



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-150-OPE

(This Policy Bulletin Replaces PB #07-74-OPE)


JANUARY—JUNE 2008 APPLICATION SCHEDULES (EBT-52, W-140W, W-203, W-203B, W-203E, W-204T, W-205R, and W-205W)

Date:	Subtopic(s):
<p>December 10, 2007</p> <p> This procedure can now be accessed on the FIAweb.</p>	<p>Forms</p> <p>This policy bulletin is to inform all Job Center and Non-Cash Assistance (NCA) Food Stamp (FS) Center staff that the following eight recurring semi-annual schedules have been revised for the January–June 2008 time frame:</p> <ul style="list-style-type: none"> • EBT Pickup Schedule January–June 2008 (EBT-52) • Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (W-140W) • Recurring Roll Deadline Schedule January–June 2008 (W-203) • Check Replacement Schedule January–June 2008 (W-203B) • NCA/CA Food Stamp Toe Digit Deadline Schedule January–June 2008 (W-203E) • Family Assistance and NCA Food Stamp Applications Timeliness Schedule January–June 2008 (W-204T) • Safety Net Assistance Application Timeliness Schedule January–June 2008 (W-205R) • Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide (W-205W) <p>Additional changes have been made to the W-205W. All references to the LDSS-4015A NYC and LDSS-4015B NYC have been removed, since those forms no longer require information from the W-205W.</p> <p>Job Center Directors and Food Stamp Center Directors must ensure that all previous versions of these forms are removed from circulation and recycled.</p>

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*

Samples of the revised forms are attached.

Effective Immediately

 Please use Print on Demand to obtain copies of forms.

Attachments:

EBT-52	EBT Pickup Schedule January–June 2008 (Rev. 12/10/07)
W-140W	Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 12/10/07)
W-203	Recurring Roll Deadline Schedule January–June 2008 (Rev. 12/10/07)
W-203B	Check Replacement Schedule January–June 2008 (Rev. 12/10/07)
W-203E	NCA/CA Food Stamp Toe Digit Deadline Schedule January–June 2008 (Rev. 12/10/07)
W-204T	Family Assistance and NCA Food Stamp Application Timeliness Schedule January–June 2008 (Rev. 12/10/07)
W-205R	Safety Net Assistance Application Timeliness Schedule January–June 2008 (Rev. 12/10/07)
W-205W	Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide (Rev. 12/10/07)



