



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-152-OPE

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

NEW FORM FOR THE CASH ASSISTANCE (CA) AND NON-CASH ASSISTANCE FOOD STAMP (NCA FS) APPLICATION AND RECERTIFICATION KITS


Date: December 26, 2007	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center and NCA FS Center staff that a newly created brochure has been added to the CA and NCA FS Application and Recertification kits.</p> <p>The Helping Hands For People In Need (PUB-4916) brochure from the Office of Temporary and Disability Assistance (OTDA) gives applicants and participants information on various resources available to assist their household.</p> <p>PUB-4916 is currently available in English only. The form will be available in Spanish, Arabic, Chinese and Russian at a later date.</p> <p>The M-90c and the M-90d have been revised to include PUB-4916.</p> <p>A list of forms required for the NCA FS Application/Recertification kits is addressed in PB #07-153-OPE.</p> <p>Center Directors must ensure that all prior versions of the M-90c and M-90d are removed from circulation and recycled.</p> <p>Samples of PUB-4916, M-90c, and M-90d are attached.</p> <p><i>Effective Immediately</i></p> <p>Reference:</p> <p>07-ADM-09</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*

Related Item:

[PB #07-153-OPE](#)

Attachments:

 Please use Print on Demand to obtain copies of forms.

- PUB-4916** Helping Hands For People In Need
- M-90c** Cash Assistance Application Kit Forms (Rev. 12/26/07)
- M-90d** Cash Assistance Recertification Kit Forms (Rev. 12/26/07)

State of New York
Eliot Spitzer, Governor



New York State
Office of Temporary and
Disability Assistance
David A. Hansell, Commissioner

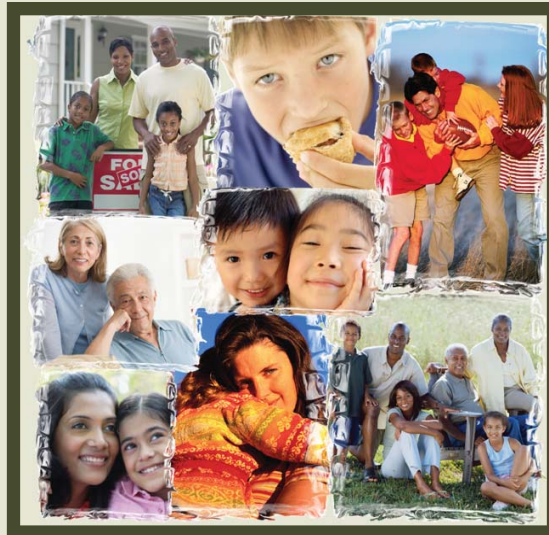
www.otda.state.ny.us

PUB-4916 (9/07)

For more information about resources for “working families” visit the Office of Temporary and Disability Assistance website at: www.otda.state.ny.us

“Helping Hands for People In Need”
is a TANF funded publication

HELPING HANDS FOR PEOPLE IN NEED



*New York State understands that
sometimes it is difficult for working
families to make ends meet.*

*This brochure contains information
on the various resources available
to strengthen your household.*

FOOD STAMP BENEFITS

Food Stamp Benefits assist eligible individuals and working families to purchase food. Eligibility and benefit levels are based on household size, income, assets and other factors. The Food Stamp Program is federally funded through the U.S. Department of Agriculture and administered in New York by the Office of Temporary and Disability Assistance (OTDA) and local social services offices. Available benefits are provided through an electronic benefit card that works just like a regular debit card. All Food Stamp recipients are eligible for **free** nutrition education to help them make sound nutritional choices on a limited income. For more information and to find out where to apply call toll-free: **1-800-342-3009**.

SCHOOL BREAKFAST AND SCHOOL LUNCH PROGRAMS

These programs provide nutritionally balanced meals to school children for free or at a minimal cost. Families may apply for the programs by submitting a Household Income Application which is provided by the school. The school is then responsible for certifying the student for free, reduced-price, or paid meals. If you are currently in receipt of Cash Assistance or Food Stamp Benefits, your children are automatically eligible for free meals.

