



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-153-OPE

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

<b>Date:</b> December 26, 2007	<b>Subtopic(s):</b> Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>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>).</p> <p>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.</p> <p>A sample of the <b>M-90e</b> is attached.</p> <p><i>Effective Immediately</i></p> <p><b>Attachment:</b></p> <p><b>M-90e</b>      NCA FS Application/Recertification Kit Forms</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*



## 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***†	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

\* Available in multiple languages

\*\*Available in English and Spanish only

\*\*\*Multiple languages are contained on one form.

† Include in NCA FS Application Kits at POS Centers.

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