EBT Pickup Schedule January – June 2008

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



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, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS (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	2/19	4/3	1/2	3/3*	2/19	4/18	1/2	1/31	2/19	3/19
1/3	2/19*	2/20	4/4	1/3	3/3*	2/20	4/21*	1/3	2/1	2/20	3/20
1/4	2/19*	2/21	4/7*	1/4	3/3	2/21	4/21*	1/4	2/4*	2/21	3/21
		2/22	4/7*			2/22	4/21			2/22	3/24*
1/7	2/20	2/25	4/9	1/7	3/6	2/25	4/24	1/7	2/5	2/25	3/25
1/8	2/21	2/26	4/10	1/8	3/7	2/26	4/25	1/8	2/6	2/26	3/26
1/9	2/22	2/27	4/11	1/9	3/10*	2/27	4/28*	1/9	2/7	2/27	3/27
1/10	2/25*	2/28	4/14*	1/10	3/10*	2/28	4/28*	1/10	2/8	2/28	3/28
1/11	2/25*	2/29	4/14*	1/11	3/10	2/29	4/28	1/11	2/11*	2/29	3/31*
1/14	2/27	3/3	4/16	1/14	3/13	3/3	5/1	1/14	2/13*	3/3	4/1
1/15	2/28	3/4	4/17	1/15	3/14	3/4	5/2	1/15	2/13	3/4	4/2
1/16	2/29	3/5	4/18	1/16	3/17*	3/5	5/5*	1/16	2/14	3/5	4/3
1/17	3/3*	3/6	4/21*	1/17	3/17*	3/6	5/5*	1/17	2/15	3/6	4/4
1/18	3/3*	3/7	4/21*	1/18	3/17	3/7	5/5	1/18	2/19*	3/7	4/7*
Holiday	-----	3/10	4/23	Holiday	-----	3/10	5/8	Holiday	-----	3/10	4/8
1/22	3/6	3/11	4/24	1/22	3/21	3/11	5/9	1/22	2/20	3/11	4/9
1/23	3/7	3/12	4/25	1/23	3/24*	3/12	5/12*	1/23	2/21	3/12	4/10
1/24	3/10*	3/13	4/28*	1/24	3/24*	3/13	5/12*	1/24	2/22	3/13	4/11
1/25	3/10*	3/14	4/28*	1/25	3/24	3/14	5/12	1/25	2/25*	3/14	4/14*
1/28	3/12	3/17	4/30	1/28	3/27	3/17	5/15	1/28	2/26	3/17	4/15
1/29	3/13	3/18	5/1	1/29	3/28	3/18	5/16	1/29	2/27	3/18	4/16
1/30	3/14	3/19	5/2	1/30	3/31*	3/19	5/19*	1/30	2/28	3/19	4/17
1/31	3/17*	3/20	5/5*	1/31	3/31*	3/20	5/19*	1/31	2/29	3/20	4/18
2/1	3/17*	3/21	5/5*	2/1	3/31	3/21	5/19	2/1	3/3*	3/21	4/21*
2/4	3/19	3/24	5/7	2/4	4/3	3/24	5/22	2/4	3/4	3/24	4/22
2/5	3/20	3/25	5/8	2/5	4/4	3/25	5/23	2/5	3/5	3/25	4/23
2/6	3/21	3/26	5/9	2/6	4/7*	3/26	5/27*	2/6	3/6	3/26	4/24
2/7	3/24*	3/27	5/12*	2/7	4/7*	3/27	5/27*	2/7	3/7	3/27	4/25
2/8	3/24*	3/28	5/12*	2/8	4/7	3/28	5/27*	2/8	3/10*	3/28	4/28*
2/11	3/26	3/31	5/14	2/11	4/10	3/31	5/29	2/11	3/11	3/31	4/29
Holiday	-----	4/1	5/15	Holiday	-----	4/1	5/30	Holiday	-----	4/1	4/30
2/13	3/28	4/2	5/16	2/13	4/14*	4/2	6/2*	2/13	3/13	4/2	5/1
2/14	3/31*	4/3	5/19*	2/14	4/14*	4/3	6/2*	2/14	3/14	4/3	5/2
2/15	3/31*	4/4	5/19*	2/15	4/14	4/4	6/2	2/15	3/17*	4/4	5/5*

