



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #07-58-SYS
(This Policy Bulletin Replaces PB #03-147-SYS)

REVISION TO THE TURN-AROUND DOCUMENT (TAD)

<p>Date: May 1, 2007</p>	<p>Subtopic(s): Welfare Management System (WMS)</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>The revisions already appear on the POS TAD.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non-Public Assistance Food Stamp (NPA FS) Office staff that the WMS/NYC Authorization Document, commonly referred to as the Turn-Around Document (TAD) (LDSS-3517), has been revised.</p> <p>Section 15 of the TAD includes the following changes:</p> <ul style="list-style-type: none"> • Renaming of Element 389 “DOE” (Date of Entry) to “DOS” (Date of Status) • Addition of Element 347 “DEC” (Date Entered Country). <p>Note: Element 347 appears to the right of Element 389 on the paper LDSS-3517.</p> <p>When applicable, staff must enter the non-citizen’s entry date in MM/DD/YYYY format.</p> <p>As the element for DEC now appears on the new TAD, staff must use the new TAD instead of the Date Entered Country (DEC) Data Entry Form (Item 347) (LDSS-4895) to make entries into Element 347.</p> <p>The Paperless Office System (POS) TAD has already been revised to reflect these changes.</p> <p>Beginning Monday, May 14, 2007, the new TAD (Rev. 04/07) must be used.</p>


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*

Old TADs cannot be printed after May 14, 2007.

Note: Annotated TADs previously scheduled for data entry can be used beyond May 14, 2007, for data entry purposes only.

The HRA Warehouse will deliver a supply of new TADs to locations by Monday, May 14, 2007. Center Directors in the Job Centers and Site Managers in NPA FS Offices must ensure that all previous versions of the TAD are recycled.

Effective May 14, 2007

 Please use Print on Demand to obtain copies of forms.

Attachment:

LDSS-3517 WMS/NYC Authorization Document (Rev. 04/07)

