance Recertification Kit Forms (**M-90d**) (Rev. 12/04/07) have been revised to reflect the following changes: • inclusion of the Child Care Guarantee Letter (**M-528m**) (Rev. 12/4/07) which contains new information regarding Child Care In Lieu of Cash Assistance (CILOCA). • correction to the title and form number of the Did You Know That New York City Will Pay For Your Child Care For Your Children Under 13 and For Children With Special Needs (**ACS Form W-273E**) • correction of the form number for the Child Care Fact Sheet & Planner (**CS-574EE**) Center Directors must ensure that all prior versions of the **M-90c** and **M-90d** are removed from circulation and recycled. Samples of the **M-90c** and **M-90d** are attached. *Effective Immediately* **Related item**: PB #07-146-ELI

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*

Distribution: X

Attachments:

⌨ Please use Print on Demand to obtain copies of forms.

M-90c   Cash Assistance Application Kit Forms (Rev. 12/4/07)

M-90d   Cash Assistance Recertification Kit Forms (Rev. 12/4/07)

Cash Assistance Application Kit Forms

Forms included in the standard Application Kit

Item	Title	Number	Agency
1	Requirement to Report a Lump Sum Payment (from 03 ADM-10)	Attachment A	State
2	Growing Up Healthy	DOH-4133	State
3	Statewide Common Application	LDSS-2921*	State
4	Food Stamp Change Report Form	LDSS-3151*	State
5	What You Should Know About Your Rights and Responsibilities	LDSS-4148A*	State
6	What You Should Know About Social Services Programs	LDSS-4148B*	State
7	What You Should Know If You Have an Emergency	LDSS-4148C*	State
8	Notice of Responsibilities and Rights for Support	LDSS-4279	State
9	Domestic Violence Screening Form	LDSS-4583*	State
10	Domestic Violence Palm Card	LDSS-4583A	State
11	Important Information About Child Care	LDSS-4647	State
12	DFR Legal Residence Statement	LDSS-4733	State
13	Domestic Violence Information for all Temporary Assistance Applicants	LDSS-4905*	State
14	New York State How to Complete the Temporary Assistance (TA) - Medical Assistance (MA) - Food Stamp Benefits (FS) - Services (S), including Foster Care (FS) - Child Care Assistance (CC) Application	PUB-1301	State
15	How to Use Your Benefit Card to Get Food Stamp and/or Cash Benefits	PUB-4596	State
16	HEAP Pamphlet	PUB-4735	State
17	Notice to All Applicants	EXP-75Q*	FIA
18	What You Should Know About Your Rights If You Have a Disability	EXP-78F*	FIA
19	Absent Parent Questionnaire	M-384k*	FIA
20	Your Interview with the Office of Child Support Enforcement	M-384t	FIA
21	Child Care Guarantee Letter	M-528m	FIA
22	Attention: Applicants/Participants	W-116U*	FIA
23	Important: Using Common Benefit Identification Card (CBIC) for Services	W-126E*	FIA
24	Cash Assistance Additional Allowances	W-137C*	FIA
25	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	W-139E	FIA
26	Troubled? Frustrated? Angry? Don't Take It Out On Your Children!	W-273A	FIA
27	Did You Know That New York City Will Pay for Your Child Care For Your Children Under 13 and For Children With Special Needs?	ACS Form W-273E	FIA

*Denotes forms that are available in multiple languages. Staff must include the appropriate foreign language version of forms in the Application Kit upon request.

Cash Assistance Application Kit Forms

Forms included in the standard Application Kit

Item	Title	Number	Agency
28	Notice to Applicants and Participants Regarding Third Party Insurance	W-299*	FIA
29	Certification/Recertification Checklist	W-515J*	FIA
30	Welfare Fraud Pamphlet	W-151M	BFI
31	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W*	FIA
32	Eligibility Verification Review Questionnaire	W-532T*	FIA
33	Child Care Fact Sheet and Planner	CS-574EE	ACS
34	Language Questionnaire	W-680FF*	FIA
35	Are You Disabled?	W-681A*	FIA
36	Notice to Applicants/Participants	W-904DD*	FIA
37	Essential Persons	W-912KK	FIA
38	Explanation of the Medicaid Buy-In Program for Working People with Disabilities (MBI – WPD)	MAP-252*	MAP
39	Child/Teen Health Program (C/THP) Fact Sheet	MAP-1096*	MAP
40	Yes! You Can Still Apply For Medicaid/Family Health Plus	MAP-2020	MAP

*Denotes forms that are available in multiple languages. Staff must include the appropriate foreign language version of forms in the Application Kit upon request.

Cash Assistance 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	Domestic Violence Information for all Temporary Assistance Applicants	LDSS-4905*	State
7	How to Complete the Recertification Form	PUB-1313*	State
8	What You Should Know About Your Rights If You Have a Disability	EXP-78F*	FIA
9	Explanation of the Medicaid Buy-In Program for Working People with Disabilities (MBI – WPD)	MAP-252*	MAP
10	Attention: Applicants/Participants	W-116U*	FIA
11	Important: Using Common Benefit Identification Card (CBIC) for Medical Services	W-126E*	FIA
12	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	W-139E	FIA
13	Welfare Fraud Pamphlet	W-151M	BFI
14	Notice to Applicants and Participants Regarding Third Party Health Insurance	W-299*	FIA
15	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W*	FIA
16	Language Questionnaire	W-680FF*	FIA
17	Are You Disabled?	W-681A*	FIA
18	Notice to Applicants/Participants	W-904DD*	FIA
19	Essential Persons	W-912KK	FIA

*Denotes forms that are available in multiple languages. Staff must include the appropriate foreign language version of forms in the CA Recertification Kit based on the Language Read indicator in element **281** of the Turn-Around Document (TAD).

Cash Assistance 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	Child Care Guarantee Letter	M-528m	FIA
3	Did You Know That New York City Will Pay for Your Child Care For Your Children Under 13 and For Your Children With Special Needs?	ACS Form W-273E	FIA
4	Child Care Fact Sheet and Planner	CS-574EE	ACS
5	Enrollment Form for Provider of Legally-Exempt Family Child and Legally-Exempt In-Home Child Care	OCFS LDSS-4699	MAP
6	Employment of Minors Form	OCFS LDSS-4699.1	State
7	Employment of Minors Information	OCFS LDSS-4699.1A	State
8	Legally-Exempt In-Home Child Care Provider Agreement Form	OCFS LDSS-4699.2	State
9	Parental Responsibilities When Employing a Legally-Exempt In-Home Child Care Provider	OCFS LDSS-4699.2A	State
10	Enrollment Form for Provider of Legally-Exempt Group Child Care	OCFS LDSS-4700	State

*Denotes forms that are available in multiple languages. Staff must include the appropriate foreign language version of forms in the CA Recertification Kit based on the Language Read indicator in element **281** of the Turn-Around Document (TAD).