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ACCESS NYC PUBLIC BENEFITS SCREENING TOOL

Date: April 27, 2007	Subtopic(s): Electronic Applications
🖳 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Family Independence Administration (FIA) staff of ACCESS NYC. ACCESS NYC is a public benefits screening tool that is available to the public on the Internet at www.nyc.gov/accessnyc. With ACCESS NYC online, NYC residents can determine through a single set of questions the benefit programs for which they may be eligible. To provide accessibility for non-English speakers, ACCESS NYC is available in Arabic, Chinese, Haitian Creole, Korean, Russian and Spanish. ACCESS NYC offers users the ability to learn about 28 City, State and Federal programs including food stamps (FS), Public Assistance (PA), Home Energy Assistance Program (HEAP), and Public Health Insurance. The tool queries the user for information regarding household members, income, resources, expenses, employment, and housing information. Based on the information provided, ACCESS NYC returns a list of programs for which the household/individual *may* be eligible as well as a list of programs for which eligibility cannot be determined. This screening tool does not determine final eligibility. Instead it provides valuable information to users regarding potential eligibility and the application process. ACCESS NYC has concise, easy-to-understand instructions for applying to each program. It tells you which documents are needed to apply for each program, and how to get help acquiring them. There is a program office look-up by zip code that shows the nearest office locations on a map. There is also an option to print partially completed forms that can be used when applying to the program at

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

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the administering Agency. If residents use ACCESS NYC and want to save their information for another time, they can set up an account in ACCESS NYC protected by a username and password.

ACCESS NYC user process

The following illustration outlines the user process flow.

ACCESS NYC Program List (as of May 2007)

Eligibility information and application forms (where indicated) are available in ACCESS NYC for the following benefit programs:

Food and Nutrition Programs
- Food Stamps*
- School Meals
- Summer Meals
- Women Infants and Children (WIC)*

Health Insurance Programs
- Child Health PlusA/Medicaid*
- Child Health PlusB*
- Family Health Plus/Medicaid*
- Medicaid*
- Medicaid Excess Income/ Medicaid*
- Prenatal Care Assistance Program/Medicaid*
- Healthy NY*
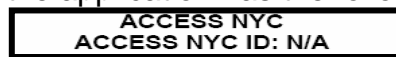
Financial Assistance Programs
- Child and Dependent Care Tax Credit
- Child Tax Credit
- Earned Income Tax Credit (EITC)
- Home Energy Assistance Program (HEAP)*
- Public Assistance

Programs for Families with Children
- Child Care*
- Head Start
- Out-of-School-Time*
- Universal Prekindergarten*

Employment Related Programs
- New York State Unemployment Insurance

Housing Programs
- Disability Rent Increase Exemption (DRIE)*
- Disabled Homeowners' Exemption (DHE)*
- Section 8 Housing Assistance
- Senior Citizen Homeowners' Exemption (SCHE)*
- Senior Citizen Rent Increase Exemption (SCRIE)*
- School Tax Relief (STAR)*
- Veterans' Exemption

* Forms available from ACCESS NYC

FS application printed from ACCESS NYC

Users of ACCESS NYC will be able to print the Food Stamp Benefits Application/Recertification form (**LDSS-4826**) in seven languages. The print-out is identical to the State application with the following exceptions:

- the application has the following header

> **ACCESS NYC**
> **ACCESS NYC ID: N/A**

- on page 1, the signature box appears before, not after, the list of household members
- the tables in the application may expand if additional lines are necessary to accommodate information that the user has entered (e.g., household members, income list, etc.)
- the application will have some of the information pre-populated with the information the user entered into ACCESS NYC (such as name, address, date of birth, etc.).

Processing FS applications printed from ACCESS NYC	Applicants/participants can come to a Non-Public Assistance (NPA) FS Office with the **LDSS-4826** printed from ACCESS NYC. Staff must accept this form as a valid application for FS if it contains, at minimum, the applicant's name, address (if s/he has one) and signature and process the application in accordance with standard procedures. If information is missing on the application, the individual can be helped to complete the application. All applications for FS, whether generated through ACCESS NYC or through any other process (mail, fax or in person) must be prescreened for expedited FS service.
Providing ACCESS NYC assistance	FIA staff may receive ACCESS NYC questions from applicants/participants. If the staff member is able to answer the questions, s/he is encouraged to do so. When speaking with applicants/participants about ACCESS NYC, there are two key things to keep in mind: • the final eligibility determination for all programs is made by the administering Agency (HRA or other) • using ACCESS NYC does not start the application process. It is a tool for collecting information. Users must follow the directions in the system to apply for the programs with the administering Agencies. If the staff member cannot assist the applicant/participant with questions regarding ACCESS NYC, s/he can instruct him/her to: • Click the **Contact Us** link on the ACCESS NYC system to submit questions/comments/suggestions; or • Dial "**311**" and ask for "ACCESS NYC." *Effective May 1, 2007*