FOOD BANKS

New York State Food Banks provide safe and nutritious food to food pantries, soup kitchens and shelters. Food banks in your area can provide you with a list of programs to access free emergency food.

Food Bank of Northeastern New York:
1-518-786-3691

Food Bank of Western New York:
1-716-852-1305

Catholic Charities Food Bank of the Southern Tier:
1-607-796-6061

Long Island Cares:
1-631-582-3663

Food Bank for New York City:
1-212-566-7855

Food Link: **1-585-328-3380**

Food Bank of Central New York: **1-315-437-1899**, and
Food Bank for Westchester: **1-914-923-1100**.

EMPLOYMENT PLACEMENT SERVICES

In New York State, the Food Stamp Employment and Training Program provides employment and training services for recipients of Food Stamp Benefits to help them toward self-sufficiency. At a minimum all districts offer Job Search and Job Readiness Training. Other districts offer work experience, on-the-job training, vocational training, education and job skills training. Individuals who are interested in receiving these services should contact or visit their local social services office. In addition, New York State’s Workforce New York One-Stop System provides services through a network of local One Stop Centers and affiliate sites. Services include labor market information; current job listings; job search, résumé preparation and interviewing techniques; a computer resource room for job search activities; assessment of skills and aptitudes; employment counseling and training and education programs. To find the nearest service location and local contacts visit the Website: www.workforcenewyork.org/onestops.htm

Additional information about finding a job and career development may also be found on the NYS Department of Labor’s home page: www.labor.state.ny.us - link to “Career Services”

HOME ENERGY ASSISTANCE PROGRAM

The Home Energy Assistance Program (HEAP) assists low-income New Yorkers in paying heating bills. HEAP also provides assistance with furnace repair and/or replacement and home weatherization. HEAP payments vary depending on household income and the type of heat used. You may be eligible for regular HEAP benefits even if you have money in the bank or other financial resources. To apply, contact your county social services office or your county office for the aging.

For more information call **1-800-342-3009** or visit the Website at: www.otda.state.ny.us/main/heap

HOUSING ASSISTANCE

Local Public and Indian Housing Authorities administer housing assistance programs such as:

Public Housing which provides low-cost apartments and townhouses for eligible low-income families, the working poor and the elderly.

Section 8 Housing which provides vouchers to eligible low-income and working families, so they can rent code compliant housing. A rental subsidy is paid directly by the housing agency to the landlord on behalf of the participating family. The tenant pays the difference between actual rent charged and the amount subsidized by the program. There is a limited amount of Section 8 housing assistance available. Therefore, it is important for anyone interested in these programs to get his/her name on a waiting list as soon as possible. Contact the Public Housing Authority in your town or county for more information.

FATHERHOOD INITIATIVE

The New York State Strengthening Families Through Stronger Fathers Program is aimed at promoting responsible fatherhood through healthy marriage activities, responsible parenting and enhancing economic stability. The initiative provides incentives for noncustodial parents to remain in or consider marriage, to increase their earnings, pay child support, and become actively involved in their children's lives. For more information, visit the Website: www.dads.ny.gov

EARNED INCOME TAX CREDIT

If you have earned income and have taken care of a qualifying child for more than half the year, you may be eligible to receive the Earned Income Tax Credit (EITC) from New York State as well as from the federal government. To claim the credit, you must file both federal and state income tax forms. Everyone's circumstances are different, but you may qualify to receive a combined Federal and State EITC up to \$6,000 if your income is under \$39,783. For more details, check www.irs.gov, call the IRS toll-free at **1-800-829-1040**, or visit your nearby Volunteer Income Tax Assistance (VITA) site.

MEDICAID

Medical assistance or Medicaid is available to help people who cannot afford to pay for all of their medical care. For information on how you can apply for Medicaid call your local social services office, whose phone number can be found in the "Blue Pages" of your phone book. In New York City, you can contact the Human Resources Administration by calling **1-718-557-1399**. Residents of the five boroughs of New York City may also call toll-free at **1-877-472-8411**. Pregnant women and children can apply at many clinics, hospitals, and Prenatal Care Assistance Program offices. If you are in a facility operated by the New York State Office of Mental Health, contact the patient resource office. If you are in a facility certified by the New York State Office of Mental Retardation and Developmental Disabilities, contact the revenue and reimbursement office.