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type
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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
4/7	5/21	Holiday	-----	4/7	6/5	Holiday	-----	4/7	5/6	Holiday	-----
4/8	5/22	5/27	7/10	4/8	6/6	5/27	7/25	4/8	5/7	5/27	6/25
4/9	5/23	5/28	7/11	4/9	6/9*	5/28	7/28*	4/9	5/8	5/28	6/26
4/10	5/27*	5/29	7/14*	4/10	6/9*	5/29	7/28*	4/10	5/9	5/29	6/27
4/11	5/27*	5/30	7/14*	4/11	6/9	5/30	7/28	4/11	5/12*	5/30	6/30*
4/14	5/28	6/2	7/16	4/14	6/12	6/2	7/31	4/14	5/13	6/2	7/1
4/15	5/29	6/3	7/17	4/15	6/13	6/3	8/1	4/15	5/14	6/3	7/2
4/16	5/30	6/4	7/18	4/16	6/16*	6/4	8/4*	4/16	5/15	6/4	7/3
4/17	6/2*	6/5	7/21*	4/17	6/16*	6/5	8/4*	4/17	5/16	6/5	7/7*
4/18	6/2*	6/6	7/21*	4/18	6/16	6/6	8/4	4/18	5/19*	6/6	7/7*
4/21	6/4	6/9	7/23	4/21	6/19	6/9	8/7	4/21	5/20	6/9	7/8
4/22	6/5	6/10	7/24	4/22	6/20	6/10	8/8	4/22	5/21	6/10	7/9
4/23	6/6	6/11	7/25	4/23	6/23*	6/11	8/11*	4/23	5/22	6/11	7/10
4/24	6/9*	6/12	7/28*	4/24	6/23*	6/12	8/11*	4/24	5/23	6/12	7/11
4/25	6/9*	6/13	7/28*	4/25	6/23	6/13	8/11	4/25	5/27*	6/13	7/14*
4/28	6/11	6/16	7/30	4/28	6/26	6/16	8/14	4/28	5/27	6/16	7/15
4/29	6/12	6/17	7/31	4/29	6/27	6/17	8/15	4/29	5/28	6/17	7/16
4/30	6/13	6/18	8/1	4/30	6/30*	6/18	8/18*	4/30	5/29	6/18	7/17
5/1	6/16*	6/19	8/4*	5/1	6/30*	6/19	8/18*	5/1	5/30	6/19	7/18
5/2	6/16*	6/20	8/4*	5/2	6/30	6/20	8/18	5/2	6/2*	6/20	7/21*
5/5	6/18	6/23	8/6	5/5	7/3	6/23	8/21	5/5	6/3	6/23	7/22
5/6	6/19	6/24	8/7	5/6	7/7*	6/24	8/22	5/6	6/4	6/24	7/23
5/7	6/20	6/25	8/8	5/7	7/7*	6/25	8/25*	5/7	6/5	6/25	7/24
5/8	6/23*	6/26	8/11*	5/8	7/7*	6/26	8/25*	5/8	6/6	6/26	7/25
5/9	6/23*	6/27	8/11*	5/9	7/7	6/27	8/25	5/9	6/9*	6/27	7/28*
5/12	6/25	6/30	8/13	5/12	7/10	6/30	8/28	5/12	6/10	6/30	7/29
5/13	6/26			5/13	7/11			5/13	6/11		
5/14	6/27			5/14	7/14*			5/14	6/12		
5/15	6/30*			5/15	7/14*			5/15	6/13		
5/16	6/30*			5/16	7/14			5/16	6/16*		
5/19	7/2			5/19	7/17			5/19	6/17		
5/20	7/3			5/20	7/18			5/20	6/18		
5/21	7/7*			5/21	7/21*			5/21	6/19		
5/22	7/7*			5/22	7/21*			5/22	6/20		
5/23	7/7*			5/23	7/21			5/23	6/23*		



Recurring Roll Deadline Schedule January – June 2008

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

SAMPLE



Check Replacement Schedule January – June 2008

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



NCA/CA Food Stamp Toe Digit Deadline Schedule January – June 2008

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



Family Assistance and NCA Food Stamp Applications Timeliness Schedule January – June 2008

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

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

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



Safety Net Assistance Application Timeliness Schedule January–June 2008

January

February

March

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

Application Date	Decision Date	First Benefit Date
2/1	2/25	3/14*
2/4	2/28	3/19
2/5	2/29	3/20
2/6	2/29*	3/21
2/7	2/29*	3/21*
2/8	3/3	3/21*
2/11	3/6	3/26
Holiday	3/7	3/27
2/13	3/7*	3/28
2/14	3/7*	3/28*
2/15	3/10	3/28*
2/18	3/13	4/2
Holiday	----	----
2/20	3/14*	4/4
2/21	3/14*	4/4*
2/22	3/17	4/4*
2/25	3/20	4/9
2/26	3/21	4/10
2/27	3/21*	4/11
2/28	3/21*	4/11*
2/29	3/24	4/11*

