

## **FAMILY INDEPENDENCE ADMINISTRATION**

Seth W. Diamond, Executive Deputy Commissioner



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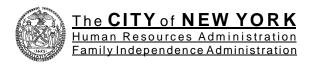
Lisa C. Fitzpatrick, Assistant Deputy Commissioner Office of Procedures

## **POLICY BULLETIN #07-153-OPE**

## INTRODUCTION OF THE NCA FS APPLICATION/RECERTIFICATION KIT FORMS (M-90e)

Date: December 26, 2007	Subtopic(s): Forms		
December 20, 2007	1 Offits		
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform all Non-Cash Assistance Food Stamp (NCA FS) Center staff of the newly created NCA FS Application/Recertification Kit Forms ( <b>M-90e</b> ).		
	The <b>M-90e</b> has been created to list the forms that must be included in all NCA FS Application/Recertification kits. The <b>M-90e</b> specifies which forms are available in languages other than English. Staff must include the appropriate foreign language version of forms in the NCA FS Application/Recertification Kit based on the applicant/participant's foreign language needs. The foreign language versions are available through Print on Demand.  A sample of the <b>M-90e</b> is attached.		
	Effective Immediately		
	Attachment:		
	Attaoriment		
☐ Please use Print on Demand to obtain copies of forms.	M-90e NCA FS Application/Recertification Kit Forms		

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



## NCA FS Application/Recertification Kit Forms

Forms included in the Application/Recertification Kit:

Item	Title	Form Number	Agency
1	What You Should Know about your Rights and Responsibilities (When Applying For or Receiving Benefits)	LDSS-4148A*	State
2	What You Should Know about Social Services Programs	LDSS-4148B*	State
3	What You Should Know if you Have an Emergency	LDSS-4148C*	State
4	Domestic Violence Palm Card	LDSS-4583A**	State
5	Food Stamp Benefits Application/Recertification	LDSS-4826*	State
6	How to Complete the Food Stamp Benefits Application/Recertification	LDSS-4826A*	State
7	Helping Hands For People In Need	PUB-4916*	State
8	Child/Teen Health Program (C/THP) Fact Sheet	MAP-1096*	MAP
9	Notice to All Non-Cash Assistance FS Applicants at POS Centers	EXP-75AA*** <sup>†</sup>	FIA
10	Interpretation Services Notice for the Application/Recertification Kits (Insert)	W-515W***	FIA
11	Finger Imaging Notice	W-519*	FIA
12	Language Questionnaire	W-680FF*	FIA
13	Are You Disabled?	W-681A*	FIA

Staff must include the appropriate foreign language version of forms in the NCA FS Application/Recertification Kit based on the applicant/participant's foreign language needs.

<sup>\*</sup> Available in multiple languages
\*\*Available in English and Spanish only
\*\*\*Multiple languages are contained on one form.

<sup>&</sup>lt;sup>†</sup>Include in NCA FS Application Kits at POS Centers.