CHILD HEALTH PLUS

Child Health Plus is a health insurance program for children under 19 years old. There are two plans: CHPlus A, which is a Medicaid program, and CHPlus B. CHPlus A provides full Medicaid coverage with no resource test at varying income levels up to 200% of the Federal Poverty Level. CHPlus B is a program intended to cover children up to age 19, whose family income is too high to qualify for Medicaid. CHPlus B coverage is provided through managed care organizations. To get more information, call the Child Health Plus helpline toll-free at **1-800-698-4543**.

FAMILY HEALTH PLUS

Family Health Plus (FHP) is a New York State health insurance program for adults with limited income who do not have health insurance. It offers comprehensive health care coverage through managed care plans to single adults and couples without children, and parents who are financially ineligible for Medicaid. To be eligible for FHP, individuals must be age 19 through 64, ineligible for Medicaid and meet certain other eligibility criteria. To get more information, call the Family Health Plus helpline toll-free at **1-877-934-7587**.

WOMEN INFANTS AND CHILDREN

Women, Infants and Children (WIC) is a special supplemental food program that provides nutritious foods, milk, juice, formula and other items to low-income pregnant or breastfeeding women, as well as infants and children up to age 5. To get more information, call the Growing Up Healthy hotline toll-free at **1-800-522-5006**.

CHILD CARE

New York State offers many resources including subsidies to low-income families to make safe quality child care accessible and affordable. You should contact your county social services office for information. To find out more, visit the Website: <http://www.ocfs.state.ny.us>

CHILD SUPPORT ENFORCEMENT

Child support enforcement services are available free of charge to anyone who applies. The program can help custodial parents obtain financial and medical support for their children from the noncustodial parent. Information regarding the noncustodial parent's ability to pay child support is presented to the court to calculate the proper support payment according to the Child Support Standards Act guidelines. A child support order is based on the noncustodial parent's adjusted gross income and the number of children for which they are responsible. In some instances, administrative procedures can be put into action without returning to court. For more information or, to apply for assistance with child support, call toll-free **1-800-846-0773** or visit the Website: www.newyorkchildsupport.com

DOMESTIC VIOLENCE

Domestic violence affects the entire community. If you or someone you know is being abused and you would like more information on what you can do to keep yourself, your family or neighbors safe, call toll-free **1-800-942-6906** or visit the Website: www.opdb.state.ny.us/victims

HOMELESS HOUSING AND SERVICES

OTDA administers an array of programs to address problems related to homelessness in New York. Several of the programs provide essential services to homeless persons to stabilize their housing situation and increase levels of self-sufficiency. If you are homeless and need assistance, please contact your local social services office.

SOCIAL SECURITY DISABILITY INSURANCE AND SUPPLEMENTAL SECURITY INCOME

The Supplemental Security Income (SSI) Program provides monthly cash benefits to elderly, blind, and disabled individuals with limited income and resources. OTDA is responsible for determining certain aspects of eligibility for Social Security Disability Insurance and SSI programs. To apply for Social Security Disability Insurance or SSI benefits, call toll-free **1-800-772-1213**.

VETERAN'S BENEFITS

If you ever served in the United States Armed Forces and were discharged under honorable conditions, you are a veteran. In addition to healthcare, substance abuse and mental health services, burial benefits, educational benefits, and employment assistance, you may be eligible for monetary benefits in the form of service-connected compensation and/or non-service connected disability pension payments through the U.S. Department of Veterans' Affairs. Contact the NYS Division of Veterans' Affairs toll-free **1-888-838-7697** or visit their Website at: www.veterans.state.ny.us to locate a State Veteran Benefits Counselor nearest you.