Application Date	Decision Date	First Benefit Date
3/3	3/27	4/16
3/4	3/28	4/17
3/5	3/28*	4/18
3/6	3/28*	4/18*
3/7	3/31	4/18*
3/10	4/3	4/23
3/11	4/4	4/24
3/12	4/4*	4/25
3/13	4/4*	4/25*
3/14	4/7	4/25*
3/17	4/10	4/30
3/18	4/11	5/1
3/19	4/11*	5/2
3/20	4/11*	5/2*
3/21	4/14	5/2*
3/24	4/17	5/7
3/25	4/18	5/8
3/26	4/18*	5/9
3/27	4/18*	5/9*
3/28	4/21	5/9*
3/31	4/24	5/14

SAMPLE

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

Safety Net Assistance Application Timeliness Schedule January–June 2008

April

Application Date	Decision Date	First Benefit Date
4/1	4/25	5/15
4/2	4/25*	5/16
4/3	4/25*	5/16*
4/4	4/28	5/16*
4/7	5/1	5/21
4/8	5/2	5/22
4/9	5/2*	5/23
4/10	5/2*	5/23*
4/11	5/5	5/23*
4/14	5/8	5/28
4/15	5/9	5/29
4/16	5/9*	5/30
4/17	5/9*	5/30*
4/18	5/12	5/30*
4/21	5/15	6/4
4/22	5/16	6/5
4/23	5/16*	6/6
4/24	5/16*	6/6*
4/25	5/19	6/6*
4/28	5/22	6/11
4/29	5/23	6/12
4/30	5/23*	6/13

May

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

June

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

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



Cash 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.

The **LDSS-4013A NYC/LDSS-4013B NYC**, **LDSS-4014A** and **NYC/LDSS-4014B 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** and the **LDSS-4013B NYC** (case acceptances) or the **LDSS-4014A NYC** and the **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 Food Stamps
- Using the tables below, enter the participant's certification period for Cash Assistance and Food Stamps.
- On forms **LDSS-4013A NYC** and **LDSS-4013B NYC**, enter the certification information on the line "Accepted for the period from _____ to _____."
- 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 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/WINRO32X) on which the participant's name appears.
- Enter the Food Stamp expiration date from column 2 on the designated line in the "Food Stamp Benefits" section 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

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 2008	2/29/2008	3/1/2008	2/28/2009	8/31/2008
February 2008	3/31/2008	4/1/2008	3/31/2009	9/30/2008
March 2008	4/30/2008	5/1/2008	4/30/2009	10/31/2008
April 2008	5/31/2008	6/1/2008	5/31/2009	11/30/2008
May 2008	6/30/2008	7/1/2008	6/30/2009	12/31/2008
June 2008	7/31/2008	8/1/2008	7/31/2009	1/31/2009
July 2008	8/31/2008	9/1/2008	8/31/2009	2/28/2009
August 2008	9/30/2008	10/1/2008	9/30/2009	3/31/2009
September 2008	10/31/2008	11/1/2008	10/31/2009	4/30/2009
October 2008	11/30/2008	12/1/2008	11/30/2009	5/31/2009
November 2008	12/31/2008	1/1/2009	12/31/2009	6/30/2009
December 2008	1/31/2009	2/1/2009	1/31/2010	7/31/2009

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 2008	1*/2008	6/30/2008
February 2008	2*/2008	7/31/2008
March 2008	3*/2008	8/31/2008
April 2008	4*/2008	9/30/2008
May 2008	5*/2008	10/31/2008
June 2008	6*/2008	11/30/2008
July 2008	7*/2008	12/31/2008
August 2008	8*/2008	1/31/2009
September 2008	9*/2008	2/28/2009
October 2008	10*/2008	3/31/2009
November 2008	11*/2008	4/30/2009
December 2008	12*/2008	5/31/2009

* Food Stamp Application filing date