BUREAU OF REFUGEE AND IMMIGRANT ASSISTANCE

OTDA provides services and assistance to certain immigrant populations, including refugees, asylees, victims of human trafficking, and other immigrants. To obtain assistance with citizenship matters, call toll-free **1-800-566-7636**. To obtain any of the other services or assistance described above, call **1-518-402-3096**. To find a list of service providers visit the Website: www.otda.state.ny.us/main/bria



Cash Assistance Application Kit Forms

Forms included in the standard Application Kit:

Item	Title	Form 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	How to Complete the Temporary Assistance (TA)-Medical Assistance (MA)- Medical Savings Program (MSP)-Food Stamp Benefits (FS) - Services (S), including Foster Care (FC) - 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	Helping Hands For People In Need	PUB-4916*	State
18	Notice to All Applicants	EXP-75Q***	FIA
19	What You Should Know About Your Rights If You Have a Disability	EXP-78F*	FIA
20	Absent Parent Questionnaire	M-384k*	FIA
21	Your Interview with the Office of Child Support Enforcement	M-384t**	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).

**Available in English and Spanish only

***Multiple languages are contained on one form.

Cash Assistance Application Kit Forms

Forms included in the standard Application Kit:

Item	Title	Form Number	Agency
22	Child Care Guarantee Letter	M-528m**	FIA
23	Attention: Applicants/Participants	W-116U***	FIA
24	Important: Using Common Benefit Identification Cards (CBIC) for Medical Services	W-126E*	FIA
25	Cash Assistance Additional Allowances	W-137C*	FIA
26	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	W-139E**	FIA
27	Troubled? Frustrated? Angry? Don't Take It Out On Your Children!	W-273A**	FIA
28	Did You Know That The City of New York Will Pay for Your Child Care For Your Children Under 13 and For Children With Special Needs?	ACS Form W-273E	ACS
29	Notice to Applicants and Participants Regarding Third Party Health Insurance	W-299*	FIA
30	Certification/Recertification Checklist	W-515J*	FIA
31	Welfare Fraud Pamphlet	W-151M**	BFI
32	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W***	FIA
33	Eligibility Verification Review Questionnaire	W-532T**	FIA
34	Child Care Fact Sheet and Planner	CS-574EE**	ACS
35	Language Questionnaire	W-680FF*	FIA
36	Are You Disabled?	W-681A*	FIA
37	Notice to Applicants/Participants	W-904DD*	FIA
38	Essential Persons	W-912KK**	FIA
39	Explanation of the Medicaid Buy-In Program for Working People with Disabilities (MBI – WPD)	MAP-252*	MAP
40	Child/Teen Health Program (C/THP) Fact Sheet	MAP-1096*	MAP
41	Yes! You Can Still Apply For Medicaid/Family Health Plus	MAP-2020	MAP

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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 Temporary Assistance (TA)-Medical Assistance (MA)- Medical Savings Program (MSP)-Food Stamp Benefits (FS) Recertification Form	PUB-1313*	State
8	Helping Hands For People In Need	PUB-4916*	State
9	What You Should Know About Your Rights If You Have a Disability	EXP-78F*	FIA
10	Explanation of the Medicaid Buy-In Program for Working People with Disabilities (MBI – WPD)	MAP-252*	MAP
11	Attention: Applicants/Participants	W-116U***	FIA
12	Important: Using Common Benefit Identification Cards (CBIC) for Medical Services	W-126E*	FIA
13	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	W-139E**	FIA
14	Welfare Fraud Pamphlet	W-151M**	BFI
15	Notice to Applicants and Participants Regarding Third Party Health Insurance	W-299*	FIA
16	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W***	FIA
17	Language Questionnaire	W-680FF*	FIA
18	Are You Disabled?	W-681A*	FIA
19	Notice to Applicants/Participants	W-904DD*	FIA
20	Essential Persons	W-912KK**	FIA

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***Multiple languages are contained on one form.

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 The City of New York Will Pay for Your Child Care For Your Children Under 13 and For Children With Special Needs?	ACS Form W-273E	ACS
4	Child Care Fact Sheet and Planner	CS-574EE**	ACS
5	Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care	OCFS LDSS-4699*	State
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

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